

The Emerson School Board of Directors Meeting Minutes

Date/Time: November 28th, 2022, 05:00 PM - 7:00 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.

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: October 2022 Board Meeting Minutes.	Discussion / Corrections: None. JESSE motions to approve the October 2022 Meeting Minutes, Matt seconds. → Sunita, Jesse, Deb, Jill, Kapil and Matt in favor, none opposed, Eric abstains.
5:25 - 5:35	Review and Vote: Financials for September 2022.	Discussion: expenses \$5k over for legal services due to new facility lease negotiations. Looking ahead, October financials (which are not final) budget is close to even at end of October due to increased income. Enrollment is increasing with some fluctuations. Deb motions to approve the Sept 2022 Financials → Kapil seconds the motion. → Vote: All elected board members in favor, none opposed, Sunita (staff) abstains.
5:35 - 6:35	Updates and discussion: <ul style="list-style-type: none"> ● Development - annual fund roll-out, auction ● Enrollment (2022-2023, 2023-2024) ● Facilities – updates, lease agreements, timelines 	Development: Auction - date is set, current committee chairs will be connected with prior auction chair with tech experience and institutional knowledge. Annual Fund - planning should also consider any future plans for development such as Capital Campaign. Discussed timing and strategy - keep timing, do what we know works? add alumni families? Capital campaign to support new playground, or technology/security/moving.

		<p>Messaging ideas - celebration, history, landmark of 20 years, changes ahead which are good, space designed specifically for the school, got by previously on duct tape & willpower, launching point for the future. Crazy costs that we can anticipate, and others that we can't. Good news in the past few years (80-85-90%, teacher pay). Digital projectors, architect costs, moving costs. Fiscally responsible. We worked very hard to negotiate a rent that would be similar, but it will still be \$20k per month x 12m.</p> <p>Enrollment: Still touring and adding some new students. Several new students starting in the next 1-2 weeks, but also 2 families moving out-of-state in the near future. For next year (2023-24), will return to in-person events for enrollment. Sunita will take lead on outreach with more personal touch, while Jenn will handle back end. Process starts in February.</p> <p>Facilities: Sunita met with CBI / Josh, and asked for his team to present a first pass of the new license agreement for when we are required to move. Discussed loss of square footage (auditorium), and the expenses of moving upstairs and getting wifi (\$6k). Working collaboratively with their Education Director to coordinate the timing of the move. Strategy might be to calculate cost per square foot, and apply to the new square feet. Response to communication about internal move and new facility has been overwhelmingly positive, and folks sharing connections about resources and grants in the SW location. A couple inquiries about environmental concerns. Sunita has asked CBI to share any information about environmental mitigation measures.</p> <p>Lease negotiations - most recent counters have been accepted, budget and architectural services are still being worked out, lease very close to being signed. Very happy with our real estate agent and our architect, who has already done most of the design work and "E" occupancy code (with the city).</p>
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		Discussion of authorization process for Jesse (president) to sign the lease on behalf of the board. Matthew will forward the draft lease for any questions. Would need to call a brief meeting to authorize Emerson to enter in the contract, and limit questions/discussion to matters which would change the vote to a “no.”
6:45 - 6:50	Next Meeting	January 30th, 2023, 5-7 pm. December meeting TBD when lease and license extension are ready for authorization.
6:45 - 7:00	Public Comment	None.

Approved: Jan 30, 2023