

SCHOOL BOARD MEETING AGENDA

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THE COTTONWOOD SCHOOL
— OF CIVICS AND SCIENCE —

DATE: Aug 31, 2023 **TIME:** 4:30PM

LOCATION: Cottonwood School

Mission Statement: To provide a creative learning environment where students develop a sense of place and become stewards of the natural world and active citizens within our community.

Meeting began at 4:08PM. Meeting adjourned at 6:28

In Attendance

- Mari Van Sickle, Co-Chair
- Jonathan Moore, Treasurer
- Jill Charno, Member
- Kyle Roy, Member
- Amanda McAdoo, Executive Director
- Matthew Claudel
- Emily Sturgess Cleek
- Amy Sample Ward, Co-Chair
- Aviva McClure, Cottonwood Principal

Meeting Minutes

1. Approve June Minutes
 - a. Kyle moved to approve as presented; Jonathan seconded. Approved unanimously.
2. Approve new board member Matthew Claudel
 - a. Amy motions to approve; Jonathan seconded. Approved unanimously.
3. Enrollment
 - a. Going well
 - b. Spots still open in Kindergarten
 - c. 8th grade is low without a waitlist
 - d. Brief review of our current enrollment/lottery/waitlist system
4. Introduction to new staff
 - a. 8th grade teacher- Gail Baker
 - b. Kinder teaching assistant - Allison O'Day
 - c. 4/5 Teaching assistant - Stevie Levin(CSCS alumn)
 - d. Yuri (new position) garden coordinator, place-based coordinator, adventure play
 - e. Principal - Aviva McClure (new position)
5. Covid updates
 - a. OHSU has canceled the testing program

- b. Cottonwood has lots of home tests families can take home
 - c. Masks will be optional for students and adults
- 6. June and July Financials
 - a. Audit is close to done already.
 - b. Kyle will set up regular meetings with Amanda and Dave to prepare monthly treasurer reports
 - c. 22-23 School year was very close to anticipated.
 - i. 99% of budgeted revenue was actualized, 102% at expenses.
 - ii. Made up deficits with reserve cash
 - d. Want to continue prioritizing teacher and staff supports and investing in them.
 - e. Want to watch admin costs in the coming months as we make shifts to track how we have budgeted and if we are accurate.
 - f. Want to finalize expense budgets for 23-24 for Friends and Board spending.
- 7. 23-24 Plans and Committees
 - a. Strategic Planning & Policies: Committee leads are Amy and Emily and Kyle
 - i. Strategic planning for the school
 - ii. Equity Action Plan
 - iii. Policy Work (with OSBA)
 - iv. Connecting with staff, etc.
 - v. Community / Staff / Board relations
 - vi. Financial planning
 - b. Fundraising & Marketing: Committee Leads are Mari, Jill
 - i. Arts Park Run (managed by Friends of Cottonwood)
 - ii. Spring Fundraiser/Auction
 - iii. Fundraising plan
 - c. Facilities & Real Estate: Committee leads are Matthew and Jonathan
 - i. Survey school's needs to make sure needs are met
 - ii. Search for new school location
 - iii. In-building technology support
- 8. Regular board meetings
 - a. Scheduling for the year will be the Second Wednesday of each month at 4pm.
- 9. Executive session, Executive Director Review
 - a. Adjourned to executive session at 5:42 PM.
 - b. Amy motioned for the board to approve Amanda's evaluation; Mari seconded. Approved unanimously with Matthew abstaining.