

Emerson Board Meeting

May 24, 2021

Call in: Zoom

Members Present: Eric Maxen, Sunita Sandoz, Kylene Kilgore-Parks, Phuong Hart, Jesse Sweet, Deb Brown

Guests: Kim Finn

Members Not Present:

Time Allotted	Topic from Agenda	Notes
5:00-5:15	Welcome and check in	
5:15-5:30	<p>Vote- Approval of March 2021 Meeting Minutes</p> <p>Vote- Approval of March and April Financials</p>	<p>Eric motions to approve the March 2021 Meeting Minutes</p> <ul style="list-style-type: none">→ Jesse seconds→ All in favor <p>Shift in staffing is causing instructional expenses to look higher than usual for March because of staffing changes (covering 4/5, Maureen leaving, etc). April rent adjustment is because of not paying for Aftercare space. For March there were 5 less instructional days than originally included in the calendar which shifted the income coming in.</p> <p>Is there a benefit to pulling Aftercare to their own spreadsheet for cleaner bookkeeping?</p> <p>Eric motions to approve the March and April Financials</p> <ul style="list-style-type: none">→ Kylene seconds→ All in favor
5:30-5:35	<p>Updates:</p> <ul style="list-style-type: none">• 1 year lease extension with CBI	<p>1 year extension has been signed with a 3% increase. Reflected in the draft budget. A little over \$17,000 for rent and Aftercare. Negotiations will happen over the next year and hopefully be for another 3 year chunk of time.</p>
5:40-5:50	<p>Discussion:</p> <ul style="list-style-type: none">• Board recruitment	<p>3 Board members staying (Deb, Jesse, Sunita). Jesse feels 5 members is minimum. Eric says he is willing to stay on to transition a new person to the Treasure/Financial role if not longer because of his education interests. Recruitment should include interest in having both new families and experienced families. Also important to include the role of the board. Ideally the letter comes from the current Board president. Deb found the</p>

	<ul style="list-style-type: none"> Bylaws- update process 	<p>prior letter from Ingrid and will forward. Jesse will draft a letter hopefully to have out by the end of the week.</p> <p>Bylaws need to be updated to accurately reflect what we are actually doing. Ideally we would have a model of charter school bylaws to reference. Sunita will reach out to 2 different charter schools who have solid organization to see if they can support by sharing as a starting framework.</p> <p>Priorities:</p> <ol style="list-style-type: none"> Recruit and bring on new Board Elect New Officers in June Bylaws Updated <p>Additional idea of a Site Council to help bring third arm of feedback (Board and FES benign other 2)</p> <p>Deb will volunteer as temporary Secretary moving forward</p>
5:50-6:05	<p>Discussion:</p> <ul style="list-style-type: none"> Staffing changes 	<p>Ariel will be leaving. Teacher Supervisor role will leave a hole of both the technical parts of the job and the pedagogical side of project work and school history. The SIA funds will allow for a 2 year plan however to create the Instructional Coach position that Jo will fill. Also looking to hire a 0.5 or 0.75 position to support other needs that can't be filled by Jo or Sunita (like what Maureen did).</p> <p>4/5 teaching position is still posted and accepting candidates.</p> <p>Sunita is working on salary scale adjustments to be able to more accurately capture candidates with an increased salary.</p>
6:05-6:15	<p>Development Update</p> <ul style="list-style-type: none"> Year-end update Decision about Annual Fund 	<p>Annual Fund has exceeded goal with \$28,462, will land at about \$30,000 for the year</p> <p>Phuong has written a letter that was intended to be sent earlier but school closed for COVID case. Making the decision to send the letter now which could bring in some funds and also let people know what is happening. Sunita will send it out this week.</p>
6:15-6:30	<p>2020-2021 Staff Compensation Vote</p> <ul style="list-style-type: none"> June bonuses 	<p>Some employees are salaried (Jo) so it is divided to determine the monthly salary. Discussion around employees that have not worked the entire school year. Do they get the same one month bonus or do we prorate based on how much time they worked</p>

		<p>during the 2020-21 school year?</p> <p>Jesse moves to approve the one month salary bonus for salaried employees and average monthly salary bonus for hourly employees</p> <ul style="list-style-type: none"> → Eric seconds → In favor: Kylene, Eric, Phuong, Jesse → Against: Deb (doesn't disapprove of providing bonuses for the teachers/staff, she supports that fully, but feels that prorating bonuses is more equitable)
6:30-6:50	<p>Discussion/Vote:</p> <ul style="list-style-type: none"> ● 2021-2022 Draft Budget (includes 10% salary adjustment for all) 	<p>Sunita- Budget is possible because of SIA funding that is coming in over the next 2 years. She feels the 10% salary increase is needed to secure staffing.</p> <p>Sunita's Budget Items to Note:</p> <ul style="list-style-type: none"> ● I increased instructional staff development and support staff development to allow for extra PD [professional development] next year. We will be continuing the communication PD as a full staff that we put on hold when we returned to in-building learning. I want to make sure everyone also has funds to do additional PD next year on top of our collective PD. ● We will be receiving \$78,000 next year in SIA funds, and \$80,000 the following year. These funds will support some salary expenditures for our CRE/Teaching Supervisor/Instructional Coach job responsibilities. That was the original intent of our SIA funds and our plan and reporting has been approved by PPS and ODE. These funds make the 10% salary adjustment possible! ● We will also be receiving approx. \$600 per student in ESSER funds. As we don't have details about when we will receive these additional funds, they are not yet a line item in the budget. They will be included in the updated budget draft we look at at the very beginning of next school year. ● I decreased our fundraising goals for next year to reflect a total goal of \$80,000 instead of \$100,000-\$110,000. I think we need a year post COVID closure to assess what our fundraising capabilities are and what an in-person auction might yield. ● Our one year license extension with CBI includes a 3% increase in rent. ● We are planning on serving lunch and for the possibility that we will be running aftercare although we are awaiting guidance from ODE for 2021-22 to confirm this. This guidance is not expected until mid-summer. <p>10% may be the only salary adjustment for next year. The big salary schedule overhaul would happen over the course of next year and be in effect 2022-2023. There wouldn't be a midyear retroactive adjustment.</p>

		<p>Deb feels strongly that the budget should be preliminary and a goal of September for updated salary schedule happen because of the discrepancies in tenure (experience) versus pay.</p> <p>Aftercare is causing discrepancies for instructional wages. Instructional Coach has been moved to Instructional category. Aftercare EAs and Director are also part of the 10% salary increase.</p> <p>Statement from Heather to the Board (5/18, via email to Sunita): “Board,</p> <p>I would like to advocate for a 10% pay increase for all staff at The Emerson School. In the years I have been on staff we have received 3% COLA increases and one year we received 5%. This last year and a half all school staff have built, rebuilt, rearranged, and then started all over again several times over and if there’s ever a better time to really show overwhelming support it is now, and it is financially. I think that this increase would show support for our staff, and it would be indicative of the changes and efforts being made for pay equity. Thank you for considering this request.</p> <p>Love,</p> <p>Heather”</p> <p>Sunita commits to meeting with core instructional staff (Jo, Ariel) in the summer to work on an instructional salary scale with predictable wage increases for service/experience, to be reviewed in September.</p> <p>Eric motions to approve the proposed budget with the 10% salary increase for all employees (with the intent to Accelerate adjustment of teacher pay schedule increase and research carry-over of sick time)</p> <ul style="list-style-type: none"> → Jesse seconds → All in favor
6:50-7:00	Public Comment	None