

SCHOOL BOARD MEETING AGENDA

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THE COTTONWOOD SCHOOL
— OF CIVICS AND SCIENCE —

DATE: Oct 11, 2023 **TIME:** 4PM

LOCATION: Cottonwood School and zoom

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 4:10pm. Meeting adjourned at 5:35pm.

In Attendance

- Amanda McAdoo
- Aviva McClure
- Sara Miller
- Kyle Roy
- Matthew Claudel
- Amy Sample Ward
- Mari Van Sickle
- Alicia Moody
- Sade Rivers
- Jill Charno
- Jilliane Bandstra

Meeting Minutes

1. Approve Sept 13, 2023
 - a. Amy moves, Matthew seconded; approved unanimously
2. Financial update
 - a. Kyle has met with Dave, our CPA
 - b. We do not have financial reports yet for Sept
 - c. We will have a quarterly update at the November meeting
 - d. Because we are meeting on the 2nd Wed of the month, it is likely that we will always be reviewing financials from more than one month prior each meeting
 - e. Will be working with Dave to create updated financial management practices and will have an update at the next meeting
3. Director's Report
 - a. Aviva presented the new leadership model at the school including 6 committees that connect to and support the categories outlined in the Equity Action Plan.
 - b. Enrollment update: completely full except for 8th grade.
 - i. Proposal: Freeze enrollment placements during the PPS teacher strike.

1. Discussion: In solidarity with PPS teachers we want to support their strike. Additionally, it is disruptive to our school and to PPS schools, and especially so to students, to change the enrollment for students for only a very short time and then to change it again.
 2. Motioned by Mari; seconded by Kyle. Approved unanimously.
 - ii. Proposal: Update the CSCS Enrollment Policy to include the following: "If PPS teachers propose a strike, the CSCS Director and Board will meet to vote on enrollment status during the proposed strike."
 1. Motioned by Jill; seconded by Kyle. Approved unanimously.
 - c. Covid update: working to support classes eating outside of classrooms so they can be in Great Room with the garage door open for more ventilation
 - d. Grant updates
 - i. Received a grant to support Sade and Yuri's salaries, enabling some of the budget to be reallocated to supplies
 - ii. Working on a grant to support meeting our compliance goals for physical education hours
 - iii. Working on a garden grant to extend the native garden and outdoor classroom areas
 - e. Amanda is participating in a few upcoming events and can share relevant resources
 - i. OSBA has their conference in Portland coming up
 - ii. Oregon Charter School conference in Salem
 - f. PVS has confirmed they are moving into the building down the street in August 2024
 - g. Oregon Paid Family Leave
 - i. In 2024, we will have more than 25 employees so will have to pay the higher contribution rate.
 - ii. Kyle and Amanda will ensure the November board meeting includes budget impact information and proposals for consideration and likely vote.
4. Committee work and updates
- a. Strategic Planning & Policies / Facilities and Real Estate
 - i. Matthew will work with Jonathan to schedule time with staff to do the facilities audit and identify needed priorities for action
 - ii. Amy will work with Aviva to identify staff committee/s and/or individuals who want to coordinate with Matthew and others on planning sessions to engage the whole school community in identifying priorities for a potential new space
 - iii. The board will review the engagement agreement draft for potential real estate agents and discuss at November meeting
 - b. Marketing & Fundraising
 - i. Committee will continue to work with Friends to identify a Fall Fundraiser for November. We would like to create an opportunity for the greater Portland community to participate in fundraising events.
 - ii. Sara will reach out to potential entertainment option

- iii. Mari and Jill will follow up with Gabby and the School Wide Events team about having botanical student drawings for sale at Plant Teaching Night and other ways and means of fundraising at PTNs.