**Cannon Beach Academy Board Meeting Minutes   
On Site & Virtual Meeting  
Wednesday, April 19, 2023 | 6:00 – 7:00 pm**

**Join: https://meet.google.com/xqv-mhhb-rej**

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

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

**Director: Ryan Hull**

**Business Manager: Jennifer Stangland (remote)**

**Public Comment** - No comment

**Approval of tonight’s agenda** - Barb K. moves to approve, Sean R. seconds, motion carries.

**Approval of previous meeting minutes March 15, 2023** - Christine C. moves to approve, Suzie G. seconds, motion carries.

**Review/approval of financials**

* **P&L and Balance Sheet** - 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, Suzie G. seconds, motion carries.
* **Petty Cash Reconciliation** - no petty cash transactions
* **Funds Transfer** from MM to checking account #7328 in the amount of $24,870.47

Christine C. moves to approve, Suzie G. seconds, motion carries.

* **Funds Transfer** from MM to checking account #5881 in the amount of $28,507.13

Christine C. moves to approve, Suzie G. seconds, motion carries.

**Business Manager’s Report**

* **Audit Completion** - The audit was emailed to the Oregon Audit Division. It’s been fully completed. The CPA firm we are using is the same as the Seaside School District and their rates are lower than other firms. $10,500 for the cost of the audit and $1,600 for the tax return this year.

**Director’s Report**

* **Enrollment** - Six kindergarten students are signed up, one 3rd grade student and another student per conversation. Christine C. has one parent that she is talking to.
* **Site Visit from SSD** - Presentation of the Annual Report with a SSD Board Meeting was held on Monday, April 17. Attendees toured the school and had a meeting to discuss the contract renewal. Barb K. and Ryan H. handled the questions well, great questions were raised, and some concerns on the facility size were addressed.
* **3-5th Grade Field Trip** - Scheduled at the Astoria Maritime Museum on Friday, April 21.
* **Art Day** - Scheduled for Friday, April 28. We will use the Tolovana Hall. Classes K through 2nd and 3rd through 5th will be arranged with artists and they will provide all of the materials. Then the students will take their artwork home.
* **State Testing** - To begin Tuesday May 2 to Friday, May 19 for 3rd through 5th grade. Letters were sent out to the parents to give them the option to opt-out of child testing. The overall score is on the State school report card. Barb K. informed the Board that most districts have a link to the overall school report.
* **Kindergarten Connect and Open House** - Scheduled on Wednesday, May 10 from 2:30 to 3:30 pm. All new students are welcome along with kindergarteners to come see the school. We should put out a press release, article, etc. Fire Mountain School had an ad in the Gazette. The PR committee will work on the news article. New Discoveries Preschool has a flyer posted and Suzie G. will connect with the one interested parent. Perhaps we could talk with Susan P. about communicating with their Pre-K facility and call the Seaside Head Start center on the first Wednesday of each month.

**New Business**

* **Renewal of Charter** - Three weeks ago we were notified that we are up for renewal. Ryan H. put together a draft for review by the Board using the previous submittal. In May, the Seaside administration will get together to review and make concepts. Previously it was three years but we can now go five to ten years out. Barb K. asked to increase the number of out of district students because we are on the south end of Cannon Beach. Request 15 students, 5 year time period, 65 students. Barb K. makes notes that the school is attractive due to its small size. Barb K. moves to approve, Suzie G. seconds, motion carries.
* **Approval of 2023-24 School Calendar** - 191 contract days, 170 teaching days, 944 teaching hours. Our calendar aligns with the Seaside School District in terms of breaks, holidays, etc. with the exception that we will have a parent opportunity to come in on September 5. We also added a staff development day on May 15. Barb K. moves to approve, Suzie G. seconds, motion carries.
* **New Policies for 2022-23** - Will have a first reading of the policies, second reading and then approval in the Fall. The policies will be put on upcoming agendas.
* **CB Community Grant 2023-24** - Was submitted on April 17 requesting to 1.) Removal of tree stumps, 2.) Two months of healthcare insurance, 3.) Upgrade our kitchen to offer hot lunch and 4.) Increase our social emotional learning curriculum by purchasing The Choose Well Program. The grand total requested was $46,496.66. Last year, approx. $11,000 was awarded for the deck replacement. What are the main priorities as that will likely come up in the interview on May 25.

**Old Business**

* **PR Committee Update** - Article update with Ms. Campos. We are getting lots of likes and shares and traffic has greatly increased with our online platforms. $400 dollars was raised through Facebook, Christine C. believes that the media vendor sent a check. The goal was $500. Phil V. will schedule a PR meeting.
* **Niche Update** - Connects to Instagram. Niche Insight report: 47 views, 12 clicks to website or social media. Ryan has given competing schools info so that CBA shows up when they are viewed. Alec H. inquired if we could ask Niche if there is some way to have the measure of academics included. Jennifer S. checked with the ODE on ESSER parameters for Niche and their reply stated that this type of advertising was a “murkier area,” but didn’t rule it out. Therefore we have flexibility to add Niche to the ESSER grant. Barb K. noted that she wasn’t comfortable with applying the ESSER funds to the expense. This year Niche will be covered by donations totalling $2,000. Then next school year will cost another $2,000 for the total $4,000 package.

**Good of the order -** None

**Adjourn Regular Meeting -** Adjourned at 7:20 pm

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

**Returned to Regular Meeting** - 8:17 pm. A special meeting will be scheduled on April 26th at 6 pm on the Director update.

**Adjourn Regular Meeting** - Adjourned at 8:20 pm