



Waldorf School Of Louisville

September 15 2021

Attendees: Michelle Haxby, Sasha Caufield, Rob Lanier, Justin Pohn, Vishnukant Joshi, Clay Fleischer, Graham Newton

Administrative Staff: Angeline Green, Kelly Stinnett, Madyson Haskins,

Community Members: Rebecca Bartlett, Eileen

Agenda topics:

- Reading and approval of minutes: Minutes were read and approved

Meeting opened by: Sasha Caufield


Reports of Officers and Committees

Admin/ Angeline

GENERAL ADMINISTRATION: Angeline

Human Resources:

- Larissa Nemeth accepted the position of Marketing Director; remote start date of 9/27 with on-site start date to follow in October following relocation
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- Grades Extended Care Position: Original hire didn't work out, but Olivia Pendleton (Movement and Games teacher) set to begin a mixed role. Stephanie Tanner has been subbing until Olivia can begin.
 - Early Childhood Extended Care: Sunita Vinod has left her position and we are conducting interviews to find a replacement.
 - Actively recruiting for EC and Grades subs.

Compliance:

- Awaiting our first inspections

Finance – Business Manager Report:

- 3 children released from contract due to health concerns
- Board approved employee bonuses for returning employees have begun

Cash Flow:

- Money Market: \$400,000
- Checking: \$444,000
- Lyndon Campus under contract
- Working with CPA to file 990 for fiscal year 2020-21: Goal is to file in October

General Administration:

- Work to begin on annual DASL survey for AWSNA

Finance/ Rebecca

- Finance committee did meet to discuss strategic plan for the next 3-5 years projection and any changes that were wanting to be made

Faculty/ ED/Sasha

- Plan to cover Ms.Cari medical leave of absence
- Hiring for part time music teacher and Grades support
- Faculty working to adjust playtime schedule for grades to attempt social distancing

- Knitting ceremony 09/23 held at Seneca park (Sasha- could faculty approve proper language/ small write up information to be handed out to park viewers during knighting ceremony?)
- Dragonfest 09/24 (open to the community) Held by PA
- EC to host a two week long Michaelmas celebration with the children (Closed to guests)
- Faculty working with covid taskforce and CDC recommendation for gatherings

Development/ Madyson

Development Update:

- Development Committee met on Tuesday, Sept. 14
- We are currently in the process of editing the Reimagining Rock Creek campaign and have a tentative launch date of Friday, Oct. 1 for all full-pay families
- we are currently in the process of editing the 21-22 Development Committee Mandate and will be ready for Board approval by next meeting
- we are currently in the process of identifying a Parent representative to serve on the Development Committee - Madyson to conduct outreach to specific parents

Give For Good Louisville:

- campaign communications are underway! Requesting all Trustees and all Faculty either create a personal Peer-to-Peer campaign or share Waldorf's campaign page amongst their networks for robust giving on Friday, Sept. 17.
- Madyson to host small donor appreciation breakfast on Friday with donated Heine Bros coffee, donated baked goods, and iPads for on-site donations
- finalizing materials for 21-22 Faculty Payroll Deduction giving plan. launching Thursday, Sept. 16

Community Partnerships:

- Currently in the process of creating a multi-faceted partnership with Yew Dell Botanical Garden - this would include weekly volunteer opportunities for the Grades classes on Yew Dell grounds, Waldorf hosting future events at Yew Dell such as Summer Camp, etc.

Volunteer Update:

- Parent Association met on Wednesday, Sept. 8:

- in the process of planning Dragon Faire - seeking volunteers to set-up, staff events, and tear-down. also seeking donations in the form of : pumpkins, gourds, pine cones
- in the process of identifying a PA Coordinator - seeking someone to serve as a point person for PA Volunteers and Class Parents. Working alongside the Development &
- Volunteer Coordinator to set monthly PA goals and create monthly meeting agendas. Attends monthly PA meetings and Trustee meetings
- Madyson waiting to confirm Fall Community Work Day

proposed dates: Saturday, Oct. 2 or Saturday, Oct. 16 (8:00 AM - 2:00 PM)

Enrollment/ Kelly

- Current enrolment 140

PreK: 12 Enrolled - No pending - 2 application

Kindergarten: 45 Enrolled - No pending- 1 application

1st: 17 Enrolled - 1 pending - 1 application

2nd: 11 Enrolled - No Pending -No application

3rd: 8 Enrolled - No Pending - No application

4th: 15 Enrolled - No pending - No application

5th: 15 Enrolled - No pending - 1 application

6th: 6 Enrolled - No Pending - No application

7th: 4 Enrolled - No pending - No application

8th: 7 Enrolled - No Pending - No application

- Kelly will wait for Larissa Nemeth to start the "Coffee Tea Tour". Monitoring covid concerns

Grounds/ Clay

- Working to remedy some construction complications with the Early Childhood classes
- Letter went out to Early Childhood families to assure the families that construction is top priority to complete

- (Community question) wanted to clarify information regarding two Early Childhood classes not opening, question regarding how EC families are navigating this situation, room 6 is complete just waiting on the inspection. Working on completing ADA compliant for two other rooms,
- Sale for lyndon campus progressing well, no closing date yet
- Lending agent is Republic Bank, they have handled our banking for many years
- Lyndon campus has been maintained and kept in good condition / no closing date yet

Technology/ Clay

- Discussion to Use Electronic sign in front of school to share information regarding our upcoming events to share with louisville community at the park
- Construction has made enclosure for the network in room 6 / important for compliance needs
- Ordering new IP phones / should be cost sufficient

Greig Bartlett/

Door Card Access Information

- Door 18 and 19 are now Card access only as requested by Molly for compliance, this was done last week
- setting up a profile for Molly so when we get new cards from Ready Electric she can get a card that allows her ONLY into door 19 and the playground door.

Networking

- The wifi technology is in place. It seems to be working well for the places where people are near it.
- Most of the access points connected are left in the closet just to get it going. It still needs to be mounted in the room. Some of the buildings aren't getting wifi
- to have some sort of wireless phone that can go outside, having an access point in each of the buildings will help support that once we figure out the right product to address that need.
- Before anything is mounted on a wall or ceiling, I will work with each teacher to make sure it's placement is okay before proceeding. They are typically mounted in the middle of the room or on a wall

Strategic Planning/ Rob

- Governance council is working on a statement of accountability and organization chart that shows three sphere organization
- Teacher development council is becoming the professional development council working on administrative evolution process, should be completed in next couple weeks / looking at job descriptions
- Will look at latest budget projection to see what next three years will look like
- Hope to have by the next board meeting statements from all departments to see what the goals are
- Will partner with maydason to look at the community life goal
- Looking at the finance strategic plan for the next five years, as well as the priority list

Marketing/ Justin


- School hired Larissa Nemeth for full time marketing, she is in the process of moving to louisville will work remotely until oct, 1
- Holding off on name change to further look at marketing research / name and logo will remain the same
- Working on marketing mandate for the 2021-2022 year should be available next board meeting
- Google listing has been updated to reflect new address
- Permanite sign in front of school to replace temporary bannor
- Looking at signage for the gazebo and other locations on campus, possibly steiner quotes
- Donor wall for recognition possibly in the reception area
- Relocate wooden waldorf sign from lyndon campus

Nomination/ Graham

- Interested in adding additional trustees

Action Items:

- Affirmation of E-vote: Approval to release three contracts due to COVID concerns: **Board Approved**
- Vote on Marketing's Proposal to keep current name and logo for school: **Board Approved**

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- Renewal of Trustees Clay and Justin: in Executive Session
 - Update/check in: Committee Mandates, to reflect changes to WSL structure and staffing. Committee Chairs to submit a revised mandate to CC for vetting and the Board for approval.

1. F&G

2. Finance (complete, changed everything to variable tuition)

3. Strategic Planning

4. Marketing

Renew:

1. Development

:Board is looking to Approve new mandates by next meeting

Open Discussion: Community member - hearing wonderful things from their children and other families. Children are happy and thriving. Thank you to admin and teaching faculty!

Meeting adjourned