

Cannon Beach Academy Board Meeting Minutes



On-Site and Virtual Meeting

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

Join: <https://meet.google.com/xqv-mhnb-rej>

tel:+1%20903-919-0942;527480368%23

Board Members: President Phil Vincent (on-line), Vice-President Sean Radway (on-line), Treasurer Barb Knop (on-line), Secretary Alec Holser, Christine Coulter, Suzie Gius (on-line), Sophia Cording.

Director: Ryan Hull

Business Manager: Jennifer Stangland (on-line)

Public Comments - No public in attendance

Approval of Tonight's Agenda - Sean R. moves to approve, Christine C. seconds, motion carries.

Approval of Previous Meeting Minutes February 15, 2023

Corrections from Barb K. - New Business text should be changed to "approved in separate motions" and date of meeting changed to Feb 22nd. Sean R. moves to approve with changes, Barb K. seconds, motion carries.

Approval Work Session March 2, 2023 (Sophia C. joins the meeting in person)

Barb K. moves to approve with changes, Christine C. seconds, motion carries.

Review/Approval of Financials

- **P&L and Balance Sheet** - Phil Vincent noted the process for reviewing the financials. They are sent out prior to the meeting so any changes can be included as revised if required. Christine C. moves to approve, Suzie G. seconds, motion carries.
- **Expenditure report** - Christine C. moves to approve, Suzie G. seconds, motion carries.
- **Journal Entries** - Christine C. moves to approve, Sophia C. seconds, motion carries.
- **Petty Cash reconciliation** - no usage
- **Funds transfer** from MM to checking account # *7328 in the amount of \$25,197.71
Alec H moves to approve, Christine C. seconds, motion carries.
- **Funds transfer** from MM to checking account # *5881 in the amount of \$22,667.60
Alec H. moves to approve, Christine C. seconds, motion carries.

Business Manager's Report

- **Audit Update** - Financial report is complete and emailed to Oregon State Audit Division. She has now started collecting information for next year. The Board thanked Jennifer S. for her work on the audit. Barb K. noted that with the resources we have we are doing the best we can. We use QuickBooks and the auditors prefer other accounting software systems. Barb K. noted that we have a "checks and balances" system with both Barb K. and Jennifer S. reviewing the financials.
- **Better Budget Understanding** - Jennifer S. walked through the school's finances including understanding current reserves and implications/timing related to a range of enrollment projections. The main Money Market account has approximately \$208,000 while the other accounts total about \$30,000 for a total of approx. \$237,240. There is still outstanding income of \$137,612 from the State. The total amount that will be needed to cover expenses until the next State payment in November should be covered with this balance. Other grants that still could be additional income include the ESSER II grant (\$45,000) and the Engelmann Foundation grant for teachers and staff training at the NIFDI conference.
- **Reserves** - Last year at the end of the school year we had a reserve remaining of \$264,000. The end of this year should be similar at about \$250,000 that will carry us until the November State payment. We will also be receiving additional grant funding as noted above. This fiscal year revenue vs. expenses should break-even. The budget for this year was based on 55 students enrolled (which translates directly to the

State income). The actual enrollment was below 50 students which resulted in a reduction of income of about \$104,000. This reduction was made up by grants that are typically not accounted for in the budgeting process. Additionally, over the last few years the grants related to the pandemic are slowly expiring and will not be available beyond September 2024. It would be ideal if next year's enrollment was approximately 50 students in that we would still be able to meet the budget with minor adjustments. However the current applicants for kindergarten are only at two students and that could significantly impact the next and future years budgeting.

- **Policy Update** - All the revisions have been made and a change has been made to Policy FCG related to tobacco to include "inhalant delivery systems" that has also been included in other district policies.

Director's Report

- **Enrollment** - Currently at two for the kindergarten level. The goal is 15 (full class)
- **Annual Report Update** - Currently working on and will submit on the 24th of March to the Seaside SD.
- **Easter Egg Hunt** - PTO has organized Wednesday April 5th in the Les Shirley Park after early release at 2:15 pm, starting with playtime and games. At 3:45 pm the egg hunt begins.
- **Earth Day Tree Planting** - Another tree planting on Thursday April 13th on 6th street and there will be an early release, then parents will take the kids to the Les Shirley Park and then plant trees.
- **Art Day** - Tolovana Arts Organization is coming the week of April 17-21st and will be using the building next door. Each class will have an individual artist for art projects.
- **End of 2nd Term & Parent/Teacher Conferences** - March 23rd- 24th conferences will be held and signed up for online.

New Business

- **Community Engagement** - What type of activity with the students would engage and support the community - earth day, beach clean-up, food bank, work afternoon, road clean up in the neighborhood, planting trees (last year) etc. Barb K suggests it is great for the community to see we exist. The Director will check on the SOLVE cleanup and other community events.
- **6th Grade Consideration** - What would it take to add 6th grade? Is it possible and would it be one avenue for stabilizing enrollment? The Director pointed out that the size of the current facility would be an issue. As a charter school we would need to reopen a charter with the Seaside SD, or modify it when that is renewed, or start a new middle school charter. Adding a preschool is another way to get students earlier involved.
- Alec H. moves that the Board supports the Director to continue any discussion about the future availability of the current Tolovana Arts facility if it were to become available. Christine seconds, motion carries.

Old Business

- **PR Committee Update** - Christine C - Social media is posting every Tuesday. A lot of views and likes with 818 followers on Facebook. The Newsletter should include "Please Like and Follow" on social media. Future posting will include the Astoria Riverwalk Marathon. Fundraising for this event is still \$500 short at this point. Facebook has a fundraising button but we are not sure if it is connected. We do have access to Paypal. Barb K. and Phil V. suggest that donations go through PTO restricted to running club. All donations to PTO should be accounted to 501(c)(3) and make sure that any fundraising requests note the charitable donation.
- **Newspaper Advertising** - Possible articles for the paper include a profile of Ms. Campos and the Spanish classes, the Easter egg hunt, tree planting, art day, and the Astoria 5k.
- **Fundraising**
 - Restaurant nights - Ryan H. and Alec H. will contact James Farentino to discuss this. Sophia C. suggested that we collect checks ahead of time.
 - Letter writing campaign - This will take some time. Suzie G. noted in another group she belonged to they did this during the holiday time when people are in the giving spirit. It was agreed we should do it this winter and perhaps use postcards to minimize mailing costs. The PR Committee will put it on a future agenda.

Good of the order - Barb K. asked if CBA is working on the Community Grant and the Director said that he was. Budget for the next school year should be set by June 1st thus we need to form a Budget Committee starting in mid-May at the latest.

Adjourn Regular Meeting - Adjourned 7:30 pm

Move to Executive Session - Review and evaluate the performance of the CBA director - ORS 192.660(2)(i).