

## SCHOOL BOARD MEETING AGENDA

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**DATE:** June 5 2024 **TIME:** 4:00

**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 4:15

Meeting adjourned at ###

**In Attendance:** Alicia, Mari, Jill, Matthew, Julia, Kyle, Jonathan, Amanda, Aviva, Cinzia

**Community Members:** Lalit Chopra, Tracey Streebel

### Meeting Minutes

1. No public comments
2. Approve May meeting minutes
  - a. Matthew seconds, motion passes unanimously
3. Change Bylaws for Co-Chair for board position term
  - a. Option A: Extend the term to 3 years. This enables us to bring on a co-chair for the final year,
  - b. Option B: Temporarily extend the current board chair's term for two additional terms of one year each (up to 4 years)
  - c. Motion for Option A. Jill seconds, unanimous vote, motion passes
  - d. Motion to keep Mari in the chair position, Jill seconds, unanimous vote, motion passes
4. Re-assign LGIP role, bank roll and authorized signers
  - a. Short term cash management. We can invest our cash. We need someone who is authorized to manage the account.
  - b. Motion to reassign the LGIP authorities to Aviva, effective Amanda's termination date. Mari seconds, unanimous vote, motion passes.
  - c. Replace Amanda with Aviva at all three authority levels at Heritage bank. Alicia seconds, unanimous vote, motion passes.
5. Visioning session
  - a. Aviva runs point on (re)planning the session
  - b. Aviva will meet with Nancy and plan, with Matthew's support

- c. Matthew will discuss a small addendum to the scope that covers additional work Nancy's doing
- 6. Aviva staffing / hiring update
  - a. Positions filled: Academic Director, and everything else, except...
  - b. Yet to hire: Middle school humanities, middle school science, K1
  - c. Question: Will grades be reconfigured?
    - i. Aviva facilitated conversations with staff, using a child-centered approach and equity lens. Unanimous agreement that this is a change people want to make.
    - ii. Now we will go through a planning process to define how grades are configured
  - d. Question: What's the difference between Academic Director and Executive Director?
    - i. Academic director is similar to a traditional Vice Principal. Focused on teachers, and day to day. There are licensing / credentialing issues with calling this a "Principal"
    - ii. Executive director is high-level oversight, business, grants, etc. This is a non-profit ED position.
  - e. Question: What is the support structure for the Academic Director and new hires?
    - i. This is a strong priority for Aviva. Builds on her previous experience as interim. Aviva has built an onboarding packet / process, as well as curriculum documents. From an HR perspective, we ensured that new hires will come to the last day of the teacher's retreat + have time to engage over the summer. Outgoing teachers are willing to pass along their knowledge.
  - f. Question: What are the drivers of staff turnover?
    - i. Personal reasons, one staff member was not pleased with SPED services. Experience with and capacity for SPED is something we focused on in the hiring process.
    - ii. There is a lot of liquidity in the teacher's job market. If you average last year and this year, our turnover is very normal.
    - iii. Board has made an effort to prioritize retention with specific strategies. Board is monitoring culture.
    - iv. Portland Public Schools strain + post-COVID turmoil is challenging. The school demographics are changing too.
  - g. Question: What is the communication plan to announce new staff + grade reconfigurations?
    - i. Waiting for offer letters to be signed.
    - ii. Announcement next week. All in one email.
- 7. Budget
  - a. Wait until we have offer letters back, because salaries are the biggest part of the budget
  - b. We can motion to approve the draft 24/25 budget, with the caveat that we can make an amendment once the salaries are confirmed

- c. Motion to adopt the proposed 24/25 budget draft with the exception of adding back two aides at \$75 total
  - i. Jonathan seconds, Matthew abstains, Unanimous vote, Motion passes
- d. Kyle will send to Dave, Amanda will submit to ODE

//// Meeting Close ////