

The Emerson School Board of Directors Meeting Minutes

Date/Time: June 16, 05:00 PM - 7:00 PM

Location: Call in via Zoom

Members Present: Sunita Sandoz, Jesse Sweet, Jill Sorber, Eric Maxen (until 6:07), Deb Brown, Kapil Dev, Matthew Ellis.

Members Absent: none.

Guests/ Public Attendees: None.

Time Allotted	Topic from Agenda	Notes
5:00-5:15	Welcome & check-in	Brief greetings, review of meeting agenda and protocol.
5:15-5:25	Review and Vote - Meeting Minutes for May 2022.	Jesse motions to approve the May 2022 Meeting Minutes , Kapil seconds. → All in favor, none opposed, none abstain.
5:20 - 5:35	<ul style="list-style-type: none"> Officer nominations and elections (5:20-5:35) 	<p>President: Sunita nominates Jesse for president, who accepts. Jill seconds. → All in favor, except for Jesse who abstains.</p> <p>Secretary: Jesse nominates Deb, who accepts. Matthew seconds. → All in favor, except Deb who abstains.</p> <p>Treasurer: Matthew nominates Kapil, who accepts. Jesse seconds. → All in favor, except Kapil who abstains.</p>
5:35-6:00	<p>Updates and discussion:</p> <ol style="list-style-type: none"> Development & fundraising; Facilities; Staffing 2022-23. 	<p>Development and fundraising update - Happy Hour brought in \$10k approximately, with more donations made after the event with reminder email. Auction or a more formal fundraising event next year might be a good idea. Community events like mixers would also be valuable for the school community. Looking ahead, board can revisit this topic and proactively plan for fundraising goals next year. Topics to include whether to continue current approach to fundraising, vs. new approaches (large donors, grants, Capital Campaign, hiring development consultant). Sunita has a couple independent consultants she can reach out to.</p>

		<p>Facilities update - Phone meeting with owner and lender for new potential space, and our broker, which went well. Sunita had to help them understand our funding model, which is more stable than a commercial renter. Process for fire/safety code & occupancy review by city is going well.</p> <p>Lease extension with CBI has been executed - 90-day notice for CBI, and 30-day notice for Emerson to vacate. CBI is feeling more promise (60-70%) about moving forward with their project (early childhood center) after environmental review. They need to present to two boards (July 12th), donors (15th), and then will communicate with Sunita (on July 18th). TBD if CBI timeline will affect next school year.</p> <p>Staffing update and plans for 2022-23 - all teachers remaining, and staff has held end-of-year review for deciding staffing needs next year. Open positions: 2 EAs and 1 supervising EA, to allow more support during unstructured times (recess).</p>
6:10 - 6:20	Summer Meeting Schedule	Tuesday, Aug 16, 2022, 4-7 pm, Board work session. Location TBD.
6:20 - 6:30	Public Comment	None. Meeting adjourned 6:34.

Approved: Tuesday, September 27, 2022