

## The Emerson School Board of Directors - Meeting Minutes

Date/Time: January 30, 2023, 5:00 PM - 7:00 PM

Location: Call in via Zoom

Members Present: Sunita Sandoz, Jesse Sweet, Eric Maxen, Deb Brown, Matthew Ellis (arrived 5:30 pm, not present for votes on Minutes or Financials).

Members Absent: Jill Sorber, Kapil Dev.

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	<b>Review and Vote: Meeting Minutes</b> for November 2023.	Discussion / Corrections: December was an Executive Session, minutes are confidential.  Eric motions to <b>approve the November 2023 Meeting Minutes</b> , Jesse seconds. → All in favor, none opposed, none abstain.
5:25 - 5:35	<b>Review and Vote: Financials</b> for October, November and December 2023.	<b>Discussion:</b> Budget still reflects enrollment of 105 students (PPS asked us to amend the budget when fall enrollment was low), so State School Fund (SSF) is better than budgeted as we approach our enrollment goal of 120. Per Sunita's email: "In December, we budgeted to receive \$74,069.00 and we received \$82,274.82 in SSF. Also, last year, we received our SIA funds in 2 disbursements (1 for 2/3 of our annual allotment, 1 for 1/3 of our annual allotment). We budgeted to receive approx. 2/3 of our \$91,865 SIA allotment in December 2022. In actuality, we received closer to 1/2 of our annual allotment for 2022-2023 or \$48,279.98 so there is a bit of a discrepancy in the financials for December. Another discrepancy is in line item 6380 (Liability Insurance). We did not budget to make a payment at all in December. However, our insurance cycle is November-November each year and we decided in November to make a 25% payment and set up an 11 month payment plan. The 25% plus the first month of the 11 months payment was \$5968.43 which is reflected in the December financials. Moving forward, we are now on a monthly payment plan for insurance. So, there will continue to be a discrepancy on a month to month basis in this category but year end should come out essentially according to plan/budget."

		<p>Annual fund donations came in more in January than December, and will be reflected in January financials.</p> <p>Eric motions to <b>approve the October, November, December 2022 Financials</b></p> <ul style="list-style-type: none"> <li>→ Jesse seconds the motion.</li> <li>→ Vote: Jesse, Deb, Eric in favor, none opposed, Sunita (staff) abstains.</li> </ul>
5:35 - 5:45	Board Recruitment Plan and updating bylaws (5:35 - 5:55)	Discussed timing. Jesse will send an email to the school community, and invite interested persons to attend Feb/March meetings. If still interested, candidates may submit CV. We hope to interview people by mid-April to allow on-boarding and overlap with outgoing board members. Eric volunteers to help with interviews.
5:55 - 6:45	<p><b>Updates and discussion:</b></p> <ul style="list-style-type: none"> <li>• Development</li> <li>• Enrollment</li> <li>• Facilities</li> </ul>	<p><b>Development:</b></p> <ul style="list-style-type: none"> <li>- <b>Auction planning &amp; Board involvement</b> - discussion of making a board gift, e.g. wine / cider / booze cart or basket; or a seed gift toward paddle raise in aggregate. Matthew has a wine connection. Will continue discussion over email since this is an individual donation rather than official board business.</li> <li>- Annual Fund update - info not available, will update at next meeting.</li> </ul> <p><b>Enrollment</b> - 2022-23 is closed, 2023-2024 is opening in February: 118 students currently, 5 departed due to moves over winter break. Application goes live tomorrow for enrollment, info night Feb 21. Deadline for the lottery is before Spring Break. Goal is 144 students for next year.</p> <p><b>Facilities (updates, lease agreements, timelines, moves):</b> New location involves many communications between architectural teams. Very grateful for our architect's expertise and guidance in design/plans. Also met with Rebecca &amp; Franco, parents, and architects who work with K12 schools, who may help as our architect steps back. Process is very slow. There is a list of outstanding items to decide for the build-out. Lease contingent on design and associated pricing. Committee may ask for a timeline to move the process along cognizant of move-in date.</p>

		Anticipated costs to Emerson for the new location: Telecom, Technology, Security, Materials cost for build-ins; Furniture (all new vs. some/all reuse of current furniture), moving and junk removal companies. Playground costs above \$25k. Resource is architect Rebecca, who works with educational supply companies. CBI move-out deadline March 28th.
6:45 - 6:50	Next Meetings (February, March)	Monday 2/27/23, 5-7 pm, and Monday, 3/20/23, 5-7 pm.
6:50 - 7:00	Public Comment	None. Meeting adjourned 6:31 pm.

Approved: \_\_\_\_ n/a