



# Cannon Beach Academy Board Meeting Minutes

**Virtual Meeting**

Thursday, Dec 15 2022 | 6:00 – 7:00pm

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

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**Board Members:** President Phil Vincent, Vice-President Sean Radway (on-line), Treasurer Barb Knop, Secretary (on-line and not present for the first 15 min.) Alec Holser, Board Member Christine Coulter, board member.

**Quorum is present.**

**Director:** Ryan Hull

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

**Approval of previous meeting minutes Nov 16, 2022** Approval of November meeting minutes was tabled for some grammatical corrections.

**Review/approval of financials:**

- **P&L and Balance Sheet** - Sean Radway moves to approve, Christine Coulter seconds, motion carries
- **Expenditure report** - Sean Radway moves to approve, Christine Coulter seconds, motion carries ●
- **Journal Entries** - Sean Radway moves to approve, Christine Coulter 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 \$24,963.75  
Funds transfer from MM to checking account # \*5881 in the amount of \$24,791.65  
Sean Radway moves to approve, Christine Coulter seconds, motion carries

**Business Managers Report**

- The Business manager was not able to join the meeting.

**Directors Report**

- **Quickbook Setup.** Our budget is now on QuickBooks. The budget is entered but every amount is divided by 12 months so at this point it doesn't reflect the variance of monthly income based on State distributions. We will need to go line by line and insert the income amounts within the expected months. Barb K will work with Jennifer to accomplish this. Phil V. requests that this is a priority.
- **Policy updates:** They have been sent out. Each person on the board should check their own areas of responsibility for the initial review. This should be completed by the January board meeting for final approval— Ryan will send out the list per member.
- **Poinsettias Holiday Fundraiser** – There were only three left in the end. It was an extraordinarily successful effort to raise funds – poinsettias raised \$ 1,266, Christmas trees and cotton candy \$1,889 dollars . The flowers were purchased directly by parents and donated to the school so it was a 100% donation. Barb K. will set up a restricted account for PTO fundraisers. These funds are for the PTO to spend as they desire but with a request to the school for approval. 1<sup>st</sup> and 2<sup>nd</sup> grade jars for the best Christmas tree won and as a tie the entire class will get an ice cream party
- **School Apparel** - information is out for purchase
- **Jan 11<sup>th</sup> meeting with Seaside superintendent** - It will include a tour of our school, an annual report discussion, integrated guidance from ODE ( 6 things we can work on - SIA student investment account.) ED attendance and articulation. On Ryan's agenda would be a discussion if there could be a presence or something at the Seaside pre-school.
- **Star based camp** – 5<sup>th</sup> graders will attend Jan 13<sup>th</sup> – feb 17<sup>th</sup>. Every Friday 7 students travel to the camp which is a STEM program hands-on, kids really enjoy it and get a lot out of it.

- **Coast Watch** - Jessie Jones approached Ryan H. with this educational program - We will take a milepost (312) and take students to the beach to learn about the environment. There is no cost to the school.
- **Book Nook at CBA** - The students at Seaside HS asked if CBA could have a Book Nook (free library) located at CBA. Tolvana Arts is excited about the idea. Cannon Beach City Hall has been asked for permission. Students have put this together including building the Nooks in shop classes etc.

### Old Business

- **Website & Facebook.** Updates on Facebook might reinforce the idea of CBA being a public charter school free of cost. Ryan H. noted having only four students in kindergarten may reflect the lack of PR about the school and so if the community knows we are thriving and well that should help enrollment. Coaster theater Public Relations staff is willing to work with us pro-bono to get us up on running with a refreshed website to make it easier to update. It was discussed that while in a previous board meeting a decision was made to limit a presence on Facebook, it is now clear that Facebook may actually be a more common social media site for exposure. The issue of kids faces on Facebook was discussed- but there are means to use images without recognizable faces or to blur those faces. One example was in the PTO wanted to get the poinsettia fundraising event out on social media. Parent Trish D- her husband works at Clatsop CC on their website and may be able to help. Alec will discuss this with her.
- **PR.** Alec- suggested connecting with other organizations like the Coast Guard and area realtors that have people moving into the area
- **Bonus payroll grant from State funds.** Barb's noted that if any issues are about staff HR they should be made in an executive session. Initially it was not clear who would be included in a bonus (full and part time staff) and it was noted we need to be careful if we are to do it again that we need to have the full information on who is specifically included in personnel / HR matters.

Alec H. moves to approve the use 4,217.46 from the State Staff Retention Grant for individual grants based on a proportion of Staff full time employment. Christine Seconds. Motion carries.

### New Business

- **Niche School Finder Website:** Ryan H. was approached by Niche to provide web/ information highway school for parents to select schools- this is part of an enrollment marketing PR effort they provide.- \$2,000 at beginning and \$2,000 in a second installment. Paying for the services puts us to the forefront of their site. Ryan H. will donate \$1,000 to get this going. Barb K. would like to know our ability to get out of contracts and any references they have for the service. Ryan H. will come back next meeting with more information.
- **Traveling presentations.** Between now and March Ryan H will travel to various locations and give presentations about the school.

### Good of the Order

- **Deck replacement** -The project should happen during winter break.
- **Lighting Grant** Alec is continuing to work on a replacement lighting grant with Inland Electric.

Adjourn 7:37.