

## Special BOARD MEETING AGENDA

Feb. 2, 5:00 – 7:00 PM Syringa Mountain School

Facilitator/Time Keeper: Bobbi Filbert, Minutes: Svea Grover

Attending: Greg Bloomfield, Phoebe Pilaro, Randy Flood, Bobbi Filbert, Ben Rogers via phone

Staff Present: Sandy Kelly, Mende Coblentz, Julie Evans,

Agenda Item	Time	Presenter	Topic
I. Verse	5:09		<i>The heart of the Waldorf method is the conviction that education is an art-it must speak to the child's experience. To educate the whole child, his heart and will must be reached as well as his mind. - Rudolf Steiner</i>
II. Public Comment-3 minutes per person. Permission of the Chairman of the Board to speak.	5:10	Public	No Public Comment requested
III. Any Additions, Corrections, Modifications or Substitutions to the Current Agenda	5:12	Greg	Randy made a motion to accept current agenda without changes. Pheobe 2 <sup>nd</sup> . All in favor – none against. Motion passed
IV. Consent agenda	5:15	Greg	Vote
V. New Business			
a. Board approval of Dec. 14 <sup>th</sup> Emergency Snow Day	5:15	Svea	Motion to approve the Boards Emergency Closure day for snow on Dec. 14 <sup>th</sup> by Bobbi. 2 <sup>nd</sup> by Phoebe. All in favor, none against. Motion passed.
b. Hiring considerations for next year	6:10	Greg	<ul style="list-style-type: none"> <li>• Greg thanked Mende &amp; Svea for their service to the school. Board was surprised to receive notices so close together, but understand the request.</li> <li>• Handouts were sent to the board ahead of time including Hiring practices, interview questions, job descriptions, board policies, templates etc... Last year's hiring committees were made up of board members, staff and parent</li> </ul>

representatives. This was good model that allowed for input from all areas of the school.

- Questions were posed about a timeline, what qualities is the board looking for, creation of job posting & where to advertise. Mende & Mary Gervase answered questions and gave suggestions for the process.
- Priorities for the position of School Director: Administration background, Waldorf teaching background.
- Greg prefers to have more of a Principal/Full School director model vs. co-director model. School Director & Operations Manager.
- Bobbi feels the importance of having a Waldorf trained admin. In order to keep continuity of the teacher support and training. Mende spends min. 40 hours per month mentoring, in class observations plus ongoing staff work in staff meetings. Phoebe likes structure of head of school as well for student and parent clarity. Ideal to find person with Waldorf & admin experience.
- Mende would suggest the BOD lines out their priorities of qualifications for this position.
- Randy would like to hear what directors found challenging with their jobs and what qualities to look for. Requested a self- evaluation from Mende/Svea.
- Timeline:
  - Get it advertised as soon as possible
  - This is hiring time in schools – recommend March 1<sup>st</sup> starting interviews.
  - April honed down to top 3 candidates so that transitional work can start in May/introduce to staff/parents.
  - Hiring done May 1 ideally. But many administrators are employed through June – would have to be creative with training & sharing information.
  - Mary – maybe think about 1<sup>st</sup> hiring a Director set then have that person help in hiring their Operations Mgr. Would allow us to understand that person’s strengths & what is needed in the Operations side. Maybe helpful to get staff/parent feedback – what would you like the board to be looking for from their perspective? Recommends casting a wide net and see what happens. Maybe combine all three of the Director, Operations Director and Pedagogical Director.

		<ul style="list-style-type: none"> <li>○ Current teachers will be asked to commit in February and their top three idea positions/ looping etc... Have been speaking with Dr. Goral about shorter looping cycles so our teachers develop greater competency – especially smart for a newer school. Hope to have that information by Feb. 24<sup>th</sup> meeting.</li> <li>○ Focus on job description of “Dream director”:</li> <li>● Julie would recommend that exit interviews be done with both co-directors, done by a neutral party – could learn much from the process, what tools needed, and helping to set the new hire up for success. Julie can come up with a few names of people who might be options.</li> <li>● Mary has offered to do all the clerical work as needed, advertisements, collecting applicants’ information etc... Would not be interested in being involved in interview process. Would recommend another person to run the interviews, bringing recommendations to the board. Wondering if Kristin Funk may be interested in heading this side. Board should decide if they would like to go this direction.             <ul style="list-style-type: none"> <li>○ Mary to take on the clerical and will ask Kristin about leading the rest of the process. Julie also very interested in the hiring committee...put out to the teachers. Will tell staff tomorrow at staff meeting – needing at least 3 staff on each of the two committees. Two board members to be on the director hiring committee, two parents. Randy &amp; Phoebe would like to jump in. Naomi will be on the hiring committee for the director position.</li> </ul> </li> <li>● Board does want Mende &amp; Svea involved in the teacher hiring committee. Will put this out to the staff and Parent Assn. as well.</li> <li>● Parent requested that we communicate to the parent body about the hiring process and as it develops.</li> <li>● Bobbi will send out an email to Parent Assn. that we are looking for parents to join the two hiring committees. Direct parents interested to Mende – she will send out information regarding the process for those committees.</li> <li>● Items to happen this week:             <ul style="list-style-type: none"> <li>○ Announce Svea’s departure – Greg will work on</li> <li>○ Bobbi sending out request to PA regarding.</li> </ul> </li> </ul>
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<b>d. Next Board Meeting Date: Feb. 24, 2016 5pm</b>			
<b>e. Executive Session as Authorized by Idaho Code 67-2345b for personnel issues or other identified legitimate reasons as identified by Open Meeting Law if needed.</b>	<b>Only if needed</b>		
<b>f. Adjournment of Feb. 2, 2016 Board Meeting</b>	<b>7:25</b>		Motion to adjourn Bobbi, Phoebe 2 <sup>nd</sup> . All in favor, none opposed. Motion Passed, meeting adjourned.

*\*Anyone wishing to address the Board must complete a "Request to Appear before the Board" form and submit to the Board chair prior the start of the board meeting. The Board will take public comment only at regular board meetings and only on matters scheduled on the agenda. Board work sessions do not include time for public comment. Each speaker will be limited to three (3) minutes. Total time allotted for public comment is at the discretion of the Board chair. Thank you for sharing your comments with us. Legal Reference: I.C. Section 33-512(11) and section 67-2345.*

## SMS BOARD CALENDAR 2015-16

MONTH	DATE	COMPLTE?	AGENDA ITEM
JULY	7/	ongoing	STRATEGIC PLAN

This agenda is subject to change. Please call 208-806-2880 for further information.

AUGUST		
SEPTEMBER	9/16	ongoing
OCTOBER	10/21	complete
NOVEMBER	11/11	complete
DECEMBER	12/16	Complete
JANUARY	1/20	Complete
FEBRUARY		
MARCH		
APRIL		
MAY		
JUNE		

BOARD ROLES AND COMMITTEES REVIEWED/ELECTED, REVIEW AUDIT RESULTS
BOARD SELF EVALUATION, GOAL SETTING, FUNDRAISING PLAN
REVIEW 2000 POLICIES
REVIEW 3000 POLICIES
REVIEW 4000 POLICIES
REVIEW 5000 POLICIES, SCHEDULE AUDIT, DIRECTOR EVALUATION BEGINS
REVIEW 7000 POLICIES, REVIEW STRATEGIC PLAN
REVIEW 8000 POLICIES, DIRECTOR EVALUATION
REVIEW 9000 POLICIES, STAFF HIRING
MONITOR STUDENT ACHIEVEMENT, REVIEW PROGRAM, PUBLISH PROPOSED BUDGET
ANNUAL BUDGET MEETING, ANNUAL REVIEW OF BYLAWS

**Student Count: 127**

**School Calendar:**

**January:**

SMS Art Display at Bigwood Cinema

Jan. 18: MLK – no school

**Jan. 20: SMS Board Meeting**

Jan. 28 All School musical performance

Jan. 29: Report Cards out

**February:**

Feb. 1: Enrollment period opens

Feb. 9: Wake Up Hailey hosted at SMS

Feb. 10/11: Ski /skate days

Feb. 12: No students – teacher training Feb.11<sup>th</sup> pm - Feb. 14<sup>th</sup> am

Feb. 15: Presidents’ day holiday – no school

Feb. 17: SMS Board Meeting

Feb. 18: All school Parent Education Night 6pm

Feb. 23: All FEDERAL MONITORING DOCUMENTS DUE

**March:**

**Mar. 2: Open House – current and new students & families invited**

**Mar 3-4: Parent Teacher conferences**