



Cannon Beach Academy Board Meeting Minutes

Virtual Meeting

Wednesday, Feb 15 2023 | 6:00 – 7:00 pm

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 Alec Holser, Board Member Christine Coulter, Board Member Suzie Gius, Jennifer Stangland - Business Manager (on-line), Sophia Cording - Parent

Quorum is present.

Director: Ryan Hull

Public Comments - No comments.

Approval of tonight's agenda Phil Vincent would like to add an item to the agenda to nominate Sophia Cording as a new board member. Alec Holser moves to approve the agenda with the amendment to add the nomination of Sophia Cording to become a CBA board member. Christine Coulter seconds the motion, motion carries.

Approval of previous meeting minutes of Jan. 18, 2023 Barb Knop would like to amend the minutes to remove her name from the "thank you to the board" and replace it with teacher MaryEllen Kiffe. Barb Knop moves to approve the amended Jan. 18, 2023 minutes. Alec Holser seconds the motion, motion carries.

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 were no Petty Cash transactions
- **Funds transfers - Funds transfer from MM to checking account # *7328 in the amount of \$24,945.71**
Christine Coulter moves to approve, Alec Holser seconds, motion carries
- **Funds transfer - Funds transfer from MM to checking account # *5881 in the amount of \$22,203.00**
Christine Coulter moves to approve, Alec Holser seconds, motion carries

Business Managers Report

- **Audit Update** - Draft financial report has come back with only minor discrepancies including the following: Amy's name as the director, the long-term obligations schedule was not correct, lease amounts were not updated, PERS percentages need to be corrected. The final report will be completed this month. The signed representation letter will be signed tonight by the Director and President of the Board to accompany the report.
- **ESSER Funds** - A small portion of the funds could be allocated for advertising services per Jennifer Stangland's initial research of the possible uses for these funds. If we use those funds then Ryan Hull will not be required to pay the previously pledged donation of \$1,000. Ryan Hull made it clear that he is still willing to give the \$1,000 donation if this did not comply. The ESSER funds total over \$900,000 that could be accessed from ESSER II or over 2 million dollars in ESSER III. Ryan Hull's research shows that other charter schools have been requesting up to \$100,000 so we have not been pursuing as much as others. The parameters outlined by the State were reviewed and the particular section that may apply for the eligible use of funds: "(R) Other activities that are necessary to maintain the operation of and continuity of services in local education agencies and continuing to employ existing staff of the local educational agency." This issue will be tabled until the next meeting with more information from the State to determine the appropriateness of the fund use. Jennifer Stangland feels confident that we have the general operating budget in the current request.
- **Staff Retention Funds** - \$1,532 were the final funds received from the State for the Staff Retention grant. A grand total of \$10,215 was awarded which will aid in general payroll expenses.

- **Grant Possibilities** - Most of the criteria for State grants are focused on diversity, equity and students in need. The CBA Student population currently has 0% IEP, ethnicity approximately Hispanic 39% & Black 1%. Overall we are not likely to meet 65% requirements for these types of grants.

Directors Report

- **Integrated Guidance Report for CBA** - The report was turned in and is included also in the Board packet. **SIA Grant** - Ryan Hull presented the section of the report that resulted from input through the survey, open house, parent meetings, etc.
 1. Provide support for underperforming students in our reading curriculum.
 2. All students report an increased sense of belonging at school.
 3. Maintain a safe play area for all students.
 4. Provide an after school experience for students. Dedicated time for professional learning and evaluation tools are in place to see if policies/procedures are adequately meeting the needs of students.
 5. Provide administrative support and provide communication to families. This application can be updated if the board has thoughts. Financials for the request: Total budget is \$42,440 - (see grant application in the board packet for details). The final total available to CBA is based on the enrollment such that some of the request might not be funded. Ryan Hull suggested that the office assistant might not be possible unless enrollment increases. SIA is likely to be an on-going program vs. ESSER that will be expiring. SIA grant will be an amount awarded per student enrolled which goes to Seaside SD and then to ODE when total funds available will be determined. Ryan Hull stated that the Board would need to approve the SIA request as is or modified in the March board meeting to meet the State deadlines.
- **Book Blast** - We did the book blast last year and it was a big success. It is in a sense a fundraiser but the return instead of operating funds are the distribution of books to the students and to the school. The goal is to get parents to try to get people they know to donate money and every student gets ten books if there is a high level of participation. If the school exceeds the target they get more books and teachers get copies of the books.
- **Author Visit** - On 2/1/23, local author Nanette Heffernan (*Earth Hour: A Lights-Out Event for Our Planet*) book on recycling and protecting our beaches and waters visited with the students. She brought a huge barrel of garbage she collected from the beach and a large hat made of garbage. Students created an art project - lanterns - with materials donated by Child's Play in Cannon Beach that will be lit on Earth Hour (March 25th). It was a big success with great student engagement.
- **Enrollment Update** - As of today we have two students for Kindergarten (both in-district).

New Business

- **Consented Agenda** - Phil Vincent brought up the idea that financials, agendas, board minutes etc. might all be passed together rather than individually as a consent agenda. Barb Knop pointed out that because CBA is a non-profit, different rules apply and the financials would still need to be approved in separate motions.
- **Annual Director's Review Process** - Phil Vincent presented that it is time for the Board to complete an annual review for the Director. The goal and objective for tonight would not be to do a review but to talk about a timeline and what is in the review. Alec Holser suggests we have a Board working session (with no actions to review and answers any questions). It was agreed to schedule that meeting for Wednesday February 22 at 6pm. It was also discussed that the Director should have either a contract or some written employment document.
- **Sophia Cording Board Nomination** - Sophia Cording has been active and eager to help out, wants to get going with our school, run club volunteer. Christine Coulter moves Sophia Cording to be the 7th board member. Sophia Cording was at the last board meeting. Alec Holser seconds, motion carries. Sophia Cording read the oath of office and signed the letter. It was pointed out that due to the pandemic that Christine Coulter and Alec Holser had not previously signed their documents as the meetings were not in person. Both parties signed their documents at the conclusion of the board meeting.

Old Business

- **PR Committee Update - Social Media** - Christine Coulter is willing to take on a point position for Facebook and Instagram. They will have access credentials to the site. **Enrollment Flyers** - the first batch is done and out at eleven locations. Ryan Hull will check with Seaside SD to see if they can be posted at the pre-school. **Newspaper** - Alec Holser has agreed to head up a press release in the Gazette with a first article on StarCamp/ STEM and enrollment. **Website** - the committee will meet to review the overall

website. We will have a schedule for what announcements will be and when. We have thirteen outstanding families that have not signed forms and that is in process.

- **Fundraising** - In the past mailers were sent out for the need for fundraising. There were pledge drives that had a three year commitment. It was suggested that the board consider a letter writing campaign with the realization that it takes alot of work but perhaps automation could help. Alec Holser created a draft flyer for The Restaurant Nights fundraising concept and asked members to please send comments.

Good of the Order

The Play that Ryan Hull directed is now going to State and Regional - The Interview by David Mamet which is part of a one-act series.

Adjourn 7:44 pm