

**Nelson Area Waldorf School Association Annual General Meeting  
November 24, 2011  
ADMINISTRATOR'S REPORT**

**Personnel - Teaching**

| <b>2008/2009</b> teaching staff:  | <b>2009-20010</b> teaching staff:   | <b>2010-2011</b> teaching staff  | <b>2011-2012</b> teaching staff  |
|---|---|--|--|
| 1 Childcare Manager<br>1 Childcare Lead Tchr.<br>3 ECE educators  | 1 Childcare Manager<br>1 Childcare Lead Tchr.<br>3 ECE educators  | 1 Childcare Manager *<br>1 Childcare Lead Teacher<br>3 ECE educators   | 1 Childcare Centre Lead<br>Tchr/Manager<br>1 admin assistant<br>3-4 ECE educators  |
| 2 Kind. Tchrs – 2 classes<br>2 assistants   | 2 Kind. Tchrs – 2 classes<br>2 assistants   | 2 Kind. Tchrs – 2 classes  | 1 Kindergarten Lead/Teacher<br>1 Support Teacher   |
| 8 Main Lesson Teachers*   | 7 Main Lesson Teachers  | 8 Main Lesson Teachers**   | 9 Class(Main) Teachers**   |
| Specialty Teachers:<br>Movement, French, Practical<br>Arts, Handwork, Music,<br>Eurythmy, Special Needs, Social<br>Inclusion. | Specialty Teachers:<br>Movement, French, Practical<br>Arts, Handwork, Music,<br>Eurythmy, Special Needs,<br>Social Inclusion. | Specialty Teachers:<br>Movement, French,<br>Practical Arts, Handwork,<br>Music, Eurythmy, Special<br>Needs, Social Inclusion | Specialty Teachers:<br>Movement, French,<br>Woodwork/Clay, Handwork*,<br>Music, Eurythmy, Special<br>Needs, Social Inclusion |
| *to include Maternity Leave<br>Appointment  | Handwork changed from<br>salary to hourly due to<br>financial restraints.   | *Interim position – mat lv<br>** Co-teach class 6 Sept-<br>Dec   | **Co-teachers Class 7<br>** New class tchr Class 5<br><br>*Handwork shared position.   |

In the summer of 2011 one of the Kindergarten teacher resigned to take up a teaching position in the ECE department at Selkirk College. In September 2011 a new class one teacher was hired. The Class Five teacher was hired for a 'stand alone' main lesson class with several Specialty Classes shared with the Class Six children. With a change of teaching assignment, co-teachers were hired for the Class Seven. The Class Eight teacher graduated her class in June 2010 – of note she was with the class for the complete education from Class One to Eight, and is taking a one year sabbatical. Part-time and hourly teaching positions in the Kindergarten and specialty subjects were hired.

On-going teacher support continues with an experienced on-staff Waldorf teacher, through mentoring. However, it is noted that due to financial restraints outside mentoring and evaluating was minimized this past year.

Teacher evaluations are an on-going practice at the school with a regular schedule (new teachers, new programs and reviews of current teachers every three years). In 2011-12 an outside evaluator was hired to observe and offer support to evaluated teachers through recommendations. Goals of evaluation are to develop the capacity for self-reflection, foster sharing of successes and concerns, develop the capacity for observation and insight, to assist individuals and working groups to become conscious of tendencies, strengths and challenges and to help incorporate regular opportunities for review into work rhythms over the course of the year.

Due to budget restraints teacher attendance to conferences, workshops and Pro D was limited this past year to class teacher intensive workshops and in-house mentoring. Faculty Rep attended the AWSNA conference in the spring. First Aid – First Responder courses are encouraged and compensated for all staff/teachers.

Support staff continues, in particular through the Special Needs program. Funding is received from the B.C. Government for identified special needs. To meet these needs funds are directed to teaching assistants and supplies, Special Needs Coordinator/Care Group Manager and the Social Inclusion Coordinator. Class assistants are hired based on teacher/student ratios (ie. Kindergarten assistants), as well when a class is identified with high registration or high needs (past year Class One).

In the summer of 2011 we received notice that the City bus will no longer be operating for the Nelson Waldorf School. The City Bus will no longer be available after October 31<sup>st</sup>. Due to financial limitations the City is reviewing and re-establishing bus runs and schedules to be economically efficient. Our bus, being a school run, was not meeting the policy of BC Transit (BC Transit buses are not to be used as a School Bus) as well as the necessity to limit bus routes. NWS entered an interim agreement with School District #8 for a morning bus Monday-Friday, and afternoon bus with several stops and transfer throughout the District, to include the North Shore and the Slocan Junction. Viability of this service will be reviewed throughout the year.

## **CURRICULUM/PROGRAMS**

### **Kindergarten**

We are now offering both a half-day and full-day Kindergarten Program. This year the program has two rooms in the lower level of the main School with Maria Seeger as Lead Teacher and Shauna McKeating, a trained and experienced Kindergarten Teacher, as support with Deb Andrews is returning in her role as Assistant. We have 19 children in the program and are dividing them into two groups for most of the time. This offers small group experience for circle, crafts and story. The majority of our families have requested the full day option with the afternoon being a more relaxed and less demanding time for the children.

The Kinderhouse now provides space for our expanded Licensed Childcare Program (Marigold & Daisy classes) and the Parent & Child Program (Sweet Pea).

### **Child Care Centre**

This program was studied by the Task Group with the accepted recommendation that a second room be prepared and another program offered. The Daisy and the Marigold program were created to meet the demands of a wait-list and to develop a program of 'set' days of attendance. The afternoon care for Kindergarten children (Poppy program) was discontinued with the all-day Kindergarten available.

### **Parent and Child Program**

This has been a highly successful endeavor to introduce families with young children to our facility and Waldorf Education. This past year the Kindergarten teachers this year offered three sessions of six weeks to parents and all sessions were very well attended. As recommended by the ECE Task Group, this program has been expanded to Saturdays, and a coordinator hired (previous Kindergarten Teacher).

### **Class Five**

This school year the Board and Faculty took the leap of faith that 'if we build it they will come' and created and hired a teacher for a class 5 (the students for this grade were previously in a split or shared class curriculum with a younger grade). This leap has proved successful and this class has grown to 10 students with curriculum on their own for core curriculum subjects and then joining the class 6 children for some specialty classes. We will all watch this class continue to grow! Thank you everyone for spreading the word and marketing our School this summer.

### **The Middle School Program – classes 6, 7 and 8**

Main lesson enhancements as well as project week offers students a choice and opportunity to experience new/enhanced class subjects. Students in class 5 participate in the spring in this program. Also on-going is the enhanced out-door education program for the middle school classes to include class trips, Whitewater Ski/Snowboard Program (classes 4 – 8).

**The Kim Payne Social Inclusion approach** began in August 2006 with workshops for parents and teachers. The Faculty regularly receives in-service reviews and then they discuss strategies, as well, a parent group meets to include and offer support to educate all parents. The Board and Faculty have supported and accepted a Social Inclusion Policy. September 2011, an intensive visit from Kim Payne was planned and presented by the Social Inclusion Parent Group with the support of the S.I. Coordinator. With fundraising through the spring of 2011 and financial support from the NWS Parent Council the workshops, lectures and presentations for parents and teachers were very well attended.

## **ADVERTISING AND DEVELOPMENT**

This past year the Faculty and Board supported the creation of a Marketing committee with representation from both authorities and support from administration. Contracting and working with an outside marketing professional, a new School brochure was created. Advertising in the yellow pages, better book as well as the Kootenay Child Magazine & local newspapers, is ongoing throughout the year. The School was well represented in the greater community at events and festivals with support of parents and faculty.

NWS offered a regular 'Windows on Waldorf' tour. This is an opportunity for parents or interested community members or potential teachers, to enter classrooms during class time to observe teacher and students in the classroom setting. All sessions were well-attended and will be continued to be offered monthly.

On-going updating of the website continues (website master contract) with regular updates to include biographies, programming, curriculum, calendars, events and festival information.

The School bulletin is available in an email form in a convenient and user-friendly format. This is published once a week and is available on the School website.

**ENROLMENT**

In September 2011, we welcomed 22 new families to our School Kindergarten to Grade Eight Programs, and just as many, if not more new families to our Childcare Centre – the Daisy and Marigold Programs.

Due to the expanded Class Five as well as the full-day and half-day option available in our Kindergarten we have increased our fte (full-time equivalent) students through the grades from 151 fte at the end of June 2011 to 159.5 fte September 2011. This increases our educational operating government grant.

In referring to the following statistics it is noted that:

- 2011-12 full-day kindergarten class + class 5 'stand alone'
- 2008-2009/2009-2010/2010-2011 combined class
- 2007-2008 & previous years included a class nine

**September, 2011**

|  |              |                          |
|--|--------------|--------------------------|
| Marigold/Daisy Child Care Centre               | 35 children  | no ISB funding available |
| Kindergarten 1 CLASS (3 half-day, 17 full day) | 20 children  |                          |
| Classes One to Eight                           | 140 children |                          |

**Total (not including daycare) 160 children 159.5 fte (ISB Funding)**

2010-2011 School Year  
Headcount \*162

Eligible for B.C. Government funding 151 students.

2009-2010 School Year  
Headcount\*147

Eligible for B.C. Government funding 133 students  
Withdrawing\*\* students 15/new students 34

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/\*\* withdrawing to not include graduating students from Class 8.

Twelve Home-school registrations were received in both 2009-10 and 2010-11 and ten registered in 2011-12. 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**

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 festivals and coordination of events such as the Halloween Journey and Winter Faire. This past year the Council began a campaign to improve the upper school play areas. With fundraising and grants work has begun in the courtyard and fields. Also on the agenda for the Council is the 'greening of the school', support for initiatives to meet this objective. The Parent Council meets monthly.

**Events & Fundraising Activities**

|                          |  |                                |
|--------------------------|--|--------------------------------|
| Turkey Sales             | Winter Faire                               | Family Potluck & Hoedown Dance |
| Class Bake Sales         | Halloween Journey                          | Michealmas                     |
| Concert Musical Evening  |  | Lantern Walk                   |
| Class 5 to Olympics      | Ski-Snowboard Program                      | Advent Spiral for Classes K-3  |
| Class Trips              | Skating Program                            | Advent Assembly                |
| Class Eight Graduation   | Musical/Eurhythmy Performances             | St. Nicholas Festival          |
| Class fundraisers        |  | Santa Lucia Festival           |
| Power to Parent Sessions | Kim John Payne, Social Inclusion Workshops | Shepherd's Play                |
| Windows on Waldorf tours | & Lectures                                 | Mayfest                        |

## ADMINISTRATION

| 2008/2009 Admin Staff:  | 2009/10 Admin Staff   | 2010-11 Admin Staff  | 2011-12 Admin Staff  |
|---|---|--|--|
| Contract Janitorial/Caretaker<br>Maintenance<br>Bookkeeper<br>Reception/Secretary<br>Faculty Chairperson<br>Faculty Mentor<br>Parent Communication<br>General Admin/Principal<br>Vice-principal | Contract Janitorial/Caretaker<br>Maintenance<br>Bookkeeper<br>Reception/Secretary<br>Faculty Chairperson<br>Faculty Mentor<br>Parent Communication<br>General Admin/Principal | Contract Janitorial/Caretaker<br>Contract Website Maintenance<br>Contract Bookkeeper<br>Contract Payroll<br>Maintenance<br>Reception/Secretary<br>Faculty Chair<br>Faculty Mentor<br>General Admin/Principal | Contract Janitorial/Caretaker<br>Contract Website Maintenance<br>Contract Bookkeeper<br>Contract Payroll<br>Maintenance<br>Reception/Secretary<br>Faculty Chair<br>Faculty Mentor<br>General Admin/Principal |

The B.C. Ministry of Education, Office of the Inspector of Independent Schools Branch (OIIS) attended the School in January 2011 for a monitoring visit. External Evaluations are performed every six years, with monitoring visits every two years. The evaluation 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. Monitoring visits ensure on-going compliance. The administration was commended on its preparation for the meeting. The discussion rendered a positive overview of the administrative and student safety procedures, educational program and school facilities. NWS continues to meet the *Independent School Act* requirements for a Group(s) 1 school.

### HEALTH & SAFETY

A Health and Safety Committee has met regularly through this past year, as required by Work Safe B.C. This Committee meets on a monthly basis, consisting of membership from faculty and staff. On-going first aid training, safe practices, adherence to health and fire protocols are regularly discussed and reviewed.

### FACILITY

Through the spring of 2011 the ECE Task Group considered the Facility in relation to the ECE programs and offered recommendations to the Board and Faculty. Upgrading and renovations brought about the completing of the Kindergarten classroom in the lower level of the School Main or Administration building. This area was at one time the Kindergarten for the School, prior to the building the Kinderhouse, and has been renewed with new washrooms, paint and construction to a warm and welcoming space for our Kindergarten this year.

With registration for one very large class, it was agreed that the new space would provide for the Kindergarten class 2011-2012. The Kinderhouse classrooms were allocated for the increased space for the Childcare Centre second program, and for the Parent and Child (Sweet Pea) program.

Improvements to the upper playing field and courtyard area were begun by the Parent Council and parent volunteers.

On-going regular maintenance and up-keep is performed by a part-time maintenance employee through the year with an assistant in the summer.

A contract for Theatre Lighting is entered every year to ensure professional use of NWS lighting equipment for performances, festivals and events.

### Caretaker Residence

Approximately 12 years ago Julien Cormier was invited to place his modular home on NWS property with the intent that this would provide 24 hour caretaker and security services for the School. Julien has been paying for the space rental, and the separate utility costs.

Over the past several years the Board and Faculty have been considering an offer from Julien to build a permanent foundation for the caretaker residence. Julien will cover all costs through donations to NWS with the consideration of a 'Life Estate' agreement between Julien and NWS.

### The Intent:

- To create a permanent residence for NWS caretaker.
- NWS to own the residence.
- The caretaker residence to be located in a position to have a clear visual of the School buildings (geography permitting).
- To create a rental unit on-site.

Several conditions, by-laws, permit approvals and financial agreements have been met and construction has begun.

Submitted by Beverley Barcham, General Administrator