**Cannon Beach Academy Board Meeting Minutes**

**Virtual Meeting
Wednesday, May 17, 2023 | 6:00 – 7:00 pm**

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

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

**Interim Director: Maria Barker**

**Public Comment -** No public comment

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

**Approval of Previous Meeting Minutes**

April 19 Board Meeting - Christine C. moves to approve, Sean R. seconds, motion carries.

May 2 Special Board Meeting - Christine C. moves to approve, Suzie G. seconds, motion carries.

May 9 Special Board Meeting - Christine C. moves to approve, Sean R. seconds, motion carries.

**Review/Approval of Financials**

* **Profit & Loss and Balance Sheet** - Christine C. moves to approve, Sophia C. seconds, motion carries.

Barb K. notes as of April, prior to recent or projected expenses, we are on track with the budget. Additional expenses will likely be over the budget.

* **Expenditure Report** - Christine C. moves to approve, Sophia C. seconds, motion carries.
* **Journal Entries** - Christine C. moves to approve, Sophia C. seconds, motion carries.
* **Funds Transfer** - From MM to 5881 in the amount of $28,129.07

Alec H. moves to approve, Suzie G. seconds, motion carries.

* **Funds Transfer** - From MM to 7328 in the amount of $23,839.91

Alec H. moves to approve, Suzie G. seconds, motion carries.

**Interim Director’s Report**

* **Enrollment** - A spreadsheet has been created to track current, new and returning students. At this point the enrollment stands at 28 students, several undecided and one unknown.

5 new Kindergartners, 1st - 4 confirmed, 2nd - 7 confirmed, 3,4,5th grade - 9 confirmed which includes 1 new 3rd grader. No other current prospects. All have replied, except one student, with either yes, no or undecided. The number of returning students is down for a number of reasons including parent relocations, jobs, etc. Phil V. noted that there are some issues about whose resolution that could affect the number of returning students.

* **State Testing Update** - MaryEllen K. is our testing certified teacher. 16 of the 18 3/4/5 grade students took the test and 2 opted out. She is relatively happy with how the students did and its a long and hard set of tests. 15 students took the Math Test. Results: (3) met grade level, (6) near grade level, (6) below grade level. 16 students took the Reading Test. Results: (4) students above grade level, (5) at grade, (5) near, (2) below. 5 out of 6 fifth graders took the Science Test. Results: (2) at grade level, (3) near, (1) below grade level. Star testing is next week. MaryEllen K. explained that Star testing, she believes, best tells how the students are progressing as it is taken three times a year. It’s a computer adapted test and is more accurate to their grade level. It can be taken over again whereas the State test cannot. Sophia C. asked if MaryEllen K. is the only teacher certified to do testing and what would it take to have another teacher certified. MaryEllen K. replied that there is a video training session and papers that need to be signed. Also, it would be great to have another teacher certified.
* **Kindergarten Connect & Open House** - It was a great success and the parents were engaged. We can’t tell which new students had already enrolled, prior to the open house. But it did reinforce the sense of school community. It was great to have all the kids attend.
* **PTO Carnival & Fundraising Update** - PTO members Trish, Tiffany H., and Kasey S. are planning the 1st annual Carnival - End of Year Celebration. There is an issue accessing funds that have been donated. The location of the receipts is not known after many were turned into the previous Director. There has been a long delay in getting parents reimbursed for their out-of-pocket expenses. Those having to do with apparel have been delayed. The process is now to give all receipts to Maria B. and then she will send a message to Barb K. that they need to be picked up. Barb K. noted that she can usually turn around the funds in several days. Original receipts are the best form of documentation. Hot dogs and hamburgers for the Carnival have been donated. The Bounce House costs about $200 (revised to $350). Alec H. will donate the entire expense for the Bounce House. The question was asked if the PTO could be a separate non-profit and have their own bank account. Barb K. noted her only concern is that it will cost money to set-up a separate 501(c)3 non-profit. She suggested this discussion could be continued after the conclusion of the school year. For the 5th graders, a bowling party will be held. The PTO can get an invoice directly from Futano’s Pizza and then send it to Barb K. Then the bill can get paid prior to the event.

**New Business**

* **Interim Director Contract** - Phil V. asked the Board to please review the material that has been shared. The job description and wage discussions will need to take place in an executive session. In addition, teacher contracts are typically offered by the end of the year. We have some previous contracts, but they need to be modified. Christine C. and Sean R. will work with Phil V. The Budget Committee will start after June 1 and must be adopted by July 1.
* **CBA Charter Renewal** - We had 11 people from the school on the call. Brian Taylor, the Board President, had nice words to say about the importance of the CBA to the community and the school district. The charter renewal passed unanimously. Alec H. asked if there might be additional services available from the District - possibly food service, busing, etc. Phil V. noted that the contract details will be finalized in the upcoming weeks, but those services should not be a problem.
* **CBA Storage** - Alec H. will contact Ryan H. for a current update.
* **Building Maintenance & Safety Repairs** - Phil V. noted there are a number of repairs that need to be done for safety and general up-keep. The chain link fence has separated from its poles, two poles are rusted, and the new cedar fence has staples but should have stainless steel screws. It was suggested that local businesses could donate services. The PTO and Maria B. will coordinate these efforts.
* **Barran Liebman Invoice -** Alec H. and Phil V. agreed to share in the cost of invoice for legal advice to the District.

**Old Business**

* **PR Committee Update** - We need to make a continued effort. Astoria Run on the River had help from Maria B., Amy R. and Sophia C. Alec H. will finish the articles this Thursday. Singing Sands is on June 11 with a $10 registration fee. On July 29 the Cannon Beach PTO will be at the American Legion for a car wash event and have enrollment forms.
* **Niche Update** - Phil V. met with our coordinator. For impressions, their search engines look to insert on other website searches. Our website traffic has increased and the data count is unique. Phil V. will forward the data. Our website has been updated with all the school policies. Maria B. noted that the outside school premise picture is not as attractive as it could be. Trish will put together a maintenance list.
* **Donations** - Donors from the past that are not parents received bulk mailers. Who did we mail to previously will be researched.

**Good of the order -** Phil V. noted that we need to know a salary range for the director. Barb K. suggested using the previous director’s salary plus 3%.

**Adjourn Regular Meeting -** Adjourned at 7:59 pm