



JRCS Board of Stewards Meeting Minutes

March 15, 2016

Meeting called to order at 5:39. Board members present: Pam Middlemas, Nicole Miller, Laura Carter, Krista Kuncir-McGill, Andrea Haitz. Others present: Patrick Ebel, Donald Samson, and Theresa Perkins, who may be interested in joining our board.

Celebrations: Nicole pointed out that our website is looking great. The Board expressed gratitude for the job Brenda Chesney is doing on our website.

Opening Activity: Donald spoke about the essence of Waldorf education, the three stages of a child's development. From birth to 7 years, children are interested in DOING. From age 7 to 14 years is the time to educate with a view toward children's feelings, which is why an art-infused education is so important. From age 14 to 21, children are best reached by treating them as thinkers. Children should leave school feeling prepared to meet any of life's challenges.

Minutes from the February 16, 2016 approved. Retreat minutes were not yet complete.

Agenda approved.

Committee Reports

Director's Report: See attached.

Finance Committee Report: See attached. The Board approved the initial budget for the 2016-2017 school year.

Task List: We are continuing to chip away at this lengthy list!

Resource Committee: Currently nothing to report.

Old Business

Vision/Mission/ICare Statements – The board approved by consensus to approve these statements, attached.

Exit Interview Policy – The board approved by consensus to approve this policy, attached.

Rules of Order – The Board approved to approve the Rules of Order, with the following change: will change the word “debate” to “discussion.” See attached.

Ren Faire Update – Going well. Insurance is in place. Security is in place. The board has been volunteered to serve beer in the beer garden. Looking forward to the fun!

Fundraising Guidelines – Postponed until April.

New Business

Guest Speakers – None.

Parent Involvement/Fundraisers – George feels that we should have 2 or 3 big fundraisers each year, rather than messing with smaller things, such as “eating out” nights. We currently have the walkathon in place and we are working hard to make the Renaissance Faire an ongoing fundraiser for our school. A third possibility is to host one or two meals each year, possibly a spaghetti dinner, and maybe a chili dinner, or a cookout, featuring JRCS students as the workforce to get the job done, as well as possible entertainment for the evening. Additionally, George is working to put in place a Dad’s Group. Not sure there is time to schedule a replacement event for the Gala, financially speaking, this school year, but for sure we’ll get the spaghetti dinner on the calendar for next year!

Approve New Calendar – Patrick has worked to adjust the JRCS calendar, attached, to have similar vacation times as the District 51 calendar. The board approved the calendar with a consensus vote.

Meeting ended at 7:39.

Respectfully submitted,
Pam Middlemas

JRCS Director's Board Report
March 15, 2016

As always, email me with questions.

My top 3 priorities at this moment:

1. Complete the plan for our High School program
2. Focus on moving the process of new facility acquisition along
3. Get prepared for spring testing

Enrollment:

Our enrollment is currently 255 students.

We currently have 91% of our students/families returning..

Grade	Max Class Size	Returning Students	Current Application	Available Seats
K	57	13	44	
1	50	48	5	-3
2	25	23	7	-5
3	50	44	5	1
4	25	21	4	0
5	25	25	1	-1
6	25	22	4	-1
7	25	19	0	6
8	25	21	1	3
9	25	18	0	7
Totals	332	241	40	56

We will be putting radio spots out, hopefully this week, for open enrollment and Renfaire.

We had an open house this last Saturday and had about 12 new families show up.

Students:

We have continued to work on our care plan to meet student needs.

The 8th grade has decided to go to Deer Hill for their 8th grade trip and are busy fundraising for their fees. It will cost each family \$1,300 for 8 days.

Staff:

We currently have one kindergarten teacher position open. We still have one first grade position, and one 6th grade position. We will be interviewing the experienced Waldorf teacher from the Portland Waldorf School for the 6th grade position Tuesday and Wednesday.

Mr. Cook has announced his departure to his families and students. We will be interviewing Mary Sitsma for the position of 3rd grade and will keep you posted.

☑ Our February conference was a rousing success!

District and State:

☑ We are continuing to provide reading support to students identified as having a significant reading deficiency during our fall testing cycle.

☑ Testing preparation is well underway and we will be testing students during the month of April

Building and Grounds:

☑ We have scheduled several grounds work days and have gotten the teachers to sign up for them. We have several projects in the works.

☑ Our first work day was this last Saturday and we had about 10 families come and help. We were able to get our shade structure most of the way up as well as move a significant amount of chips to the playground.

☑ Green house: Jerry and Laura and the kids have begun starting plants for our spring plant sale. Jerry feels we have the potential to make several thousand dollars. This will go towards paying expenses for the green house, the garden education program and helping fund the 8th grade trip.

New Campus:

☑ Progress on 3 proposed sites:

- Power Line Rd.: Todd found the long, lost partner and we had a meeting with him. I think he would be very interested in selling the property to us. We are still exploring whether it is the right one for us.
- 26 ½ & Horizon: We had a conversation with Dr. Merkle. He has offered us the property at an initial price of \$1.25 million. We are looking into some feasibilities with the city.
- From our meeting with the district, we have identified another possible site but we are not able at this time to share any more information regarding this site.
- Dustin has completed a project timeline which he has shared with the building committee.
- Dustin will be here on March 21st and 22nd to meet with the building committee and the city/county.

High School:

☑ I have the 9th grade block schedule almost completed.

☑ I have reached out to Thom Shafer, who is the pedagogical director and teacher at a Waldorf charter high school in California. He will be here this weekend as one of the Gradalis instructors and we have plans to talk more about our plan.

Respectfully Submitted,
Patrick Ebel
Administrative Director

JRCS Vision Statement:

"Awakening knowledgeable, self-aware, and compassionate human beings."

JRCS Mission Statement:

"The school community joins together to inspire children to cultivate their passion for life-long learning through child-centered academics that emphasize goodness, beauty and truth."

JRCS I-Care Statement:

JRCS Exit Interview Policy

It is the position of the JRCS Board of Stewards that any individual leaving the employ of JRCS will be contacted for an exit interview. Those employees who change job duties at JRCS will be given the option to go through the process of an exit interview.

Exit interviews will be conducted by one or more members of the JRCS Board, and, if possible, a JRCS staff member. There may be times when the Administrative Director or the Director of Curriculum and Instruction may be asked to attend, as well.

Questions asked of the departing staff member will be those on the attached page, and may also include other information that an exiting staff member wishes to share.

Although it is the Board's intention to keep the content of an exit interview as confidential as possible, it is also the Board's intention to improve JRCS whenever possible. Therefore, the interviewee needs to be made aware that the content of his or her exit interview may be shared with the appropriate leadership personnel where deemed appropriate. Exit interview minutes will be kept in an individual's personnel file.

Juniper Ridge Board of Stewards Rules of Order

Meetings of the board

The Juniper Ridge Board may meet for several reasons; the type of meeting will dictate the content of that meeting.

Regular Meeting

The regular meeting of the Board of Stewards will occur on a monthly basis. The purpose of this meeting is to receive monthly reports from administration and committee chairs, ask questions for further clarification of said reports, and to make, debate and vote upon proposals relating to governance of the school.

Special Meeting

A Special Meeting is called when regular meetings are insufficient to handle the regular business of the board. These meetings will operate exactly as a regular meeting except that reports will only be presented when necessary as most reports will be presented in the regular meeting.

Emergency Meeting

An Emergency meeting is called to conduct high priority business when waiting for a regular meeting would be impractical or imprudent. An emergency meeting will only consist of Emergency business, regular business will hold for the regular meeting.

Working Session

A working session can be called to provide time for the entire board to work as an ad-hoc committee, discuss strategy, conduct training, or develop proposals. No votes can occur in a working session.

Regular and Special Meeting guidelines

The regular meeting of the board is an official meeting gathered to conduct the business of governance of Juniper Ridge Community School. The meeting will initially be conducted by the sitting chair, or vice chair in the absence of the chair, until duty assignments are made.

A regular meeting will normally consist of;

- Opening Activity
- Assigination of duties
- Old business which will generally include
 - o Approval of Agenda
 - o Approval of outstanding minutes from previous meetings
 - o Committees and Administration question and answer time
 - o Time for guest speakers
 - o Cleanup of any previously unfinished business
- New business
- Board Calendar reminders
- Other business as required

Meeting Duties

Facilitator

The facilitator is responsible for conducting the meeting and maintaining order amongst the participants. The facilitator has the responsibility of facilitating conversation by recognizing speakers in a fair and orderly fashion. The facilitator is also responsible for ensuring that the meeting progresses in a timely manner by following timelines laid out in the agenda

Co-facilitator

The Co-facilitator will assist the facilitator when necessary and will assume the role of facilitator in the instance that the facilitator becomes incapacitated.

Time Keeper

The time keeper ensures that debate and discussion do not exceed allotted time. The time keeper will assist the facilitator by informing the facilitator when time thresholds have elapsed. The time keeper should also endeavor to inform the facilitator when time thresholds are within 1-2 minutes of elapsing

Stack Taker

The stack taker is responsible for collecting requests to speak from guests and providing that information to the Co-chair for inclusion in the agenda.

Recorder

The recorder is responsible for taking minutes of the meeting and providing them to the Secretary for further action. The Secretary will normally act as the Recorder at board events but

another member may be selected. Both voting and non-voting members may act as Recorder but guests may not.

Task List Keeper

The Task List Keeper will keep track of tasks and actions decided upon by the board. The Task List Keeper will track responsible party for each task and completion status. Both voting and non-voting members may act as Recorder but guests may not.

Business permitted

Reports

Reports will be provided to the board before meetings and a short question and answer period will be allowed for each report at the actual meeting. Question and answer periods will not generally exceed 5 minutes for normal reports and will not generally exceed 10 minutes for irregular or unusual reports.

Presentations (when required)

Presentations can cover a multitude of subjects. Often a presentation will consist of a concept or practice that a board member would like the board to consider. Presentations will include a time sufficient to make the presentation and a short period for questions and answers. This type of business does not receive a vote and does not require debate. Presentations and discussions do not require action by the board and when possible should take place in Committee, Working sessions, or in Record E-mail.

Proposals (submitted in written form)

Proposals are business that requires a vote. A proposal can include such items as creation of committees, Resolutions of the board (binding and non-binding), proposals to adopt rules, regulations and procedures, proposals to amend or appeal rules, regulations and procedures. Proposals will be provided in writing to the board prior to the scheduled meeting in order to allow sufficient time for study. Proposals will be read and a short amount of time will be given to for questions and discussion. At the end of the allotted discussion period the board will vote to proceed, table or send to committee. If the Board votes to proceed then a vote on the question itself will immediately proceed. A vote to table will set the proposal aside. The proposal may be brought up at a later date. If the board votes to send a proposal to committee, the Chair will appoint a committee to accomplish needed work on the proposal. In general if a proposal requires more debate time than is allotted then the proposal should be sent to committee for further refinement before being presented to the board.

(note according to JRCS Board of Stewards Bylaws the board Chair has the authority to create and appoint membership to committees without a vote of the board, this rule in no way constrains that authority)

Rules for Discussion

- 1) When recognized by the facilitator the proposer will briefly outline his or her proposal.
- 2) The facilitator will initiate time for discussion by asking for questions, comments or amendments.

- 3) All members and guests will hold all comments regarding any proposal until recognized by the facilitator.
- 4) The member making a proposal has preference for recognition.
- 5) All Board members (including non-voting members) have a right to comment on or raise a question about proposals.
- 6) Guests may not comment on proposals or ask questions during discussion of a question.
- 7) No member can speak twice to the same issue until all members wishing to speak have spoken to it once.
- 8) No guest can be recognized until all members have had an opportunity for recognition.
- 9) Amendments may be offered by any sitting member of the board, but must be accepted by the proposer. Any vote on a question after acceptance of an amendment will include previously accepted amendment. (Care should be taken when offering amendments as those amendments could lengthen debate and cause a question to be rejected by one or more members, tabled or remanded to committee.)
- 10) The facilitator will end debate after the allotted time has elapsed by asking for a vote on continuation. This vote is only a vote to end discussion and move to a vote on the question itself. If the board is not ready to vote on the question itself it can instead vote to table the question or remand the question to committee for further revision and debate. Alternately the board could vote to suspend rules and continue debate in the current session.
- 11) After discussion time has elapsed and the board has voted to continue the facilitator will re-state the question before the board and poll all voting members. Members may vote in accordance with current adopted consensus model.
- 12) The secretary will ensure that the question and the vote results (passed/failed/tabled) are recorded in the meeting minutes.
- 13) The board Chair will act as executive by ensuring that any resolution or proposal passed is acted upon by the proper group or person.
- 14) The member making a proposal may withdraw a proposal at any time prior to final vote. Once withdrawn or defeated a proposal is considered dead, and may not be brought again except in the form of a new and separate proposal in a future meeting.