**April 25, 2018**

**Eastside Community School Board Meeting**

**Attendees (Board):** Laura Mason, Grif Owen, Lisa O’Connell, Boris Bobrov, Andy Hartpence

**Attendees (Guests):** Victor Warkentin

**Faculty Update**

* What is the status of hiring to assist with Facilities?
* We know of a person interested in the position
* Our current cleaning service will also provide a quote to add maintenance services to the contract

**Faculty Employment Agreements**

* Full time faculty will be receiving employment agreements this week
* More time will be needed for subject teacher agreements
  + To provide peace of mind to this group, we will provide letters of intent to hire
  + Intent to hire letters will be provided by Friday

**Administrator Hiring Update**

* Our lead candidate will be coming in within the next week or two to meet with the faculty and board
* Ideally this can be done next Wednesday

**School Supplies**

* The faculty will need to make purchases in the spring and summer
* How will this be done and what is the budget?
  + We will have a Reimbursement form ready this week
  + We will also have a Check Request form
  + We also need to get a credit card for ECS
  + Budgets will be shared with teachers
  + Parents can also contribute by donating supplies, which will be arranged through class coordinators

**Bookkeeping**

* We need to hire someone as a part-time bookkeeper
* We have one candidate in mind and will start exploring options

**May Faire**

* We need staffing for the lemonade stand from board members
  + Maybe some of the upper graders can help with this

**Facilities**

* There is a gap between 6/25 and 7/1 when we don’t have access to the campus
* IFS is OK with us storing our furniture and supplies on campus during the gap
* SWS will be doing a walkthrough of the property on May 11, after which we will know more about their intentions for existing inventory

**To-Do Lists**

* We need to create task lists of things to complete before the end of the school year, and before the end of the summer
* Ideally the Administrator will be able to take this on and determine our needs to get things done during the summer

**Fundraising**

* Victor has received good feedback from the Community Meeting
* The Silent Auction is going well
* Fundraising needs a list of enrolled families to initiate fundraising efforts
* Conversations have been started with potential sponsors
* We should bring back Grandparents Day, which can help with fundraising
* Give Big is May 9
  + The team will print out Give Big fliers for May Faire, and follow up on Campus
* Fundraising can give the Marketing team content to update the “Give Now” portion of the website
* Some parents have businesses that are willing to donate a percentage of profits

**Communication**

* Teachers are missing a lot of the communication that is going out to the school via class coordinators/email/etc.
* We need to create an email alias for all ECS faculty

**Marketing Team**

* The new school sign was just hung
* New brochures have been printed
* Business cards should go to the printer by the end of the week
* Outreach efforts are underway. The team needs more volunteers to keep this moving

**Treasurer**

* We need to fill the treasurer role
* When the Administrator role is filled, that might open some bandwidth for someone to fill this role

**Community Meeting Schedule**

* It was decided that we don’t have enough content for two more community meetings before the end of the year
* We will schedule June 7 for a final community meeting / festive end-of-year event
* There will be no community meetings over the summer
* Next year we should plan to have only 2-3 community meetings:
  + Beginning of the Year Meeting
  + Mid-Year Meeting
  + End of Year Meeting

**Board Meeting Schedule**

* During the summer, we will schedule fortnightly virtual meetings via Google Hangouts
* Date and time was not decided