

# GOVERNING PRINCIPLES OF THE GREEN MEADOW WALDORF SCHOOL

*In accordance with the Resolution adopted by the Board of Trustees of the Threefold Educational Foundation (“the Board of Trustees”) on October 2, 2004 as revised March 19, 2005 (hereinafter: “Governance Resolution”), this document sets forth those principles, which shall govern the operations and activities of the Green Meadow Waldorf School (“Green Meadow” or “the School”).*

*Updated November 18, 2012*

*Updated February 5, 2015*

*Updated October 16, 2017*

*Updated June 6, 2018*

## **1. Declaration**

The day-to day operations and long term-planning activities of Green Meadow shall be carried out by the Green Meadow Advisory Board (The Board) in cooperation with the Collegium of the Green Meadow Waldorf School (“Collegium”) as set forth in the *Governance Resolution* and these Governing Principles.

## **2. Statement of Purpose and Intent**

Green Meadow Waldorf School derives its life and nature from an understanding that each human being is a unique individual with spiritual, moral and physical relationships to the earth. It is our purpose and intent to:

- a. Foster in our students self-reliance and consciousness of rightful relationships to others;
- b. Develop their capacities for creative and independent thinking as well as independent judgment, so that they can act in a free and morally responsible way;
- c. Achieve in Green Meadow students the practical skills and knowledge necessary to meet the challenges of the immediate future so that they can take their next steps.

The success of the students’ education, and an affirmation of the successful implementation of these purposes and intents, shall be measured by what our students know and can do now, and by how they continue to develop as human beings throughout their lives.

## **3. Green Meadow Advisory Board**

The Green Meadow Advisory Board may exercise all powers as described in the *Governance Resolution* and as further provided for in these Governing Principles.

### **3.1 Annual and Regular Meetings**

An annual meeting of the Green Meadow Board may be held at the Green Meadow Waldorf School or any other location selected by the Executive Committee of the Green Meadow Board, and opened to all members of the school community.

The Board shall hold meetings periodically throughout the year, at which time it shall conduct the business of the Board. The Board's regular meeting schedule for the year shall be established by the Board at its first meeting of each calendar year.

### **3.2 Special Meetings**

Special meetings of the Green Meadow Advisory Board for any purpose or purposes may be called at any time by the President of the Green Meadow Board of Trustees Advisory Board, or by any three voting Members of this Board with the consent of the Executive Committee.

### **3.3 Number of Members, Quorum and Voting**

The number of voting Members of the Green Meadow Advisory Board shall not be less than nine (9) and shall not exceed fifteen (15). This number excludes any ex-officio Members. The Board shall include at least three (3), but not more than five (5) voting Collegium Members, and shall include the Administrator, Business Manager, and Director of Development as ex-officio, non-voting members, provided that if the Collegium does not submit names of its members to be appointed to the Board, the Board shall have the right to conduct its business at its Annual, Regular and Special meetings.

A quorum for any meeting of the Members shall be two-thirds (2/3) of the voting Members, at least two (2) of whom shall be members of the Collegium of Green Meadow Waldorf School. A three-quarters (3/4) majority of voting Members present shall be necessary to pass any resolution.

### **3.4 Recusal and Conflicts of Interest**

Each Member has an obligation to disclose to the Green Meadow Advisory Board and to the Board of Trustees any actual or potential conflict(s) of interest in their business or financial dealings that she or he has reason to be aware of in connection with any business or financial matter that arises before the Board or as a consequence of their work on any committee for the Board. No Member with such an actual or potential conflict may vote on a matter giving rise to their conflict by the Board. Upon full disclosure of the matter and its review of the circumstances surrounding the Member's conflict, the Green Meadow Advisory Board may vote to take other action which vote and any related discussions shall be included as part of the record in the minutes of a scheduled meeting of the Board. A copy of those minutes and the Board's vote shall thereafter be forwarded to the Board of Trustees for its review and approval.

### **3.5 Selection and Terms of Membership**

Any current Member of the Green Meadow Advisory Board, or any faculty member of the School may suggest individuals to be considered for membership to the Board. Suggestions shall be submitted in writing to the Executive Committee (see description, *infra*, at 4.8), which is responsible for proposing individuals to fill Member vacancies on the Board. It does this by receiving and reviewing suggestions, collecting appropriate background information including the identification of any actual or potential conflicts, if any, that that might affect that prospective Member's participation on the Board and cultivating relationships with potential Members, reporting on its work to the Board and making formal nominations to fill vacant positions. A new Member can only be appointed by three-quarters (3/4) vote by the full Board. A prospective new Member may be proposed as a full voting, or as a non-voting ex-officio

Member at the discretion of the Executive Committee. Each Member of the Board shall serve for three years, and be eligible for a second three-year term subject to being proposed as a Member by the Executive Committee for a second term. After two full terms, a lapse of one regular scheduled board meeting is required before re-appointment to the Board. This shall not apply to ex-officio Members, or to Collegium Members.

### **3.6 Nominations**

At the beginning of each school year, the full slate of Officers and the full list of Members of the Green Meadow Advisory Board will be submitted to the Board of Trustees, in accordance with the Resolution adopted by the Board of Trustees on October 2, 2004. The terms of these Members will be set up to assure that an adequate number, but no more than three (3) or five (5), depending on the size of the Board, will rotate off the Board in a given year. The Board shall undertake to maintain at least one active voting Member that has been nominated by the Board of Trustees.

### **3.7 Removals and Resignation**

Any Member of the Green Meadow Advisory Board may be removed for more than three (3) consecutive absences or lack of active participation on Board committees or for other good causes as deemed by the Board. The Board may, by majority vote, remove any officers at any time, with or without cause. Any Member may resign from the Board at any time. Resignation will become effective with the receipt by any Member of the Executive Committee of written notice of resignation from the resigning Member.

### **3.8 Compensation**

Members of the Green Meadow Advisory Board shall not receive compensation for their services as board members, other than reimbursement for travel expenses, and being provided such nourishment as necessary to sustain them through meetings. From time to time the School may sponsor a Member's attendance at conferences or meetings related to development and/or other matters determined to be of interest or concern to Green Meadow.

### **3.9 Evaluation**

Each Member of the Board shall participate in an annual review in either oral or written form. The purpose of this review is to ensure that the mission, vision and life of Green Meadow Waldorf School are understood, and that the quality of Member participation on the Board is maintained at the highest level.

## **4. Officers and Executive Committee**

### **4.1. Officers**

The officers of this Green Meadow Advisory Board shall be President, Vice President, Secretary and Treasurer, and such other officers as the Board of Trustees Advisory Board may appoint.

### **4.2 Elections**

The Board shall elect as needed all of its officers for terms of one year, or until their successors are elected.

#### **4.3 Vacancies**

A vacancy in any office of the Green Meadow Advisory Board because of death, illness, resignation, removal, disqualification, or otherwise shall be filled by the Board.

#### **4.4 President**

Subject to the control of the Board, the President of the Board shall have general supervision over the affairs of the Board and shall be subject to its control. The President shall also have such other powers and duties as may be prescribed from time to time by the Board including: chairing Board meetings in the absence of the vice president who normally acts as the chair of the meetings; serving in an ex-officio, non-voting capacity for all sub-committees; and forming active committees or task forces to assist the Board members in their review and achievement of goals.

#### **4.5 Vice President**

The Vice President assumes the responsibilities of the President in the President's absence, at the President's resignation, or upon the President's incapacitation or death. Other responsibilities include: chairing meetings; overseeing and participating in long range planning; outreach activities which may include public relations and future development of the Board.

#### **4.6 Secretary**

The Secretary is responsible for ensuring that a full record of all board meetings is kept, sending out pertinent notices to members, and supervising the keeping of Green Meadow Advisory Board records and communications. Maintaining Board information package is also part of the task.

#### **4.7 Treasurer**

The Treasurer is primarily responsible for oversight of all financial matters in the School, and will delegate the day-to-day financial operation to the Administrator. Additional responsibilities include: chairing the Finance Committee; providing the Green Meadow Advisory Board with timely reports on the financial state of the School; planning long range financial goals; and any other duties as deemed necessary by the Board. The Treasurer is also responsible for the timely submission of budgets and other financial reports, information or statements as identified in the Governance Resolution.

#### **4.8 The Executive Committee of the Green Meadow Advisory Board**

The Green Meadow Advisory Board shall delegate to the Executive Committee responsibility for the implementation and initiation of time-sensitive legal and fiscal matters arising between regularly scheduled board meetings, preparation of Board agendas, the implementation of Board initiated studies, and the overview of any committees responsible to the Green Meadow Advisory Board. The Executive Committee shall meet at least one time between regularly meetings of the Board or as often as deemed necessary. The committee shall consist of the following: President of the Green Meadow Advisory Board, Vice-President of the Green Meadow Advisory Board, the Chair of the Collegium, the Administrator, and one other Member of either the Green Meadow Advisory Board, or the Collegium or the faculty and up to one person who is not a member of any of these groups that the Board may designate. The Chairs of Green Meadow Advisory Board Committees may be invited to attend from time to time and are welcome to attend at any time and in any case.

#### **4.9 Administrative Assistant to the Green Meadow Advisory Board**

The Administrator shall be responsible for assigning a staff member of the school to the position of Administrative Assistant to the Green Meadow Advisory Board if necessary. The Administrative Assistant shall ensure that communication with Board Members regarding events, incidences and information bearing on the Board members responsibilities and obligations in the fulfillment of their duties as Board members takes place in a timely fashion and necessary materials for all Board meetings are prepared and distributed.

### **5 Collegium of the School**

#### **5.1 The Role of the Collegium**

The central task of the Collegium (whose membership is described in the faculty/staff handbook and herein) is the nurturing and support of Anthroposophical life within Green Meadow Waldorf School. It is responsible for major changes in curriculum and for determining who will be joining and leaving the work of the School. It is responsible for hiring, disciplining and firing faculty. The Collegium is responsible for studying the spiritual background of the education in general and the inner life of the teacher in particular. It supports the efforts of those who lead the child studies and curriculum studies in the full faculty/staff meetings. It supports faculty members throughout the School in such ways as observing classes, providing further study opportunities and assisting when problems arise. It supports the needs of the faculty and staff as a whole and works to meet them through workshops and other support activities. It contributes to the life of Waldorf education in America through participation in the work of the Association of Waldorf Schools in North America; it shares in discussions with the faculty of other Waldorf schools and supports the work of newer Waldorf schools.

The Collegium works in partnership with the Green Meadow Advisory Board on issues of joint concern, as described in subsequent sections of this document.

#### **5.2 Collegium Committee**

The Collegium shall delegate to the Collegium Committee responsibility for the administration of those pedagogical matters, which arise on a day-to-day basis, as well as the implementation of hiring and firing of faculty. The Collegium Committee is responsible for implementation and administration of Collegium resolutions, faculty-staff relations, business between the various section of the school, overview of committees responsible to the Collegium, processing parental concerns and complaints, communication with sister institutions and coordination with state and local governments in pedagogical matters. This Committee shall meet on a weekly basis and shall consist of the following members: the Administrator, and representatives of the Nursery-Kindergarten, Lower School and High school. Collegium Committee membership must consist of current members of the Collegium. Membership is recommended by the Administrator and Collegium Committee and approved by the Collegium. The Collegium can also make recommendations for Collegium Committee membership.

#### **5.3 Joint Meetings of the Green Meadow Advisory Board and Collegium**

A joint meeting of the Green Meadow Advisory Board and the Collegium shall be held annually at the start of each budget year to review the budget, set tuitions and attend to issues of joint concern.

#### **5.4 Liaison between Green Meadow Advisory Board and Collegium**

Members of the Collegium who sit on the Green Meadow Advisory Board are responsible for making regular reports to both the Collegium and the Board. At the request of either body, a joint meeting of Green Meadow Advisory Board and Collegium shall be called to hold a full discussion of the issues and to work towards its resolution. A three quarter ( $\frac{3}{4}$ ) majority of each body voting separately is required to pass the resolution. If there is still conflict then the issue is to be sent back to the combined meeting. The goal is to work towards consensus; a three-quarter ( $\frac{3}{4}$ ) majority of the combined membership of these two groups is then sufficient to pass a resolution.

### **6. Committees**

#### **6.1 Committees**

The Green Meadow Advisory Board shall constitute, maintain, and hear reports from the following standing Committees: Executive, Finance, Enrollment, Development, Tuition Assistance, Facilities Planning, Strategic Planning, Administrative Oversight (see Section 7.2), and other standing Committees that may be established by the Board. Each Committee will draft its annual long-term goals, activities, operating principles, membership and review of accomplishments for presentation to the Collegium and Board. The Board can constitute or abolish standing Committees as the need arises. There shall be at least one (1) member of the Collegium and one (1) member of the Green Meadow Advisory Board on each committee.

Non-faculty, supervisory staff positions at Green Meadow shall be filled by the recommendation and proposal of an individual by the Collegium to a joint committee of the Board and the Collegium, which shall be responsible for hiring any individual so recommended.

### **7. Administrator**

#### **7.1 Role**

The Administrator shall be a member of both the Collegium Committee and the Executive Committee of the Green Meadow Advisory Board and shall be accountable to the Board and Collegium with input from the both bodies via the Administrative Oversight Committee, as described below.

#### **7.2 Administrative Oversight Committee (AOC)**

The Collegium and the Board shall establish a standing Committee for oversight of the administrator, to be known as the Administrative Oversight Committee (AOC). Membership of the AOC will include three Board members and three Collegium members. The Collegium members will serve staggered 18-month terms. Board members will serve staggered three-year terms.

The duties of the AOC are:

- Creation and administration of a process by which the Administrator is reviewed and evaluated.
- Identification of areas for professional development and needed support for the Administrator, including ensuring that support is delivered.
- Accountability for contract review, at least annually (or more frequently as agreed if necessary), and for contract renewal or termination.

## **8. Non-Discrimination Policy**

8.1 The Green Meadow Waldorf School has established a comprehensive Non-Discrimination and Anti-Harassment Policy, which is described in detail in the Green Meadow Waldorf School Handbook.

## **9. Amendment of Governing Principles**

9.1 Changes to these governing principles shall be made only in consultation with and with the approval of the Board of Trustees, and further requires submission to a joint meeting of the Green Meadow Advisory Board and the Collegium as outlined in paragraphs 5.3 and 5.4. Amendments to these governing principles may be proposed by either the Board, or the Collegium, on notice to the other for review.

## **10. Legal Action**

10.1 In the event of any actual or threatened legal action involving Green Meadow or its employees in connection with their employment at Green Meadow, the Administrator will prepare a report concerning the legal issue, and shall deliver this report to the Executive Committee and to the Board of Trustees. The Administrator shall undertake to provide routine updates as required by the Executive Committee and/or the Board of Trustees.

## **11. Referral of Issues**

11.1 Nothing in these governing principles should be construed to prohibit the Green Meadow Advisory Board or the Collegium from referring an issue for further discussion and or resolution to the Board of Trustees where that issue is more appropriately resolved by the Board of Trustees or where the Board and the Collegium jointly agree to seek further resolution of an issue.

## **12. Interpretation and Construction**

12.1 In any instance where a conflict arises in connection with the construction or interpretation of the provisions of this document and the provisions contained in the Governance Resolution, the language of the Governance Resolution shall control.

GMWS Advisory Board Approved, June 11, 2018.  
Collegium Accepted, September 13, 2018

Adopted and approved by Collegium of the School .....**Jan 6, 2005** (signed and dated)

Approved by Green Meadow Waldorf School Board .....**Jan 3, 2005** (signed and dated)

Approved by the Board of TEF&S .....**March 19, 2005** (signed and dated)

Changed, approved, and adopted by Green Meadow Waldorf School Board of Trustees  
Advisory Board..... *DATE TO BE INSERTED*