

SCHOOL BOARD MEETING AGENDA

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THE COTTONWOOD SCHOOL
— OF CIVICS AND SCIENCE —

DATE: 12/06/2018 **TIME:** 4:00PM - 6:00PM

LOCATION: CSCS Griffin Den

Attendance: C. Beckley, D. Rudolph, S. Hathaway , Hans Greyson (Pauly Roger), Nels H., J. Slinger, Laura, H. Meister, N. Stewart

I. Guest Presentation		Assigned To
1	<p>Audit Presentation</p> <ul style="list-style-type: none"> ● Hired opinion on year end financial statements are in order ● Oregon min standards are reviewed ● No non-compliance noted ● No significant deficiencies ● Provided with governing body register - required by US auditing standards ● Small office staff can be a challenge with separating roles ● Risks have been mitigated with controls put in place (board treasurer as oversight) ● Keep doing what we are doing ● Cash balances are higher than fidelity bond (employee theft) -- ● Recommends that offsite backups (of Quickbooks) be put in place ● Changing of passwords is recommended as well ● Financials are set up as a muni (non-profit) <ul style="list-style-type: none"> ○ Charter schools work from the general fund “modified accrual” 	Pauly Roger and Co
II. Standing Agenda Items		Assigned To
2	n/a	CSCS Community
3	<ul style="list-style-type: none"> ● Board minutes for November ● Heidi makes a motion to approve minutes ● Nicki seconds ● Motion passes 	Heidi
4	<ul style="list-style-type: none"> ● Nicki reports ● Balance Sheet: <ul style="list-style-type: none"> ○ The balance sheet continues to be in solid position with over \$570k in cash and over \$224k in AR ○ Very liquid with over \$737k in working capital ● Income Statement: <ul style="list-style-type: none"> ○ October shows over \$97k in net income for the month and over \$207k in net income YTD 	Eddie

	<ul style="list-style-type: none"> ○ Income is driven by \$175k in SSF funds, \$27k in overnight fees, and \$25k in arts run money ● Expenses appear to be reasonable and in-line with expectations ● Note: The board summary report and budget comparison are not available for review for October. They should be available for review for November's financials. ● Nicki recommends holding off on approving Oct until Bruce provides summary report ● Arts Park Run -- \$25k -- will be announced tomorrow (12/7) 	
5	<ul style="list-style-type: none"> ● Susan reports ● Amanda at COSA Law Conference in Eugene ● Working on emergency notification plan for school ● After school club policy will be updated -- will need board approval ● Homework club will roll out in January (Kathy and Santige) twice per week for 45 minutes ● Work with implementing Social emotional learning curriculum/support ● January 11th -- Facilities meeting with staff/board (possibly?) <ul style="list-style-type: none"> ○ Jeff wants to make this as part of a staff meeting (Fri) 2-3:30pm ● Still working on date for board/staff gathering ● Jeff will come back fro Architects in Schools unit ● Nicki asks about Diversity, Equity, and Inclusion work at CSCS <ul style="list-style-type: none"> ○ Hector will be working with Amanda, Susan, and Sarah 	Susan
6	<ul style="list-style-type: none"> ● No report from FOCSCS ● Heidi asks for a possibility of report from committee <ul style="list-style-type: none"> ○ Nicki says that they have provided reports in the past ○ Chris shares that Kathy Beckley went to meeting, and the main focus is the auction ○ Still no coordinator for Field Day . . . 	Carolyn/Coral
7	<p>Fundraising</p> <ul style="list-style-type: none"> ● Nicki reports ● Nicki has become more active with the committee ● Raffle big ticket items instead of bidding (save money on auctioneer/software) ● Classrooms will do baskets for raffle/silent auction ● Fundraising committee is going to help organize communications, volunteers, classroom parents (baskets), wine wall, sponsorships ● Friends will coordinate venue, catering, ticket sales, drinks ● Members of the fundraising committee that are active in non-profit fundraising will serve as consultants ● Theme: <i>Into the Woods</i> ● Laura asks if it will still be called an auction if we don't auction off anything <ul style="list-style-type: none"> ○ Expectations of guests/community ○ Silent auction and raffle ● Laura will check on software ● Limit auction items to big tickets pieces (Hawaii trip, Next Adventure) <p>Facilities</p> <ul style="list-style-type: none"> ● Jeff reports ● Building owner approves the Aug 31st lease term end change 	Nicki/All

- Options to lease space until 2031
- Aug 31, 2021 rent changes from fixed to negotiable
- For long-term sustainability of school needs massive fundraising
- Determine needs for long-term options -- committee wants to meet with teachers and include them in the process (step 1)
- Survey monkey for teachers and parents (separate) "facility committee wants to know what you want in a school facility"
 - Data will be used to guide investigation/search
 - 30 minutes is requested for the committee to present to the staff
 - Feb-June investigations (stay/rent/move/buy)
 - Committee will report out in June results of the investigation
 - Laura asks about projections on response to survey -- teachers will probably be close to 100%, but not parents
 - Fara and Amanda are working on the survey and accompanying letter
 - They are looking at previous surveys to help drive revision/creation/update of items
 - Laura suggests a donation of \$100 gift certificate for incentive
 - Zoning restrictions are so limiting
 - 2-3 years from identification to move in ready

Community

- Classroom visits will coincide with ODE site visit on February 13, 2019
 - Doodle Poll was sent and 5+ members can attend
 - Focus group in the morning followed by rounds
 - Heidi will send out an invite after confirming with Amanda
- Board/Staff gathering is still a need -- December date was cancelled due to conflict with holiday party
 - Board would like a chance to meet with staff outside of facilities committee presentation
 - Heidi will reach out to Amanda to set-up some potential dates for March

Marketing

- Chris reports
- New website built last year -- goal was to promote CSCS as a leader in PBL
- Slow progress -- Chris needs help
- Working on SEO with promoting PPlace Based searching and making sure that CSCS is top hit/increase site rankings (1st or 2nd in Portland area)
- Watch rankings to determine if CSCS is an authority site
- Chris will get in touch with inbound links to allow movement up the rankings, and attract donors
- Heidi asks about representation of students of color
 - Chris can edit in (high quality)
 - Possibly a focus for Community/Mission committee?

Governance

- Nicki reports
- New board member orientation -- bylaws were shared
- New members joining the following committees:
 - Nels: governance/finance
 - Dave: facilities
 - Laura: marketing/fundraising

	<ul style="list-style-type: none"> • Still need a replacement for Eddie in finance 	
	III. Additional Agenda Items	Assigned To
8	Board Member Recognition -- Chris Beckley	Nicki
9	Ethics Training <ul style="list-style-type: none"> • Required annually • Nicki will send out the link • New members must registered with OSBA • Nicki asks each member to view and then email her to confirm that it was watched by Jan. 1, 2019 • Nicki will send out an reminder email 	Nicki
10	Debrief on ODE visit <ul style="list-style-type: none"> • Maintaining fidelity to our model with an increasing population of SPED • How to provide supports to make an inclusive school more successful • Holding PPS accountable for required services • Looking at ways that we can promote an inclusive environment, while keeping true to mission 	
	IV. Closing Agenda Items	
11	No board comments	Board

*Vote required