

The Emerson School Board of Directors Meeting Minutes

Date/Time: March 20, 2023, 05:00 PM - 7:00 PM

Location: Call in via Zoom

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

Members Absent: none.

Guests/ Public Attendees: Kim Finn (teacher), Brian Schute (parent).

Time Allotted	Topic from Agenda	Notes
5:00-5:15	Welcome & check-in	Brief greetings, review of meeting agenda and protocol.
5:15-5:20	Review and Vote: Meeting Minutes for January 2023.	Discussion / Corrections: None Matthew motions to approve the January 2023 Meeting Minutes , Jesse seconds. → Matthew, Jesse, Sunita, Deb, Eric in favor, none opposed, Kapil & Jill abstain.
5:20 - 5:30	Review and Vote: Financials for January 2023.	Discussion: <ul style="list-style-type: none"> - Under budget for Annual Fund raised, likely due to close timing of Auction: follow up appeal is usually done in January, but not this year since Auction was scheduled 2 months earlier. - Budgeting for insurance benefits appears higher since Principle Insurance (LTD, STD, Life) for all the staff is included under admin insurance costs. - Contracted services (due to architect costs) and Legal Services (lawyers) are higher than expected due to the move. <p>From Sunita's Email 3/15/2023: In terms of the January financials, there are a few items to note:</p> <ul style="list-style-type: none"> • We did not receive as many annual fund contributions in January as we budgeted for/have received in the past. The main reason for this is because we moved the auction up from May to March 11. As soon as we returned from Winter Break, we started rolling out the auction and we did not put out a follow up call for annual fund donations like we usually do. You can only ask the same 90 families for money so many times! So, without a push for the annual fund in

		<p>January or February, we are behind. We should probably consider a year end push for the annual fund.</p> <ul style="list-style-type: none"> You will notice that 6240 (Insurance Benefits) under the Administration Wages category is way over for January/YTD/Annual Budget. \$542 is what we budgeted to spend in this category for January (Jenn and I are the only staff members in this category and only Jenn takes Kaiser Medical and Dental benefits from Emerson. \$542 is the monthly premium the school pays for her insurance). The other big item we are paying out from 6240 for this year is our Principal Insurance payment (short term disability, long term disability, and life insurance) for all Emerson staff members who work 30 hours/week or more. That full amount for 12 staff members plus Jenn's Kaiser is what you will see in this category for the remainder of the year. I will discuss this with our bookkeeper/accountant when it comes time to prepare the 2023-24 budget so this doesn't happen next year. Overall, we are under plan in terms of expenses for January by -\$7,184 and YTD are over in terms of expenses by \$2,275. Essentially, we are tracking very close to our budget in regard to monthly/annual expenses which is great news. <p>Eric motions to approve the January 2023 Financials</p> <ul style="list-style-type: none"> → Kapil seconds the motion. → Vote: Kapil, Deb, Jesse, Matthew, Jill, Eric in favor, none opposed, Sunita (staff) abstains.
5:30 - 5:45	Board recruitment – schedule, interviews, onboarding	<p>From Sunita's email: We have three adults in our community who have reached out with an interest in interviewing for a Board position. When I put out the public meeting notice for this meeting, I will put out another plea for interested prospective Board members. I will also reach out to these three individuals and invite them to our Monday meeting as well.</p> <p>Looking to do interviews in April, with Eric who volunteered to help with this.</p>
5:45 - 6:45	Updates and discussion:	See State of the School document (copied after minutes).

- Development Updates - annual fund, auction, year-end fundraising push
- Enrollment 2023-24
- Facilities: Internal Move, New Location

Municipal Audit upcoming May 9, Jenn and Sunita will prep for this after the internal move.

Development: Close to \$50k raised, before expenses. Annual Fund behind budget, so may do another appeal in spring, and/or lean in on

Enrollment for 2023-24: Planning full enrollment for next year. Problematic if school needs to be held at CBI early next school year, as classrooms are smaller. However, there are two overflow rooms upstairs, one for the 2-3 blend, and one for 4-5 blend. Kim's room is large enough, but Joanie's (fancy library) would need to relocate to accommodate 24 students. Positive feedback at Info Night and Open House. Applications open until spring break. Lottery will be held after Spring Break. Sunita is taking the lead.

Facilities:

Internal move this week (Weds-Sat), and a second junk removal on April 1st, 2023. Wifi being set up downstairs, and then upstairs. Jenn will be located close to the Flanders door. Sunita will be closer to Joanie's room, Jo upstairs, Rachel/Ashley/Kaden in the Chapel. Retention grant of \$1000 at year end to acknowledge the hard work teachers and staff have done in the move.

Still awaiting a signed lease for Harrison, pending an appeal on "E" occupancy. Our architect (who specializes in schools) had gone through all the work to get conditional approval for E occupancy last summer (after compiling all the history of occupancy for the building). Then, the building owner wanted their architect to repeat the work from scratch, as the architect of record, with revised numbers. Therefore, we had to submit an appeal to the City and now we await the response. Even if rejected, we have several more appeals. We have been fortunate to have such a good team, including our broker and architect, and Eric and Matthew. All the other items on the buildout list have been decided.

6:45 - 6:50	Next Meeting - April 2023	April 24, 2023, 5-7 pm.
6:50 - 7:00	Public Comment	None. Meeting adjourned 6:33 pm.

Approved: 04/24/2023

ATTACHMENT, from 3/15/23 email:

State of the School, submitted by Sunita Sandoz

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In the classrooms:

Most of the classrooms are heading into Phase 2 of project work. Classrooms are getting out into the field to answer their questions about Simple Machines (Kim), Birds (Joanie), Mt. Hood (Christina), Outdoor Survival (Daylen), and Baking (both Will and Kelsey).

4/5 completed their architectural drawings and 3-D models of their playground plans (all to scale!). This math unit was led by Leon from Puddleworks Playscapes. This company will support the build out of the actual playground at the new location. The 4/5 classes were able to share their designs with the entire school community at recent all school.

Student Led Conferences will take place this Wednesday, March 15th. Students will share with their families and lead them through various aspects of their daily learning.

Teachers and staff are going through annual training for the statewide testing that will take place after Spring Break. We have all the computers needed and a schedule created to ensure testing for children in grades 3-5 is completed during the testing window.

The Auction!

The annual auction returned to Holocene after a 4-year hiatus. It was a smashing success by all accounts! The energy was high, fun was had, and lots of money was raised. The initial numbers appear to have us close to \$50,000 in sales (ticket sales, online auction, silent auction, live auction+paddle raise). More information will be shared with the community about results in the coming days.

2023-24 Enrollment:

We held our Information Night on Tuesday, February 28th and our Open House was held on Tuesday, March 14th. Both events were well attended. We have received 86 applications thus far and the majority of those are for kindergarten. We currently know of 2 incoming kinder siblings for next year. The application deadline is Friday, March 24th. The lottery will be drawn after Spring Break, and we will know who our new students will be at that time. Our goal is to be fully enrolled at 144 students for 2023-24. This may be an added complication if we need to remain at CBI this fall as the classrooms are small upstairs. This is a conversation we are having as a full staff.

The internal move:

The movers will be at school next Wednesday, March 22nd – Saturday, March 25th. Thursday and Friday, school will mostly be held offsite (field study opportunities, outdoor learning opportunities, and community building opportunities). We must be fully out of our current spaces by Tuesday, March 28th (we will incur a \$1000/day fee if we are not). We will begin school in our new classroom spaces on Tuesday, April 4th(this is our first day of school after Spring Break).

We have 2 adult moving/drilling/assembling work parties to help us prepare. The first is on Wednesday, March 22nd from 3:45pm-6:00pm (pizza provided). The second is on Monday, April 3rd from 10:00am-3:00pm (adults asked to bring tools).

Municipal Audit:

Our annual interim audit will take place on May 9th. After the internal move, Jenn and I will use time in April to prepare for the interim audit. The auditors will reach out to each Board member individually for Board member input (1 page questionnaire, I believe) as we get closer to the date.

Staffing:

As of now, we expect that all of our teachers and staff will be returning next year. Great news!