



The Cottonwood School of Civics and Science Board
Meeting
February 1st, 2018

In attendance: Joe Root, Eddie Francis, Chris Beckley,
Heidi Meister, Jeff Slinger, Nicki Stewart

Housekeeping

- Acknowledgement of recording beginning
- Last month minutes passed around so they can reviewed and passed
- New board member needs added to attendance of last meeting

Financial Report

- Financial report was given and accepted.
- Joe Root Motions to accept; Heidi Meister seconds; passes

Executive Director Report (see attached)

- Discussion on how much money we get from the State vs how much public school gets
- Discussed if we should Lobby for more money

Friends update - see attached -

- Assistance for April event -

Committee updates/review of retreat action items - Review of updated goals for 2018 (Board meeting notes are attached)

Retreat

- Who is responsible for what (see attached table); a few conflict with bylaws
- Question: Do we need to modify the bylaws to reflect the change and responsibilities as discussed at retreat
 - Joe Root lays out 3 options:
 - We can modify this so it meets with the bylaws
 - We can vote to modify the bylaws
 - We can vote this in tonight with the acknowledgement that it violates the bylaws with a plan to modify at a future meeting
- Decided to review this one more month and wait until next meeting

- Discuss three to five years list for school
- Discuss goals for New Vision for school and goals to tackle for this year
- Decided to combine some of the big committees. Two board members for each committee with more senior members as chairs of the committee's.
- Discussed starting to use smartsheets to connect online.
- Need to set up committee meeting times

Facilities

- Discussed teacher wish lists
- Discussed facility search and how to establish relationships
- February 19th post holes go in; have a hot saw and all materials and workers
- Safety concerns of needing 8 in of chips in 12 in area by railing. If we put in 10in, they will sink to 8 inches.
- Posts will be put in and then the rope equipment install for spring break.
- Supervision of the chips will be needed.

Financial

- Need to change key executive from Anna Wantz to Bruce Tom for Wells Fargo Banking. Eddie Francis motions; Joe Root seconds. Motion passes.

Governance

- Discussion of changing board time to 4 p.m. Looking into using boardroom across the street (Reach).
- Voted to move time to 4:00, same day. Will finalize location. Change will take effect as of March meeting
- Nicki moved to more board meeting time, Jeff seconded; motion passes

Fundraising

- Sponsorships for school: how to increase sponsorships and creating sponsorship letter. Need to find point person.
- Going to create fundraising letter asking families for \$300 or \$25 a month.
- Web going to try to link in with new giving website

Other

- Discussion of what to do if you're in the building and alarm goes off
- Sending phone number to call, code, and password out to board members

Meeting Adjourned

Next Meeting March 1st at 4:00pm, location: TBD

THE COTTONWOOD SCHOOL BOARD MEETING

Executive Director's Report

February, 2018

Enrollment as of 2/1/18

Grade level	Current Confirmed Enrollment	Number on Waiting List	Outstanding Offers	Projected Enrollment
K	22	18	full	22
1	21	2	1	22
2	22	31	full	22
3	24	13	full	24
4	22	4	2	24
5	24	2	full	24
6	24	17	full	24
7	23	0	0	23
8	24	4	full	24
TOTAL	206	91	3	209

ODE

- ODE Site Visit February 8th - Board Focus Group, 9:30-10:30
- Renewal presentation in Salem 2/13
- State Charter School Directors Meeting in Salem, February 15th
- Amanda on ODE team for the Four Rivers Charter School site visit in Ontario, Oregon, February 27 & 28
- First read of our renewal request at the March 22nd SBE meeting.
- The vote for renewal will happen at the April 26th meeting.
- If approved, May will be negotiations with PPS for our new contract with them

Enrollment

- Over 100 people at our Open House!
- Informational Sessions - First Tuesday of every month starting next week
- Application deadline, February 27th
- Lottery, March 10th

Emergency Preparedness

- This committee has reconvened and we are developing next steps

Arts Programming

- In the process of choosing the spring musical. Auditions for 2nd - 8th grades, 2/21 at 3:00
- Comedy Shorts Performance - weekend of February 16th
- All school Art Opening in the South Waterfront

Classroom/Curriculum Update

- School Visit Day coming up, Monday, February 5th. K-5 to Springwater & 6-8 Sauvie Island
- PBE curriculum for 2nd trimester: K - Animals in Winter, 1/2 - Restaurants, 3 - Archaeology, 4/5 - The American Revolution & Formation of Government, 6 - Civil Rights & Portland History, 7/8 - Immigration and the History of Portland's Latino Community

Upcoming Events

- No school, Monday February 19th for President's Day
- Student led conferences, March 15 & 16 - no school for students

Friends update:

Hi Nicki and School Board Members,

Unfortunately, due to conflicting personal commitments I will be unable the board meeting tonight.

Here are my updates from Friends PTO:

I believe Friends has not met since the last January board meeting.

Our February meeting is scheduled for 2/6 from 6:30-8:00 at Elephants on Corbett

Starting in March, Friends Meetings are moving to the 2nd Wednesday - same time and location

I have passed on an ask to Friends to assist with the planning of a community event in April

Please let me know if you have any questions for me or additional information I can provide.

Thanks,

Emilie

RASIC developed at Board Retreat

Activity	Frequency	Board	Executive Director	Admin Staff	Teaching Staff	Parents / Community	Students
Appoint or remove Executive Director	As necessary	R	I	I, C	I, C	I, C	
Appoint or remove teachers/staff	As necessary	I, C	R	I	I	I	
Establish/review salaries (except Exec. Dir.)	Annually and as needed	A, S	R	C			
Establish/review Executive Director salary	Annually	R					
Establish annual budget	Annually	A, C	R	S	I	I	
Authorize lease, purchase or renovation of buildings	As necessary	A, R	C	S	I	I	
Upkeep/upgrade of facilities	Ongoing	S, C	R	S, C	S, C	S	S
School Fundraising	Ongoing	R, I	I, C	S	I	R, I	I
Classroom Fundraising	As necessary	I, S	A	S	R	R	R
Institute/change fees	As necessary	A	R	S	I	I	
Contracts: Long term or outside of budget over \$5K	As necessary	A	R	S			
Other contracts	As necessary	S	A	R			
Establish/maintain school mission	Ongoing	A, S	R	S	R, C, S	S	I
Develop/review educational programs	Ongoing	S	A, C, S	R	C, I	C, I	C, I
Develop/review academic standards	Ongoing	S	A, C, S	R	C, I	I	I
Establish/review policies	Bi-annual	R	C, S	I, S	C, I	I	I
Establish/review procedures and manuals	Bi-annual	I, S	R	S	I, S	I	I
Charter school contract renewal and reporting	Annually	S	R	S	I	I	I
Facilitate annual audit	Annually	A, C, S	A, C, S	R			
File tax returns	Annually	A, C, S	C, S	R			
Public Relations and marketing	Ongoing	S, C	R	R	S	S	
Teacher/staff relations	Ongoing	R	S	S	S, C		

Compliance (ODE, Audits, etc.)	Ongoing	R	R	S	S	I	
Records and IT (Equipment, Access, Privacy)	Ongoing	C, S	R	S	S	I	
Safety	Ongoing	A, C	R	R	R	R	R
Administration Office Oversight	Ongoing	S, C	R	I			
Advocacy	As necessary	S, C	R	S	C, I	S, I	S
Community engagement	Ongoing	R	S, C	S	I	I	

CSCS Board Retreat

January 27, 2018

McMenamins Edgefield

Board Members present: Heidi Meister, Dan Hunter, Greg Smith, Nicki Stewart, Chris Beckley, Eddie Francis

Other Attendees: Amanda McAdoo, Sara Anderson, Santigie Fofana-Dura, Courtney Miller, Kathy Price

Agenda Item 1 -- Defining Board Structure, Roles, responsibilities, with line-by-line bylaws

- Using an tool to report who is **R**esponsible, **A**pproves, **S**upports, **I**nformed, **C**onsulted
- **R, A, S, I, C**
- Look at PPS salary schedule (2017) and discussion on committee work to find monies to give regular salary increases (priority)
- How much does state contribute?
- Duties lies with Board (Support) and Executive Director (Responsible) with teachers consulted
- Creation of pay scale (Amanda) and bylaws
- Make salary scale more of an issue in public/community knowledge
- ED salary not looked at last year
- "Support" definition is to "help", not ultimately responsible
- Board responsibility to take on fundraising
- Fundraising campaigns currently are not supported for individual classrooms -- is this something we can/want to change?
 - Next steps Amanda can approve requests for classroom fundraisers
- Fundraising committee -- separate classroom from school
 - School-level fundraising
 - Classroom-level fundraising
- Talent show can be a fundraising event
 - Kathy has lots of ideas
 - Fara & Chris have connections for use of Alberta Arts Theater
- Fees have not increased ever for school supplies and field trips (\$200)
- Enter into Contracts -- divided into two subcategories:
 - Contracts: long-term or over \$5000
 - Other contracts
- Establish/review educational programs and academic standards - don't believe this should be a Board responsibility
- Is there a way for the board to identify if PBL is maintained in conjunction with the mission of CSCS?
 - Mission is responsibility of Exec Dir
- Policy book (through OSBA) needs updating (possibly rotating frequency)
 - Board responsibility
- Teacher retention initiatives, Teacher staff relations, PR/marketing, upkeep/upgrade facilities added to line items

- Move Board meeting to Thursdays at 4pm -- alternate locations (Old Spaghetti Factory, etc.) starting in March
- Information technology -- board responsibility?
 - Need IT -- network issues
 - Local google Admin is a divided job
- PR & Marketing --
 - Responsibility with Admin staff and Exec Director
- Added item: Administration Office Oversight

Agenda Item 2 -- Past Board Retreats Review

- Address previous issues
 - Teacher retention
 - Salary
 - Recognition
 - Grant opportunities

Budget forecasting

- 90% state school fund:
 - \$7000/student as opposed to \$12,000/student PPS
- CSCS receives 58% per pupil from the state fund (requirement is at 80%)
- Rent will go up considerably (\$17k-\$25k -- approx.)
- What are the requirements for a cash balance? Is there a certain amount? Currently no investments -- money market accounts
- Current lease rates expire SY 20/21
- Possible focus of the board
 - New location?
 - Expanding?
 - Portland Parks & Recreation
- What has been accomplished on the "Dream in 5 years" list
 - Diversification of school
 - Through neighborhood demographics
 - Working with Head Start programs
 - Curriculum focus and road map training - yes
 - Name change - yes
 - NEW FACILITY -- still #1
 - Fundraising campaigns have been limited in their overall capital generation
 - Diversity
 - Parent volunteers -- utilized on campus how?
 - Conversation until later with subcommittee?
 - Adding items: teacher salary, IT, support staff
- 2018 SY short term goals and (committees)
 - Fundraising - sponsorship, giving campaign & event, and 2019 auction planning (Fundraising)
 - Revisit administration structure (Governance/Finance)

- Start new facility search (Facility)
- Policies refresh/establish financial policies (Governance/Finance)
- Develop teacher pay scale and plan (Governance/Finance)
- Continue and expand board/teacher relations (Community/Mission)
- Participate in equity planning (Community/Mission)
- Marketing - SEO, press releases (Fundraising)
- Committees
 - Governance/Finance - Joe, Eddie
 - Facility - Jeff, Nicki, Amanda, Dennis,
 - Fundraising/Marketing - Chris, Dan, Fara, Kim, Catharine
 - Community/Mission - Heidi, Greg, Caroline F., Kathy

Committee Breakout Session - actions items will be captured in a Smart Sheet

February 8th -- ODE does site visit at CSCS