

**Nelson Area Waldorf School Association Annual General Meeting
November 24, 2009
ADMINISTRATOR'S REPORT**

PERSONNEL

2006/2007 teaching staff:	2007/2008 teaching staff:	2008-2009 teaching staff:	2009-2010 teaching staff
1 Daycare Man/Tchr 3 support staff	1 Daycare Manager/Tchr* 3 support staff	1 Daycare Manager 1 Daycare Lead Tchr. 3 support staff	1 Daycare Manager 1 Daycare Lead Tchr. 3 support staff
2 Kindergarten Tchrs one class	2 Kindergarten Teachers two classes + 2 assist.	2 Kind. Tchrs – 2 classes 2 assistants	2 Kind. Tchrs – 2 classes 2 assistants
7 Main Lesson Teachers 1 Class Nine Guardian Class Nine Specialty Tchrs	7 Main Lesson Teachers 1 Class Nine Guardian Class Nine Specialty Tchrs	8 Main Lesson Teachers*	7 Main Lesson Teachers
Specialty Teachers for Movement, French*, Spanish, Woodwork, Handwork, Music, Eurythmy, Special Needs.	Specialty Teachers for Movement, French, Practical Arts, Handwork, Music, Eurythmy, Special Needs, Social Inclusion.	Specialty Teachers: Movement, French, Practical Arts, Handwork, Music, Eurythmy, Special Needs, Social Inclusion.	Specialty Teachers: Movement, French, Practical Arts, Handwork, Music, Eurythmy, Special Needs, Social Inclusion.
*Maternity Leave Appointment	* Maternity Leave Appointment	*to include Maternity Leave Appointment	

In September 2009 a new class one teacher was hired. With the resignation of a class teacher in June, the position for Class Four class teacher was filled in-house, with the intention of advertising through the year for a teacher for the next school year. The Class Eight class teacher returned after graduating a class in June.

On-going teacher support continues with Patricia Luckey, an experienced Waldorf teacher, through mentoring and teacher evaluations.

On-going support for teachers has been recognized in the 07/08 and again in 08/09 years with arrangements for Eugene Swartz to visit the School. A graduate of Columbia University, Eugene Schwartz has worked with all stages of life, from the young child to the elderly and the dying. In addition to his thirty years of experience as a class teacher, high school teacher, and educator of Waldorf teachers, Eugene has served as a consultant to Waldorf endeavors throughout the United States, as well as in Canada, Mexico, Norway, Austria and Italy. Faculty are in discussions and considerations for an on-going visit in the current school year.

During February Conference Week, this past year, Monica Gold was welcomed to share her art and expertise. Although most of the Faculty stayed for this in-house workshop week, the French Teacher attended a workshop in Eugene Oregon, and the Music Teacher attended a music workshop at the Rudolf Steiner College. Class Teachers attended workshops in June preparing for the upcoming classes and the administrator completed the Waldorf Administrator Program at Rudolf Steiner College. The Administrator also attended the regular Independent Schools Branch Regional Meetings.

2006/2007 Admin Staff:	2007/2008 Admin Staff:	2008/09 Admin Staff	2009-10 Admin Staff
Janitorial supervisor & staff Caretaker Maintenance coord/ +Assist Bookkeeper Receptionist and Office Assist Ped Administrator Faculty Principal designate General Administrator	Janitorial Staff Caretaker Maintenance (Practical Arts Tchr) + Assistant Bookkeeper Receptionist Faculty Chairperson Faculty Mentor Parent Com. Liaison General Admin/Principal Vice-Principal	Contract Janitorial Contract Caretaker Maintenance Bookkeeper Receptionist Faculty Chairperson Faculty Mentor Parent Communication General Admin/Principal Vice-principal	Contract Janitorial Contract Caretaker Maintenance Bookkeeper Receptionist Faculty Chairperson Faculty Mentor Parent Communication General Admin/Principal

CURRICULUM/PROGRAMS

Due to low registration, high costs and staffing consideration, the Nelson Waldorf School Faculty and Board agreed that the curriculum for a Grade Nine class not be offered for this year (2008-2009) or subsequent years. It was noted however, that consideration continue for offering this grade and a high school in the visioning future of the School.

With consideration for declining enrollment in the upper grades, the School is focussing on enhancing the middle school program – classes 6, 7 and 8. Main lesson enhancements as well as workshop week offers students a choice and opportunity to experience new/enhanced class subjects. Examples of subjects offered

during workshop week included outdoor education, firespinning, mosaics, painting, wet felting, archery, samba drumming, cooking and dance.

Main Lesson Classes 2008-2009, from grades one to eight, included a Class 1/ 2. With continued efforts to build the Class Two enrollment, it was agreed that this class would continue through 2009-2010 School Year. In the Spring of 2009 a combined effort, Board and Faculty, with an enrollment drive focused on this class. Although this was only minimally successful to increase enrollment for the class, the advertising was successful in bringing an awareness to the greater community of our programs. It is noted here that this combined effort continued throughout the spring and summer creating a greater presence of the NWS at community events and venues.

The Kindergarten enrolment gave us two classes of children this past and current School year. With full classes and small waitlists, Faculty and Board are deliberating options to increase this program.

The Marigold Daycare has experienced long waitlists up until the current year. At this time the Daycare has met those waiting on the waitlist who are age eligible.

The Parent and Child Program has been a highly successful endeavor to introduce families with young children to our facility and Waldorf Education. The Kindergarten teachers this year offered three sessions of six weeks to parents and all sessions were very well attended.

The Kim Payne Social Inclusion approach began in August 2006 with workshops for parents and teachers. Kim John Payne is well-known and highly regarded in and out of the Waldorf movement for his training in identifying and guiding the social development and dynamics within groups. The Social Inclusion training is a three-year commitment and requires a team of people who are committed to implementing this work into our school. A Social Inclusion Forum was held in the Spring of this year. With the three-years now complete, the Board and Faculty have supported and accepted a Social Inclusion Policy.

ADMINISTRATION

The B.C. Ministry of Education, Independent Schools Branch (ISB) attended the School in October 2008 for an external evaluation review. External Evaluations are performed every six years, with monitoring visits every two years. The external evaluation of schools is a comprehensive exercise that examines the school's program, facilities, curriculum, operations and teacher certification to ensure that the school meets all basic statutory requirements.

Compliance with other legislative and non-legislative requirements is verified by examining school policies, safety practices, teacher assignments and certification, and principal certification. The Committee also examined the student records, school policies, safety practices, and financial statements. The Committee reviews the school's operational policies including student safety (reporting of child abuse, anti-bullying, supervision, etc), student records, various administrative protocols such as parent/teacher appeals, assessment and reporting of student achievement (course challenge, equivalency, etc) as well as the provision of special education services for students approved for level 1, 2 or 3 funding.

Such evaluations are carried out by External Evaluation Committees appointed by the Inspector of Independent Schools. The School received a favourable review and report with a follow-up monitoring visit in the spring of 2009 with the Inspector. The Nelson Waldorf School has received the extension of the Group One Independent School designation to 2015. Monitoring visits occur every two years to ensure the deliverance of curriculum and adherence to legislation.

ADVERTISING AND DEVELOPMENT

This past year the School continued to work with a parent volunteer to advertise regularly in the local papers, taking advantage of advertising offers, as well as submitting articles and printing posters. Advertising in the yellow pages, phone book, better book as well as the Kootenay Child Magazine is ongoing throughout the year. As previously noted, the School was well represented in the greater community at events and festivals.

We also offered a regular 'Windows on Waldorf', an opportunity for parents to enter classrooms during class time to observe teacher and students in the classroom setting. Over 42 families attended the five sessions offered.

On-line advertising in the Mothering Magazine during the month of February was a first for the School this year.

For the School Website a website master was contracted this past year, with a continued contract into the current year, to up-date and maintain the website (to include personnel and curriculum). The School Bulletin is now being sent to parents via a link to the website.

HEALTH AND SAFETY

As directed by the Board of Directors, a Health and Safety Committee was formulated, as required by Work Safe B.C. This Committee meets on a monthly basis, consists of membership from faculty and staff. On-going first aid training, safe practices, adherence to health and fire protocols are regularly discussed and reviewed.

ENROLMENT

As has been the practice through the past four years, the Administrator met with all new and returning families to register and complete the enrollment contract. This year there were 123 meetings with families. It is also noted here that the Administrator responded to over 145 inquiries about the school, daycare and the programs, and similarly gave individual tours of the facility throughout the course of the year. Correspondence has been ongoing with consideration for international students, both with an agent and individual families, however due to the financial crisis there are no international enrolments at this time.

September, 2009

Marigold Daycare		41 children	no ISB funding available
Kindergarten	2 CLASSES	30 children	
Classes One to Eight		118 children	

Total (not including daycare) 148 children 133 fte (ISB Funding)

Factors contributing to low enrolment included the graduation of a large Grade 8 class, and an upcoming very small class, as well a small grade one class. To increase enrollment and to encourage families to 'try Waldorf' the Board and Faculty instituted a tuition Scholarship Program – free tuition to new families. Twenty-eight students are currently on this program. Withdrawing students 15 & new students 41.

2008-2009 School Year Headcount* 142	Eligible for B.C. Government funding 128 students Withdrawing students 25/new students 18
2007-2008 School Year Headcount* 162	Eligible for B.C. Government Funding 147 students Withdrawing students 15/new students 40
2006-07 School Year Headcount* 140	Eligible for B.C. Government Funding 135 students Withdrawing students 45/new students 43
2005-2006 School Year Headcount* 142	Eligible for B.C. Government Funding 134 students
2004-2005 School Year Headcount* 170	Eligible for B.C. Government Funding 165 students
2003-2004 School Year Headcount* 185	Eligible for B.C. Government Funding 175 students

*not including daycare children (To also note withdrawals do not include graduating students)

Fifteen **Home-school** registrations were received this past year with a decrease to twelve students in the 09/10 School Year. The Nelson Waldorf School is a B.C. Ministry of Education Home-school Registration Facility and we receive \$175/child for offering this service. Each Home-school registrant receives a 'Waldorf' arts package with information for Waldorf Home-school Curriculum providers.

NWS Parent Council

This summer we saw the building and completion of the lower field playground. The NWS Parent Council and Playground committee received a grant for playground improvements. Most of the work was completed by volunteers and was ready for use at the commencement of School September 2009.

The Council received B.C. Gaming Grant funds, as well as ongoing fundraising projects including the sale of grocery vouchers, to support various activities in the School. The Council supports School events and activities such as the All School Orientation Meeting, festivals and coordination of events such as the Halloween Journey and Winter Faire. Parents reviewed the NWS Parent Handbook, updating and reviewing the document with the intent to meet the needs of parents.

Events & Fundraising Activities

Of note, this past year the School celebrated the 25th anniversary. Celebrations included an evening with dinner and presentations, all school performance and celebration, and the purchase of a sundial to commemorate the event.

Turkey Sales	Winter Faire	Family Potluck & Hoedown Dance
Chicken Sales	Halloween Journey	Orientation Meeting
Class Bake Sales	Annual Giving Campaign	Michealmas
Concert Musical Evening	Ski-Snowboard Program	Lantern Walk
25 th Anniversary Celebration	Skating Program	Advent Spiral for Classes K-3
Class 5 to Olympics	Musical/Eurhythmy Performances	Advent Assembly
Class Trips	Faculty/Board School visioning	St. Nicholas Festival
Class Eight Graduation	mtg.	Santa Lucia Festival
	Social Inclusion Forum	Shepherd's Play
		Mayfest

FACILITY

This past spring the School had a fire in the storage room of the Silverking Hall. The fire was caused by an exhaust fan overheating. Repairs of the walls and roof, as well as replacement of Movement Education equipment has been ongoing (costs have been covered by the School's insurance policy). An all-school fire inspection was carried out by the Nelson and District Fire Marshal.

In the fall of 2008, the janitorial and caretaker positions were taken on as an outside contract (rather than employee position). The caretaker lives on-site and is in a contractual lease for payment for the rental of the site for his modular home.

This past year NWS did not begin new building projects. The Seven Buildings on the site are regularly maintained with improvements as required or as funds are available. The past two summers have been focusing on the School grounds and garden upkeep and maintenance, with consideration for fire hazards.

Submitted by Beverley Barcham, General Administrator