**December 12, 2018**

**Eastside Community School Board Meeting**

**Attendees (Board):**

Grif Owen: Present

Boris Bobrov: Present

Anneliese Johnson: Absent

Dan Holsclaw: Present

Daniel Goldschmidt: Present

Lisa O’Connell: Present

Brandon Dudley: Present

Andy Hartpence: Present

**Other Attendees:** Ivan Gorne, Mary Spurgin, Emma Goldschmidt, Annette Campana, Dan Holsclaw, Michael D’Aleo, Janine Cleland

**Faculty Update**

* We are working on the process to recruit and discuss the placement of our new First Grade teacher
  + Attempting to have this role filled prior to the reenrollment period in February
* Michael D’Aleo is working with faculty, but also with the entire community. We’d like as many members of the community as possible to attend Friday’s meeting

**Treasurer Update**

* A Presentation was reviewed which can be read here [link coming soon]
* Six “Main Data Points” were shared
* Runway Metric: Cash Balance + Monthly Operating Income + Monthly Operating Expense
  + Between 2 and 4 months is generally healthy and where organizations want to be so they are maximizing use of assets
  + 11/30: 2.26 months is our current runway with no donations
* FYE 2020 Budget
  + Define Budget Biases
  + Develop Expenses to Embrace the Biases
  + Determine Funding Sources
  + Capital Planning

**Administration and Budget Planning**

* Opening question: Are we comfortable with the same 2018-19 budget deficit for the 2019-2020 school year?
  + We will have fundraising needs, but we need to determine whether they are for operating or capital expenses
  + Given the current economic climate, it would be good to not have to rely so heavily on fundraising
  + A basic goal should be to keep the status quo when it comes to programming, but what is missing? These are the things which could be added:
    - We used to have a specialist onsite to assist kids who need additional help
      * There are grants available to assist with Learning Support programs
    - In the past, we’ve also had an anthroposophical specialist available
    - Professional development is very important and supports the work of the school
    - Having more consistent substitution support is valuable
* How should salary and benefits be updated?
  + Thinking of the Bellevue school district, we are probably paying less than average
  + Salaries have been the same for two years
  + For new teachers, it is hard to live in this area with the starting salaries currently offered
  + We want to improve our teachers’ compensation
  + Benefits
    - Health insurance last year was more supportive than this year, but the program is good
    - The faculty will discuss how they feel about the current benefits
    - Remission needs to be considered for recruiting and retention
* Financial aid will play into the budget. We are assuming that next year financial aid will map at close to the same percentage of the budget as this year
* Re-enrollment Period
  + Currently targeting Feb 1 – 15, which is aligned with what we’ve done in previous years
  + We should incentivize people to reenroll on time
  + A note from the board will go out the Monday before the period start with information about the upcoming school year
* Early withdrawal fees
  + Processing fee for parent/child class withdrawals
    - We currently have no fees for withdrawals (we return remaining tuition)
    - We will enact a new policy to have a portion of the tuition be non-refundable for early withdrawal
  + We should reassess our policies for early withdrawals for all levels
* Enrollment growth projection
  + We don’t have a lot of data to work with at the moment because it is held by SWS
  + Ideally we could source the addresses of Three Cedars families who departed to give them an update on how well our school is doing
  + The faculty will put an enrollment projection together with various scenarios
  + We have been discussing the prospect of launching a satellite campus for Early Childhood
    - Feedback from the EC faculty:
      * The EC program will be facing changes next year, and they don’t want to weaken what they have on the current campus
      * EC teachers feel that they cannot carry a satellite program next year on their own, but they could support it
      * EC teachers feel that we should research where there is a demand for Waldorf EC. What size facility should we look for, for example?
    - The site and marketing team could work to help with the research that the EC faculty is requesting
    - Another idea is to have a Parent/Child program at a remote location as a test program
      * These programs could start at any time of the year
    - We need to form a committee to lead the project to launch the satellite campus
      * Janine and Ivan will lead this project
* A draft budget will be ready for the board to review in the next board meeting.

**Board Meetings**

* Next board meeting will be January 23rd at 4:30

**Marketing Team Update**

* The marketing team led by Kelly Nash is cranking out a lot great work
* New Admissions materials samples were shared, and 3 panel display sign for school fairs has been designed
* The website has undergone some cosmetic, but significant, updates to improve presentation
  + Many content updates have been made
  + The ECS.org domain no longer redirects to the old domain
* Parent Map sponsorship program ad has been completed