

Board of Directors Meeting September 7, 2017



A meeting of the Board of Directors (the “Board”) of The Cottonwood School of Civics and Science (the “School”) was held on September 7, 2017 at 7:32 p.m. at the School.

Members In Attendance: Dennis Allen, Caroline Falcone Goldstone, Nicki Stewart, Eddie Francis, Greg Smith, Brian Smith, Dan Hunter, Jessica Nichols

Members Absent: Jeff Slinger

Guests: Bruce Thom, Amanda McAdoo, Emilie Schulhoff, Lisa Columbo, Chris Bechley, Kathy Bechley

Public Comment-

Lisa noted that she has had many parents ask about a method for arranging carpools. Amanda noted that Friends has taken the lead on this. Lisa also got some feedback from several parents who she has encouraged to attend Board Meetings that 7:30 is too late a start time. This has been a topic of discussion repeatedly by the Board and the Community, but 7:30 has been chosen because it gives people time to get home.

Carolyn noted that the school looks great and a big “Thanks” to everyone.

Kathy asked what the protocol was this year for keeping the bathrooms clean.

Jenny is checking the bathrooms every hour to make sure it’s picked up, and clean. Bruce found a new cleaning service which will start in about two weeks which will be cleaned every evening.

Consent Agenda Items

Nothing to vote on this month due to technical difficulties. Will wait for July, August, and September meeting minutes until next month.

Financial Report

Nothing to vote on this month as Anna is working on getting ready for the audit.

Executive Director’s Update

- See attached report.
- We are at 205 students thanks to Karen’s diligent efforts. Our highest enrollment ever!
- We only lost one teacher from last year. This stability has really helped the school.
- Last year, we set the expectation for families at Back to School night that families needed to drive for two field trips. This was largely successful. There was discussion of setting an expectation that there be a number of volunteer hours required for each family for the year.

- Greg noted that we might want to also think about asking parents what skills they would like to give to the school rather than fitting them into the school's idea of what they need.
- Brian made a motion to set out the expectation that families each contribute at least 24 volunteer hours for this school year and this be communicated at the Back to School night. Second by Eddie. The motion was approved unanimously.

Friends Update

- Emilie noted that she and Melissa have grown Friends from the two of them to four people.
- They are not going to be able to do the same level of service to the school as in the past, so they've been going through a prioritization process.
- Friends will be focusing on coordinating volunteer efforts. Her approach at Parent Night will be to make specific asks- jobs and time commitments. She will also emphasize the fun they have doing this work.
- Friends will also change their meeting format to be more welcoming. They've had many people approach them asking to do specific jobs around the school, which has been very encouraging.
- They currently don't have an auction committee. They are still working on putting one together, but may need to talk to the Board about this as part of their prioritization

Committee Updates

Fundraising

- Dan reported at their August meeting they worked on the ask messaging for the fieldwork and supply fee as part of a larger fundraising effort. Phase 2 will be a direct ask later in the year. They reviewed how we do corporate asks and had as the biggest lesson learned that we need to ensure we're asking for support more than 3 weeks ahead of the event.
- There was significant interest from the committee in having ways for people to donate to the school electronically at any time

Facility

- Dennis presented for Jeff. Phase 3 playground update will happen either spring break or next summer. They are weighing when will be best.
- The committee is getting back to their monthly meetings.
- Jeff is reaching out to Leon our designer to get a quote on the next phase.
- The Facility Committee recommends that we purchase the following for the next phase:
 - The Hammock Swings \$4720
 - Net Climber \$6,050
 - Pull Up bars \$1,500. (We may be able to have someone build these to save on cost.)
 - Slide \$6,000
- These items are already budgeted at \$15,000.
- Brian Made a motion to approve the recommendations Facility Committees plan to purchase up to \$17,000 on these items in their plan. Dan seconded. Approved unanimously.

Governance

- No update.

Mission

- The lit sign will be moved on the top of the concrete wall. Everyone expressed enthusiasm about all the new signage up front. There is one final sign to be made that will hang over the parking lot door.
- There was some discussion about the website and how much work really needs to be redone versus simply changing some of the verbiage. Chris will follow up with Fara who is leading this effort. Chris also reported on how transitioning all of our domain into the new one within Google.

Transition Update

- Bruce has been working on changing accounts for the school. Bank decisions were made in accounting office
- Dan will coordinate with Bruce about financial institution selection.

Board Comments

- Dennis noted how good the school feels with the new year and the new name. He thanked everyone for all the great work they've been doing.

The regular meeting was adjourned at 9:11 p.m.

The next regular board meeting is October 5th at 7:30 p.m. at The Cottonwood School of Civics and Science.