

Approved 8/29/18

MINUTES  
VSWEA BOARD OF DIRECTORS SPECIAL MEETING  
SATURDAY AUGUST 18th, 2018  
ENGLISH ROOM, DESERT MARIGOLD HIGH SCHOOL

MEMBERS PRESENT:

Jimmy Wahbeh - President	Heather Huentelman
Juli Curtin - Secretary	Jessica Jarrett
Clayton Hopkins - Treasurer	Amy Setsoafia

MEMBER ABSENT

Dru Smith Crain

The President, Secretary and Treasurer were all present and a quorum was reached.

GUESTS

Christie Kriegsfeld – Interim Mgmt Consultant  
Michael Martin – High School Administrator  
April Sauer Shana Hageman Nina Prange Greg Brockhaus Sasha Tobin  
Peter Rennick John Pajunk Lorie Miller Maria Cardenas Jason Oliver  
Melissa Amezquita Rachel Schmid

OPENING VERSE

Meeting was called to order at 9.38am.

INTRODUCTIONS

Board members introduction and review of meeting procedures.

BOARD

Discussion and possible action on authorizing an additional charter holder and signer.  
Due to the change of position of Charlie Burkam, the school is in need of a second charter holder and signer. Suggestion is Heather Huentelman.

MOTION - to assign Heather Huentelman as a charter holder and signer for VSWEA - Jessica, 2nd – Amy, no discussion, VOTE. 6/0/0.

Yea - J. Wahbeh, J. Curtin, H. Huentelman, J. Jarrett, C. Hopkins, A. Setsoafia

PERSONNEL MATTERS

Discussion, consideration and ratification of the appointment of Jean Falconburg and John Tanner as faculty liaison to the Board.

MOTION - to ratify the appointment of Jean Falconburg and John Tanner as faculty liaison to the Board - Jessica, 2nd - Heather, discussion occurred, VOTE: 6/0/0

Yea - J. Wahbeh, J. Curtin, H. Huentelman, J. Jarrett, C. Hopkins, A. Setsoafia

Discussion, consideration and ratification of the retention of Christie Kriegsfeld as a management consultant, to include establishing the scope of her duties and delegating authority to allow her to fulfill her duties.

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MOTION - to ratify the retention of Christie Kriegsfeld as management consultant - Heather, 2nd - Amy, no discussion, VOTE: 6/0/0  
Yea - J. Wahbeh, J. Curtin, H. Huentelman, J. Jarrett, C. Hopkins, A. Setsoafia

Discussion around the specific duties that would fall under Christie Kriegsfeld's scope.

Day to day activities - some examples - Christie will continue to work collaboratively to come to the best decisions and now has the authority to enact those decisions.

- Being looped in all areas to ensure proper steps and communications are occurring.
- The ability to maximize the effectiveness of the admin building space and its use.
- Additional water coolers around campus.
- Front desk daily protocol and effectiveness.
- Improvements to The Hive use and information available.

Ability to assess current practice of the hiring committee and its process to ensure its being followed appropriately. This includes operational vendor contracts for the school. Christie can have access to the entire process for review. All new hires and contracts need to be reviewed by Christie prior to finalization. This is not to alter the selected person or contractor but to ensure all hiring practices were followed prior to finalization of the selection.

In relation to dismissal of employees, Christie has the ability to place an employee on immediate administrative leave if the matter is time sensitive until the situation can be reviewed and the next step determined.

For termination needs - Suggestion that a working group that includes administration (Christie can serve in this role), a supervisor rep from that Dept (likely another member of administration), and a rotated board member, would be the final decision group prior to action being taken. This applies to termination of an employee and contractor/vendor.

Discussion and reaffirmation around the fact that the Waldorf pedagogy & Curriculum is always the first priority of the school. Each board member individually verbally affirmed their commitment to maintaining DMS as a Waldorf public school.

Procedures & policies, mostly HR related, that need to be revised and updated that are currently non-compliant, ie. Paid sick leave policy, she has the ability to make necessary changes and inform the affected positions and the board. Christie has the ability to identify which policies need updating, work collaboratively with those directly affected the policy and then present the proposed updated policy with a coversheet of all those that have reviewed the policy.

MOTION - to authorize Christie Kriegsfeld's scope of duties as discussed - Jessica, 2nd - Amy, no discussion, VOTE: 6/0/0  
Yea - J. Wahbeh, J. Curtin, H. Huentelman, J. Jarrett, C. Hopkins, A. Setsoafia

MOTION - to adjourn meeting - Clayton, 2nd - Heather, no discussion, VOTE: 6/0/0  
Yea - J. Wahbeh, J. Curtin, H. Huentelman, J. Jarrett, C. Hopkins, A. Setsoafia

CLOSING VERSE

Meeting was adjourned at 10.48am

Prepared by Juli Curtin 8/18/18

Edited by Juli Curtin 8/19/18 & 8/20/18