

## The Emerson School - Board of Directors - Meeting Minutes

Date/Time: August 16, 4-5 pm. (Executive Session 5:00 -7:00 pm)

Location: Call in via Zoom

Members Present: Sunita Sandoz, Deb Brown, Kapil Dev, Jill Sorber, Eric Maxen.

Members Absent: Jesse Sweet, Matthew Ellis.

Guests/ Public Attendees: Parent / community guests.

Time Allotted	Topic from Agenda	Notes
4:00-4:05	Welcome	Brief greetings, review of meeting agenda and protocol.
4:05-4:40	2022-2023 updates (COVID, staffing, enrollment, funding)	<p>Budget 2021-22: \$46k ahead of budget for last year, for two reasons: 1) Underspent, and 2) received more funding/income than had been budgeted. More cash was available for operations (greater than \$600k in reserve as of 6/30/22).</p> <p>Where we fell short last year: Fundraising (no auction held), and \$29k less from SSF due to lower enrollment, which was somewhat intentional due to student needs last year. Annual fund and spring appeal raised \$58k.</p> <p>Looking ahead, enrollment is still a challenge, though funding structure will improve from 80% to 85%; and need to return to \$100k fundraising goal.</p> <p>Enrollment is 120 currently (full being 144). Some families have needed to withdraw due to commuting costs with increased gas prices. Personal contact with families is helping families choose Emerson, especially as space was not available to tour at info night (due to Covid), nor during the summer (due to shared space occupied during summer camps). Sunita will send board the calculation page from PPS prior to next meeting with budget.</p> <p>Covid: School is being attentive to any shifting guidance per CDC, local health authority, and infection levels within the county. Changes to planned procedures (drop off / pick up, lunch in classrooms) will be discussed by staff, and may be fluid pending changing Covid landscape and guidance.</p>

		<p>Year of Celebration is planned for 20th year of Emerson School!</p> <p>Staffing: new 2-3 teacher Christina has been hired, who is versed in Positive Discipline, Project-based learning, 10 years experience. New position of Supervising Education Assistant, who is a licensed teacher and can serve as substitute. New part-time EA has also been hired. 6 teachers; Jo (Instructional Coach / Project Planner), Rachel (Instructional Support Teacher, funded with ESSER).</p>
4:40 - 5:00	Fundraising timeline and plans for 2022-2023	FES has officers in place, already making plans, and the co-chair has reached out with interest in making the auction happen. \$58k was raised last year. Opportunity with 20th year of operations. Auction had become a really fun event. Would need to rebuild institutional knowledge. Community events were held by FES (Bingo, Classroom parent dinners). Rachel (instructional coach) is the new liaison. Consider having 1 event per month. Start auction planning early.
5:00	End of open session	Regular meeting of The Emerson School Board of Directors adjourned, guests thanked and excused.
5:10 - 7:15	<b>Executive Session</b>	<p><b>Executive Session pursuant to ORS 192.660 to conduct deliberations with persons designated to negotiate real property transactions. This portion of the meeting is closed to the public.</b></p> <p><b>Present:</b> Sunita, Jesse, Eric, Jill (until 7 pm), Kapil, Deb.  <b>Not present:</b> Matthew Ellis.  <b>Guests:</b> Sara Daley (real estate broker) until 6:15, Josh Kashinsky (CBI Executive Director) until 6:10 pm.</p>

Approved: September 27, 2022