**Cannon Beach Academy Special Board Meeting Minutes**

**On Site & Virtual Meeting**

**Wednesday, April 26, 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 (on-line), Secretary Alec Holser, Treasurer Barb Knop, Christine Coulter, Suzie Gius, Sophia Cording**

**Director: Ryan Hull; Absent**

**Business Manager: Jennifer Stangland; Absent**

**Public Comment** - No public attending

**Approval of tonight’s agenda** - Christine C. moves to approve, Alec H. seconds, motion carries.

**Receive Director’s Resignation**

Phil V. spoke with Ryan H. at the school and relayed that Ryan H. wants the best for the school. Alec H. moves that the Board recognizes Director Ryan Hull’s dedication to the Cannon Beach Academy over a number of years and wishes him the best in his future endeavors. Christine C. seconds, motion carries.

**Resignation Agreement**

The resignation agreement is included in the Board packet. Sean R. moves to adopt the agreement, Sophia C. seconds the motion. In favor: Phil V., Sean R., Alec H., Christine C., Suzie G., Sophia C. Opposed: Barb K. Motion carries.

Alec H. moves that the Board designate Phillip Vincent as President to sign the agreement (already signed by Director Ryan H.). Sophia seconds. Phil V. abstains from being the signatory, Barb K. abstains based on her previous no vote on the agreement. In favor: Sean R., Alec H., Christine C., Suzie G., Sophia C. Motion carries.

**Director Transition**

Phil V. reports Director Ryan H. is looking forward to helping the school in the transition. Phil V. plans to meet with the teachers the following morning (Thursday). Some transition action items include:

* Draft letter to parents on DoJo written by Sean R. Alec H. moves to approve the letter, Christine C. seconds. Comments – changes were made to the letter to address some concerns. Alec moves to approve the changes, Sophia C. seconds, Barb K. abstains, motion carries.
* Phone and in-person meeting with Seaside SD superintendent Susan Penrod to inform her of the transition.
* Dawn Rhoads-Jay will cover end of day pick up.
* Christine C. will coordinate Board member volunteers as required. It was noted that all volunteers need to submit for a background check.
* Email/DoJo accounts and passwords need to be reviewed and an administration account established for interim use.
* Determine when and who will attend Seaside SD board meetings including upcoming meetings for the renewal of the CBA charter.
* Alec H. will lead an effort to find a new storage unit and relocate existing items from Director Ryan H.’s storage unit and hopefully those at Barb K.’s garage storage. Alec H. will coordinate with Ms. Kiffe on usability of items in storage.

**Recruitment of New School Director**

* Draft agreement options from OSBA were included in the Board packet. Sophia C. asked if it was something that the Board could do ourselves to save money. Alec H. noted that it is a big task and we have many other items that Board members are going to need to work on. Additionally, Alec H. noted that having OSBA lead the recruitment lends more credibility and expertise to the recruitment process. Alec H. will contact OSBA to see if they are available for a presentation of the process and costs at a special board meeting Tuesday May 2nd.

**New Business**

* The Board thanked Phil V. for all of his effort working through the details of the Director transition.

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