

EST 1982

PORTLAND WALDORF
SCHOOL



Board of Trustees
TUITION ADJUSTMENT COMMITTEE MANDATE

Revised May 8, 2020

The Mandate: Tuition Adjustment (TA) Committee

Mandated by and Accountable to: PWS Board of Trustees (Board)

Purpose: To facilitate families receiving a tuition adjustment in a timely and equitable manner, adhering to PWS TA Policies and Procedures.

Portland Waldorf School is committed to maintaining a school population diverse in income level. We maintain a TA program to help enroll students whose families demonstrate a financial need. TA is offered in the form of a tuition reduction, requiring no repayment.

Duration of Committee: The committee is active primarily during the months of February through June as it administers the distribution of TA awards during the re-enrollment process for the following school year. The committee may meet prior or post this time period as it deems necessary and appropriate.

Areas of authority: This committee is authorized to make adjustments that stay within the Board-designated TA budget. The Board sets the TA budget amount prior to the committee beginning to consider TA applications for the following school year. Additionally the Board, either as a whole or through the work of the Finance Committee, sets, maintains, and modifies as necessary TA policies that the committee shall adhere to, which are detailed in the PWS TA Policies and Procedures document.

TA Committee Membership:

TA Committee Membership is appointed by the PWS Board. The size of the committee should be at minimum four: One Board Member, One College Member, One At-Large Community Member, and One Additional Member. The College is authorized to delegate a faculty

representative, either within or outside of its circle, depending on availability. Additionally, if in the event that one of the committee members is not a staff member, PWS Staff will designate One Staff Member to support the work of the committee, including meeting preparation, access to internal school systems, and acting as the primary liaison to PWS Staff for all staff responsibilities through the TA process. If the committee requests additional Staff support it shall be reasonably provided.

In the event the PWS Board decides to not have a Board member active on the committee, then the PWS Board will:

- Ensure that the committee membership is maintained at 4 individuals
- Take responsibility for appointing a designated TA Committee Chair who will be supported directly by the acting Board Treasurer and Board Chair; including, but not limited to (1) formal meeting during the award process prior to the granting of initial awards

If the TA Committee includes a PWS Board member, the committee will designate a TA Committee Chair for the committee to lead the creation of the TA Schedule, as-needed communication with the PWS Board, and coordination and facilitation of TA Committee meetings.

Different from some other committees, membership on the committee is encouraged to be long in duration to maintain continuity of decision making on a year-over-year basis; with the understanding that committee membership may be reviewed by the Board each year prior to the TA Committee work commencing. During this review the Board may designate additional or different TA committee members, with an effort to stagger new committee membership over time.

Anyone receiving TA should be excluded, and the Board should at least be aware of the discounts and benefits TA Committee members are receiving, to avoid potential conflicts of interest.

Criteria and expectation for membership:

- Regular attendance and timeliness at meetings
- Preparation for the meetings
- Understanding of the work involved outside the meetings
- Follow-through with commitments and tasks
- General understanding of the consensus process
- Ability to maintain confidentiality

Membership is not publicized, but confidentiality is not guaranteed.

Evaluation: Every January a review of the past year is led by the Finance Director (or other similar role as designated by the School Chair) with members of the past year's committee. Notes from this review shall be sent to the PWS Board.

Confidentiality: By its nature, the TA Committee has access to highly personalized information on families submitted through SmartAid and/or written form, including appeal letters. It is understood and expected that all such information will be kept strictly confidential. At no time will any personally identifiable information submitted through such processes be shared with others within PWS, including: PWS Staff, Faculty, or Board. In cases where a family appeals the TA committee decision, such information for only those families will be shared with the Board-designated body responding to the appeal.

The TA Committee may share aggregate information with the PWS Board to describe the nature of their work, including: Total number of applications, number of appeals, TA amounts requested vs. awarded, etc. Best efforts will be made to ensure that any aggregate information does not disclose the identity of any family participating in the TA process.