

**Emerson Board Meeting Minutes**  
**Thursday, August 26, 2021**

**Location: Call in via Zoom**

Members Present: Sunita Sandoz, Jesse Sweet, Eric Maxen, Deb Brown

Guests: Kim Finn, Kristin/Zakk Kuzda, Kapil Dev\*, Matthew Ellis\*

Members Not Present: Jill Sorber\* (\*elected to board during meeting, after other voting items)

Time Allotted	Topic from Agenda	Notes
6:00-6:15	Welcome and review of meeting format/protocol for guests	Sunita shares the energy in the school building is at an all-time high, despite the tough work, excited for in-person learning.
6:15-6:30	<p>Vote- Approval of May 2021 Meeting Minutes</p> <p>Vote- Approval of Financials (year end 2020-21).</p>	<p>Eric motions to <b>approve the May 2021 Meeting Minutes</b></p> <ul style="list-style-type: none"> <li>→ Jesse seconds the motion</li> <li>→ All in favor, none opposed, none abstain</li> </ul> <p>State school fund needed to be trued up for the year end. \$94,859 was the total figure, but Emerson was owed another \$45k, which puts us closer to the budget of \$137k. ESSR funding brought in \$92,976. Treasurer brings up issue of putting money into interest-bearing account. Municipal audit is due 9/30/21, so year-end financials need to be approved before then.</p> <p>July financials still to be reconciled by the bookkeeper and will be presented next meeting.</p> <p>Deb motions to <b>approve the preliminary year-end financials, subject to further adjustment of final state school fund numbers.</b></p> <ul style="list-style-type: none"> <li>→ Jesse seconds the motion</li> <li>→ 3 in favor, none opposed, Sunita abstains</li> </ul> <p>Updated 2021-22 budget anticipated in September for board review / approval</p>
6:30-6:50	Board business:	6 very qualified candidates, Jesse brings forward three nominations: Kapil Dev, Matthew Ellis, Jill Sorber.

	<ul style="list-style-type: none"> <li>→ New board member nomination / approval</li> <li>→ Officer elections</li> <li>→ Bylaws</li> </ul>	<p>Eric motions to <b>elect Kapil Dev, Matthew Ellis, Jill Sorber to the Emerson Board.</b></p> <ul style="list-style-type: none"> <li>→ Jesse seconds the motion</li> <li>→ All in favor, none opposed, none abstain</li> </ul> <p>Jesse has brought up the work of updating the bylaws, despite the fact that the board operates well, because the current bylaws are generic and not tailored to Emerson.</p> <p>We are overdue for officer elections, which we can hold at the next meeting.</p>
6:50-7:50	<p>Updates (non-voting items) - Sunita</p> <ul style="list-style-type: none"> <li>● Reopening</li> <li>● Staffing</li> <li>● Funding</li> <li>● Municipal audit</li> <li>● Staff compensation</li> <li>● Communication (platforms, websites, etc...)</li> <li>● Facilities (lengthy discussion)</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Reopening:</b> “Resiliency Framework” operational plan due tomorrow to ODE and PPS, and to be published on the website. Similar to the hybrid plan due last spring for hybrid, but in a new format. Sunita is sharing details with parents in emails last week and again after meeting with school staff this week. Classroom assignments Monday 3pm. Back to School night will be via Zoom rather than in-person. Eric suggests a Q&amp;A with Sunita could be helpful to parents. Resources include guidelines from ODE and Multnomah County Health Department. The goal is NOT to close school if there is a Covid case, particularly if masking and 3 feet distance is maintained, though classrooms or cohorts may be subject to closure depending on circumstances. It is possible testing may be available, TBD.</li> <li>● Aftercare - contracted out this year</li> <li>● Staffing - with aftercare contracted out, several staff departures in 2020, and new funding streams, there was some rethinking of staffing needs. SIA funding and goals led to keeping the Instructional Coach position (Jo Sigmund). Kristen Pulsifer will be Ed Assistant half-time, Project Coordinator half-time (incorporating parts of former Community Educator position) and Ed Assistant. New 4-5 teacher: <u>Kelsey Gordon</u>, who trained with Debra Emerson in K1, and then taught in California (prior hire decided not to take position mid-summer). Instructional Support 3 days/week: <u>Rachel Howard</u>, certified teacher, student-taught at Cottonwood School last year, has experience in trauma-informed care. <ul style="list-style-type: none"> <li>○ School Administrator – Sunita Sandoz</li> <li>○ Office Manager – Jenn Richardson</li> <li>○ Instructional Coach – Jo Sigmund (0.8 FTE, SIA funding)</li> <li>○ Project Coordinator/Educational Assistant – Kristin Pulsifer</li> <li>○ K/1 Teaching team – Kim Finn and Joanie Sveinbjornsson</li> <li>○ 2/3 Teaching team – Heather Thompson and Daylen Russell</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>○ 4/5 Teaching team – Will Mehigan and Kelsey Gordon</li> <li>○ Instructional Support Teacher – Rachel Howard (0.6 FTE, ESSR funds)</li> <li>○ Art Teacher – Lolly Jamerson</li> <li>○ Educational Assistant – Jeff Brogowski</li> </ul> <ul style="list-style-type: none"> <li>● Funding - ESSER-3 funds, which should be more generous than ESSER-2, should be coming.</li> <li>● Municipal audit - performed by outside agency, required by State and PPS. Interim Audit occurs in April.</li> <li>● Staff compensation - Teacher pay scale has been developed. In summary - \$45,000 starting salary. Each subsequent year of experience adds \$1000 to base pay, plus 3% cost of living adjustment. Cap is at \$65,000 and 20 years of experience. After 20 years, 3% COLA only. Also, one year of student teaching at Emerson counts as one year of experience.</li> <li>● Communication (platforms, websites, etc...) - Hubbli, teacher websites, school website. Sunita is looking at options for updates.</li> <li>● Facilities (lengthy discussion) - we are currently in a one-year license extension from our original 3-year lease with CBI. However, there are recent indications from CBI that factors may prevent us from creating a new 3-year agreement. This is no reflection of our relationship with Congregation Beth Israel. Decision and more information to be communicated to us by the end of October. Possible extension beyond this year may be possible, but looking at other spaces is another option. Sunita authorizes Eric, Kapil and Matthew to reach out to real estate contacts they know. Instead of forming a committee, will work on facilities issues as an entire board.</li> </ul>
8:00	Public Comment	None
8:20 pm	Next Meeting	Monday, Sept 13, 2021, 5-7 pm Future agenda items requested: weighted lottery

Approved 10/25/2021