

## The Emerson School Board of Directors Meeting Minutes

Date/Time: Tuesday, September 27, 2022, 05:00 PM - 6:00 PM

Location: Call in via Zoom

Members Present: Sunita Sandoz, Jesse Sweet, Jill Sorber, Eric Maxen, Deb Brown, Kapil Dev, Matthew Ellis.

Members Absent: none.

Guests/ Public Attendees: Kim Finn (staff), Brian S. (parent).

Time Allotted	Topic from Agenda	Notes
5:00-5:05	Welcome & check-in	Brief greetings, review of meeting agenda and protocol for guests.
5:05-5:10	<b>Review and Vote: Meeting Minutes</b> for June 2022, August 2022.	Discussion / Corrections:  Eric motions to <b>approve the June &amp; August 2022 Meeting Minutes, Jesse</b> seconds. → 6 in favor, none opposed, Matthew abstains as he was not present at August meeting.
5:10 - 5:20	<b>Review and Vote: Financials</b> for June 2022, July 2022, August 2022.	Discussion: RE: 2021-22, Fundraising and income was less than expected, but so were expenses. Cash on hand was healthy at the end of year.  Eric motions to <b>approve the June, July, August 2022 Financials</b> → Kapil seconds the motion. → Vote: 6 in favor, none opposed, Sunita (staff) abstains.
5:20 - 5:30	<b>Review and Vote:</b> revised 2022-2023 budget.	Discussion: Enrollment down currently, requiring plan to use up to \$116k in reserves to meet projected deficit. If enrollment can increase to 120 (15 more students), it will not be necessary to use reserves. Lofty goal for auction (\$60k). Prior three in-person auctions have raised \$50-70k before expenses.  Question about health insurance under support services: due to shift in designation of jobs into Instructional.  Due to time constraints, budget approval deferred to next meeting.
5:30 - 5:50	<b>Updates and discussion:</b>	<b>Staffing and Program</b> (Champions aftercare, PDX Free Play, Emerson program elements): Wait list for Champions will be opened up once their staffing is at full capacity

	<ul style="list-style-type: none"> <li>● Staffing and Program (Champions aftercare, PDX Free Play, Emerson program elements)</li> <li>● Development (Celebrating 20 years, auction, annual appeal, FES)</li> <li>● 2021-2022 municipal audit</li> <li>● Enrollment</li> <li>● Facilities</li> </ul>	<p>in several weeks. Recess and unstructured social time is going smoothly, especially with PDX Free Play and a licensed teacher as a recess supervisor. Program is running smoothly.</p> <p><b>Development</b> (Celebrating 20 years, auction, annual appeal, FES): Auction committee has met last week, and Holocene is available for March date. Annual appeal needs to be fleshed out at the next meeting, goal late November. FES is meeting and planning events for this coming year, including holiday pie sales, community events, restaurant nights, etc. Ideas for other events to celebrate 20 years? - 20-year Merchandise; Invite graduates to speak (might speak at All-School, or for promotional videos), Invite alums to events (a reunion, lantern walk, auction).</p> <p><b>2021 Municipal Audit:</b></p> <p><b>Enrollment:</b> Enrollment was 118 as of August meeting, but was down to 105 by school start due to no-shows and changes. Plan in place and described in letter/narrative to PPS about adjusted budget, including attempts to increase enrollment via advertisements, social media presence, banner advertising openings outside school. Added challenge continues to be the commute for prospective families.</p> <p><b>Facilities:</b> CBI is installing new video cameras on exterior. Bark chips planned for play area to prevent mud. Bathrooms continue to be an issue. Water coolers and stainless steel water bottles for refills are now available.</p>
5:50 - 5:55	Set October meeting date/time	<p>Next Meeting of The Emerson School Board of Directors:  Monday, October 24th, 2022, TIME 5-7 pm, Location: Zoom  - Agenda Items: Kicking off Annual Appeal, Revisit Budget, Board Recruitment</p>
5:55 - 6:00	Public Comment	None. Regular Meeting adjourned 6:06 pm.
6:00 - 7:00	Executive Session	<i>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.</i>

Approved: Oct 24, 2022