

## SCHOOL BOARD MEETING AGENDA

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

**DATE:** Nov 8, 2023 **TIME:** 4PM

**LOCATION:** Cottonwood and online via Google Meet

**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 4:09PM. Meeting adjourned at 5:35PM.

### In Attendance

- Jonathan Moore
- Jill Charno
- Amy Sample Ward
- Mari Van Sickle
- Kyle Roy
- Amanda McAdoo
- Emily Sturgess Cleek
- Dan Bowman
- Whitney Hartzell
- Cinzie Ballantyne

### Meeting Minutes

1. Approve October Meeting Minutes; Jill motions to approve, Kyle seconds. Approved unanimously with one abstention by Jonathan.
2. Financial updates and report
  - a. Treasurer provided the CPA's financial report for the first quarter and reviewed items in the narrative document provided with those reports.
  - b. Board discussion and commitment to provide a deeper financial update to the community in the next board update for the newsletter.
  - c. Investment Cash Management Policy
    - i. Motion by Kyle: Adopt the proposed Investment Cash Management Policy as proposed subject to review by the CSCS's legal counsel. Jonathan seconds; approved unanimously.
    - ii. Proposed: Authorizing the ED to open a brokerage account with Heritage Wealth Management for purposes of implementing Investment Cash Management Policy.
      1. Motion by Kyle, Jonathan seconded; approved unanimously.
    - iii. Proposed: Authorizing the ED to initiate an application and for the school to join the Oregon Treasury's Local Government Investment Pool (LGIP)

1. Motion by Kyle, Jonathan seconded; approved unanimously.
  - d. HVAC that heats the office and basement is separate from the rest of the building. By law we are required to get three quotes but we are not getting companies willing to come give a quote. Energy Trust would support potentially 50% of the cost if we invested in a heat pump (with greater efficiency), we could do it only for the HVAC that needs replacement or we could consider changing over the entire school system. Amanda will pursue a [PCEF Grant](#)- we can apply for this grant to help support the cost of a heat pump system, and will continue to pursue options with Energy Trust.
  - e. 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.
  - f. ERC- should we apply?
    - i. Did we change our program substantially as of shutdown- yes
    - ii. A few other schools have gotten a few hundred thousand dollars, which would be really helpful
    - iii. Jonathan motions for Amanda to move forward with an ERC application, Mari seconded; approved unanimously.
3. Director's Report
    - a. Working now on insurance renewals, primarily moving up the part-time and hourly staff to have a similar plan that the salaried staff receive.
    - b. Want to prioritize grant writing and finding more funding opportunities
      - i. Will connect with grant researcher to help us find the appropriate grant resources to pursue.
    - c. Parent Night on the 16th, first time to have an event like this. Want to build these up as a regular offering with parent education and general education model information. Hoping to encourage parent engagement and develop more such nights with opportunities to share. Will be led this time by Admin.
  4. Policy Updates
    - a. Amanda has completed a first pass of all policies. Discussion of how the board wants to support or engage in the drafting and approving process to make it both informed and efficient. Finance and Strategic Planning committee will meet with Amanda to work through the board-related policies and bring to the December board meeting for full discussion and votes.
  5. Fundraising Updates
    - a. Move for the Arts update, 108% of goal reached, over \$25k. Second stage push (with thermometer visuals) really made a huge difference (boosted fundraising from \$11K to over \$25K)
    - b. End of Year Campaign, should we post on social media to ask for donations? Friends of CSCS can coordinate with the admin team to make this happen.
    - c. GiveGuide! for 2024, we missed signing up this year but we want to commit to submitting an application for next year (likely applications will open in May).

- d. Want to think about the volume of asks that parents feel they receive from the school. We can prep community via the newsletter that we will have an end of year campaign but we don't expect them to donate and just to share it more widely for new supporters.
- e. Friends updates
  - i. Group hike this Friday
  - ii. Staff Health and Wellness team is collaborating with Friends to do a harvest meal kit during Fall Break
  - iii. Working with Gabby to make shirts for the school this year with student drawings from plant teachings
  - iv. Will start doing pre-orders for gear from the school next month
- 6. Board Recruitment
  - a. Amy and Emily will be leaving after the December meeting, so we are in need to recruit and retain new board members.
  - b. Add to the website a specific timeline for adding new board members (potentially in February) and request notes of interest via email to the board.