

## SCHOOL BOARD MEETING AGENDA

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**THE COTTONWOOD SCHOOL**  
— OF CIVICS AND SCIENCE —

**DATE:** Sept 13, 2023      **TIME:** 4:00PM

**LOCATION:** The 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 4:05PM. Meeting adjourned at 5:45PM.

### In Attendance

- Amy Sample Ward
- Mari Van Sickle
- Jonathon Moore
- Matthew Claudel
- Emily Sturgess Cleek
- Jill Charno
- Kyle Roy
- Amanda McAdoo

### Meeting Minutes

1. Approval for August Minutes to be approved; Jill motions, Kyle seconds. Approved unanimously.
2. Financials and Contracts
  - a. Cottonwood Financial policies require contracts over \$5k to be approved
    - i. Sarah Anderson has transitioned out of the school and has a limited contract with Cottonwood for specific place-based curriculum and project work support.
      1. Jonathan motions to approve the contract as presented, Kyle seconds. Approved unanimously.
    - ii. New Mood Productions is our partner for theater class and production. Jonathan moves, Mari seconds. Approved unanimously.
3. Director Report
  - a. Covid update: Most amount of covid cases at the school right now so far in the pandemic. Bringing the hvac vendor back in to check filters and air flow to ensure we are meeting our communicated standards. Some classes eating outside.
  - b. Facilities: Search committee is getting restarted and will schedule meetings to come. Met with potential real estate firms and may have a future board meeting vote to discuss engaging them formally.

- c. Back to School Night: Taking place Tues Sept 19. Will start outside with staff introductions and then will transition inside for two sessions in classrooms so parents can go to different meetings. In the great room there will be tables set up including a table about the board. Sign-up for ArtsPark run, paperwork, etc.
- 4. Friends Update
  - a. Room Rep orientation took place last night. Six classes represented.
  - b. Board needs to provide input on live auction event- if we do an auction event or shift to multiple, smaller fundraisers.
    - i. Matthew suggests a fundamentally place-based, experiential event to ignite enthusiasm for school and mission and recruit donors that are not already parents
    - ii. Arts Park Run, Harvest Festival (wreath or plant sale), January Movie Night, Branded Gear sales, plant sale, etc.
    - iii. Amanda suggests a long-term relationship-building event- like TED Ed-style talk series about place-based education
- 5. Committees for Board Activities
  - a. Strategic Planning and Policies
    - i. OSBA School Policy Handbook- goal for update by end of the school year
    - ii. Strategic Plan for school- will start with Equity Action/Work Plan with the six priorities identified with staff. Will engage community members/families through a schoolwide survey, and community will be invited to work with board members to update the strategic plan
  - b. Fundraising and Marketing
    - i. Winter gear/clothing swap fundraiser
  - c. Facilities and Real Estate
    - i. Walk-through facility with Amanda to see what facility priorities are. (Physical fixes and policy/protocol fixes). Prioritize tasks.
      - 1. Recruit IT volunteer to help out school with technical needs
      - 2. Recruit Facilities need
    - ii. Secure relationship with a Realtor
      - 1. Invite community members to be involved
      - 2. Remain mindful of timeline and deadlines.
      - 3. Goal- recommendations of community given to board by March
- 6. Executive session, Executive Director Review continued from August
  - a. Adjourned to executive session at 5:25 PM.
  - b. Amy motioned for the board to approve Amanda's salary adjustment for the federally adjusted cost of living adjustment for Portland, effective retroactively to the start of the fiscal year. Mari seconded; approved unanimously.