

MINUTES OF A MEETING OF THE CINCINNATI WALDORF SCHOOL
PARENT ASSOCIATION
FEBRUARY 19, 2010

IN ADDENDENCE (the following were in attendance for all or part of the meeting):
Chelsea Green, Lead; Karla Knocklemann, Lead; Tammy Duvall, Lead; Amy Wakeman; Venessa Langley; Nicole Gunderman; Debbie Moll; Michelle Mergner; Luke Shelly; Christine Masur; Shanon Guest; Becky Tossey; Jenna Sizemore; Acela Baladad

PA Bylaws:

Chelsea Green presented revised PA Bylaws and reviewed the proposed changes. She noted that a provision had been added documenting the agreement that ½ of PA's fundraising is to be provided to CWS to be used for faculty professional development. It also provides that PA grants are to be reviewed and approved by the College of Teachers as well as the PA.

Additional Changes were recommended including the addition of a provision that the Tri-Lead Committees will report regularly at PA meetings.

The PA members present then approved the revised Bylaws as changed. As per the current Bylaws, these amended Bylaws will be presented to the PA membership and a vote will occur at the PA meeting next held 30 days following the distribution of the amended Bylaws to the membership.

Treasurer's Report:

Karla Knocklemann reported that, for the calendar year, Scrips raised \$1300 for parent discount on tuition and \$2,700 for PA. She explained that although one half of Scrips sales is to go towards parent discount on tuition, some users of Scrips do not pay tuition and therefore in those instances, PA receives the entire Scrip sale amount. Karla described the Scrip process, noting that the Scrip book is maintained in the Office and Scrip can be purchased at anytime using the Honor System. She noted that Libby and Maria in the office know of the Scrip book whereabouts but that any questions regarding Scrip should go to Karla. In response to a question as to using Facts to buy Scrips, Karla agreed to ask Maria Schade.

Karla reported that the PA used the school's Tax ID for its activities and therefore, the PA accounts are being included in the school's current financial review being performed by outside auditors. She also noted that the PA accounts are included in the school tax filings.

She reported that the 2009 Holiday Faire grossed \$5,058 in proceeds and \$1800 in expenses. She also reminded the PA that the 2009 May Faire raised \$3700 in proceeds

with \$1600 in expenses. The significant costs of May Faire were then discussed and it was determined that food expenses were the highest and that food donations should be sought out for the 2010 May Faire. Debbie Moll agreed to provide Tammy Duvall with a list of local farmers.

Karla concluded with the report that \$1700 in grants had been made by the PA in calendar 2009.

CWS Tri-Lead Committee Reports:

Tri-Leads reported representing the following Tri-Lead Committees:

Community Life (Tammy Duvall) – Have not met.

Faculty (Karla Knockleemann) – Working on a process for candidates interested in working at CWS; researching teacher time off and sabbaticals.

Outward Facing (Christine Masur) – Have not met; focusing on the CWS website development.

Development (Jenna Sizemore/Nicole Gunderman) – Creating/preparing a job description for a Development Director at CWS with a goal hire date of 2011/2012. This preparation includes researching a budget for the director's activities such as an Annual Report and an Alumni Program. The committee is working on Board education in the area of development.

Enrollment (Luke Shelley) – Luke reported that 12 new families attended the February Open House and that after Contract Signing Day, the first grade (10/11) is full and that EC is behind in enrollment. He noted that March 13 is the rescheduled date for the EC Taste of Waldorf presentation. The PA discussed the importance of accreditation in the eyes of potential parents, including bringing current accreditations to the forefront on the website and researching the current Preschool accreditations (noting that the Columbus Waldorf School has attained an EC accreditation that the Cincinnati Waldorf School does not have).

Governance (Chelsea Green) – Chelsea reported that the Governance Committee has been focused on the Board efforts including the creation of new Trustee Handbooks, scheduling an orientation for new Board Members, clarifying the maintenance and approval of Board Minutes, distribution of agendas, reviewing the process of drafting committee charters.

Christine reported that CWS has established an AWSNA accreditation committee and she is concerned that there may be overlap in the work of that group and the Tri-Lead Committees. She noted that the AWSNA accreditation committee is meeting on Fridays at 3:00.

Board Report:

Chelsea Green, Christine Masur, and Nicole Gunderman reported on the February Board of Trustees meeting. It was reported that the Board discussed the Children's Campaign, the evaluation process of the CWS Administration, impact of a change in the availability of Ohio Ed Choice funding, accounting for Meshewa, the current lease renegotiation, and that there was a Closed Session of the Board regarding nominations.

Grandfriends Day:

The PA then discussed the needs for the Grandfriends Day event to be held April 9 during the school day. The PA discussed the need for volunteers to set up, serve, and clean up for a soup lunch served to students and their guests on that day. It was determined that volunteers were also needed to make soup at school, rather than at home as had been previously done. It was determined that classroom would donate ingredients and one classroom representative from each class would make soup on Wed. April 7 after drop-off using the ingredients donated. The school will provide bullion and parsley. Chelsea Green agreed to send an email to all Classroom Representatives to explain each class' responsibility.

The need for tablecloths, bowls, silverware and napkins were discussed.

Hospitality will be asked to provide baked goods and coffee for the Grandfriends in the Cafeteria prior to the Assembly.