



Cannon Beach Academy Board Meeting Minutes

Virtual Meeting

Wednesday, Jan 18 2023 | 6:00 – 7:00 pm

Join: <https://meet.google.com/kaf-kswg-kth>

(US) +1 304-548-9035 PIN: 141579204#

Board Members: President Phil Vincent, Vice-President Sean Radway (on-line), Treasurer Barb Knop, Secretary Alec Holser, Board Member Christine Coulter, Board Member Suzie Gius, Jennifer Stangland - Business Manager, MaryEllen Kiffe - Teacher, Sofia Cording - Parent

Quorum is present.

Director: Ryan Hull

Approval of tonight's agenda Barb Knop moves to approve the agenda, Christine Coulter seconds, motion is approved.

Approval of previous meeting minutes Nov 16, 2022 Christine Coulter moves to approve the agenda, Barb Knop seconds, motion is approved.

Approval of previous meeting minutes Dec 15th, 2022 Christine Coulter moves to approve the agenda, Barb Knop seconds, motion is approved.

Review/approval of financials

- **P&L and Balance Sheet** - Christine Coulter moves to approve, Alec Holser seconds, motion carries
- **Expenditure report** - Christine Coulter moves to approve, Alec Holser seconds, motion carries
- **Journal Entries** - Christine Coulter moves to approve, Alec Holser seconds, motion carries
- **Petty Cash reconciliation** - There was no Petty Cash transactions
- **Funds transfers** - Funds transfer from MM to checking account # *7328 in the amount of \$22,077.85
Funds transfer from MM to checking account # *5881 in the amount of \$29,161.51
Christine Coulter moves to approve, Alec Holser seconds, motion carries

Business Managers Report

- **Audit Update** - Pauly, Rogers & Co. will prepare the audit draft for the February board meeting. The audit was described as a huge success and no problems.
- **Summary of Financials** - Semi Annual Report - Actuals vs Budget - We are in good standing with revenue from local sources and grant funding has been increasing and our expenses have been reduced by about \$31,000 dollars. The budget was calculated for 55 students but the actual count is 44 students. This reduced enrollment resulted in \$57,000 less in revenue but the reduced expenses lowered that deficit to \$26,000.
- This year we had a carry over from last year so the Balance Sheet now is over \$300,000 in cash, but the focus must be on enrollment for the future, particularly as the pandemic grants cease.
- The line of credit is \$10,000 and personally guaranteed by Barb Knop.

Directors Report

- **Meeting with Susan Penrod, Seaside SD Superintendent** - She took a quick tour of the school and described upcoming ODE grants: 1) SIA and ELLS - very small - \$3 per student, 2) EDM has no funding attached, 3) SIA (Student Investment Account / new corporate tax - currently \$29,000 and not in our budget but also restricted for particular uses. She discussed the Annual Report and that it needs to be every two years for charter schools. Ryan feels comfortable doing them as he has done them before. There will be a site visit on April 14th 9-10 am and any board member can attend. Ryan will present the

annual report at the May Seaside School Board meeting. Susan will inquire if Ryan can present at the Sunset Parks pre-school.

- **Book Nook** - Is now installed and supported by the Future Business Leaders of America. Kids can take a book, bring a book.
- **Open House Jan 25th** - Parents can come in and talk to the teachers. It is a listening session to hear what parents would like to see in the school.
- **School Board Recognition Month** - Ryan wants to thank all the board members and that we are lucky and fortunate to have you all. Ms. Kiffe described that the teachers talked to the students about all the board does and they all created cards for “thanks for making our school strong and fun.” There were many wonderful cards and great artwork. The school staff also thanked the board for approving the retention bonuses.
- **Side Deck Rebuild** - Coaster Construction rebuilt the deck and it came in under budget. With the extra funds there are two options - work on trees or the gutter system. One of the trees that was dangerously close was mentioned to the city staff and the City came and removed it. We will hold and see if the City charges the school for the removal.

Old Business

- **Policy Approval** - Barb K. had one comment on policy JFC - It needs a correction to remove No Child Left Behind. Alec H. did not have any corrections to his sections, Sean R. no corrections to his sections. Phil V. had no corrections to his sections. Alec H. moves to approve all of the policies as revised with the additional revision of policy JFC to remove the wording No Child Left Behind with the current program name, Every Student Succeeds Act. New policies are listed every year by OSBA for potential adoption. Barb K. moves, Sean R. seconds, motion carries.
- **Website Committee** - The group met with Coaster Theater PR person to discuss ideas for next steps: Solidify child photo releases, generate email newsletter, start forming press releases - talk about open enrollment, weekly posts on our social media accounts, access to meta business. Christine C. is making the flyers, and will cover the cost. Ryan H. shared a sample created by Christine. Barb K. asked if we should say that we are sponsored by the Seaside School District – the Board agreed that it is a good idea to always indicate it is part of the Seaside SD. Ryan commented that a common question is where do our students go after graduation. It was noted that flyers should also be in Spanish and be distributed at events and posted in public places. We should create a list of locations and events and then board members can break out where to go. A QR code should be added - Phil will send a QR code. On the website board meeting minutes need to be updated. Ryan will discuss with the consultant about what we need to get to Meta access.
- **Staff Photos** - The board asked if they can be updated to all have the same background that would help project stability of the staff. Board photos also need to be updated.
- **Niche Website** - The proposal was for \$3,990 split between this year and next year. The primary focus is for parents searching the area for schools. Alec H. noted it is always worth it to maximize advertising as it only takes getting one new student to pay off. Ryan H. said he will donate \$1,000 toward the cost. Alec H. moves that we approve the acceptance of the proposal for \$3,990 with a generous donation of \$1,000 from Ryan H. Sean R. seconds. Barb K votes Nay, remainder of the board votes yes, motion carries.
- **Enrollment** - The first round is now until April 1, the second round is from April 1 to May 1 and the third round from May 1 to June 1. Our goal is 55 students but next year's budget should be set at about 51 to be safer.

New Business

- **No new business**

Good of the Order

- **MaryEllen Kiffe** - Thank you for the end of the year gifts.
- **Christine C.** - For Fundraising we could approach the restaurants about doing a “percentage night” Public Coast Brewing Co., Driftwood Restaurant & Lounge, Pelican Brewing, Cannon Beach Hardware & Public House, Warren House Pub, Mo’s Restaurant, Bruce’s Candy Kitchen, Ecola Seafood Restaurant & Market, The Wayfarer Restaurant & Lounge, Pig N’ Pancake are all possibilities. We will publicize so they get free

press. Another idea is an art show. These should be on the agenda for the next meeting for further discussion.

- **Sean R.** - Picking up contribution jars has been done at the main markets but the others have not since they have such minimal amounts Sean's daughter is working on a redesign of the jar covers.

Adjourn 7:34 pm