**Cannon Beach Academy Special Board Meeting Minutes**

**On Site & Virtual Meeting**

**Tuesday, May 9, 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, Christine Coulter, Sophia Cording**

**Public Comments** - No public in attendance

**Approval of Tonight’s Agenda** - Sean R. moves to approve tonight’s agenda, Christine C. seconds, motion carries.

**Approval of Previous Meeting Minutes -** Deferred to the next regular meeting.

**Recruitment for New School Director** - Steve Kelly has been at OSBA for eight years and previously a superintendent for South Umpqua. Many years ago, he was a director of a charter school in New Mexico. Please call Mr. Kelly with your questions and about this process or any questions about board work. You may call him at any hour, evenings and weekends at 541-401-3962.

* **Contract with OSBA -** Phil V. spoke on the agreement with OSBA which must go through the Seaside School District. We currently have an MOU from the past that we can utilize. The Seaside School District will bill CBA for the costs once invoiced by OSBA.
* **Legal Requirements -** The following items are required under the law prior to going into executive session for recruiting a new Director:
* **Director Vacancy** - By law the school needs to vote that the director’s position is, or will be vacant. Steve K. asked if the title is Executive Director or Director. He does not have a recommendation for one title or another and neither have an advantage for recruiting. Phil V. believes that we will retain the title of Director. We will have an Interim Director effective immediately upon the declaration of vacancy. Sean R. moves that The Cannon Beach Academy declares the vacancy of the Director position effective immediately. Alec H. seconds, motion carries.
* **Director Search Calendar** - The calendar starts immediately and some initial material has been provided by Phil V. to OSBA. This is a comprehensive search with an aim to get someone on board before school starts in the Fall. It is the shortest possible time for this type of search but it is feasible. At the end of four weeks if we do not have candidates available, we can extend it. We have 40,000 names and websites, both in the Western states and nationally. On June 22 there is a Screening Committee meeting for training to learn how to access databases and review candidates. The committee will rank candidates and the first interviews will likely be on-line in July to reduce travel time. Reference checks will then happen as well. On July 24 we will bring finalists to the school for interviews, meet and greet, and other activities. Wrap up in early August, but there still could be a lag time to bring someone on board. The state of Oregon requires a 60-day notification that for someone with a job might allow them to be available immediately. Sean R. moves to approve the OSBA search calendar as presented, Alec H. seconds, motion carries.
* **Qualities and Qualifications -** Steve K. - Establishing the qualities and qualifications sets the mostly generic job qualifications. Steve K. utilized a previous CBA Director job description and modified it for CBA to limit it to the higher-level qualifications rather than specific job duties. It is a lens for selecting a Director, but not the only lens.

1. Leadership Experience.
2. Charter School Experience - Steve K. noted that he likes to use “preferred” for the experience within Charter schools as he would not eliminate candidates. Sean R. agreed those are the key requirements. Alec H. agreed that preferred was best as we want to cast a wide net. Phil V. noted that what makes this truly unique is that because we are so small that this person has to manage many things. He would like to see that infused into the bullet points. Steve K. agreed to add “in similar small school settings.” Sophia C. agreed that we keep it flexible.
3. Communication.
4. Scholarship/Intelligence/Organize.
5. Staff hire, retain, train. Alec H. requested that the words “multi-tasking” be added.
6. Curriculum development and implementation/experience in direct instruction and Spanish language. Phil V. noted that Direct Instruction is in the charter with Seaside SD. Ms. Campos noted that it is important that everything we put out is translated.
7. Knowledge of business and support systems.
8. Ability to motivate and involve staff.
9. Strong management skills to take advantage of the school’s strengths.

Steve K. added grant writing and/or fundraising. He understands the importance of marketing strategies for outstanding community engagement. Sophia C. agrees that fundraising and writing grants are important. Sean R. moves to approve qualities and qualifications as amended, Christine C. seconds, motion carries.

* **Screening Advisory Committee -** Steve K. - OSBA strongly supports the creation of a screening committee that includes staff and parents. It needs to be clear to them that they are there to give input/feedback but not be involved in deliberations or decisions. They can follow the Board and listen to initial interviews. Steve K. recommends 7-10 members that are a cross representation staff, teachers, parents. Phil V. notes this is a big moment for the school and transparency is important. Christine C. agreed that teachers are involved. Sophia C. noted that timeliness is important to keep things moving along. Phil V. and Alec H. want a level of commitment to the dates of the calendar. Alec. H. noted that the Board has been cohesive in getting to this point and expects that it will be in making a director selection. Phil V. noted that additional Board meetings (perhaps bi-weekly) will likely be scheduled at next week’s meeting. OSBA has a template for application and the Board will vote to appoint members. All information early in the process will all be in executive session so it will not be public, but on the July 24th finalist will meet and greet. There will be a moderated Q&A that Steve K. will run which the public can be a part of. Members will sign a confidentiality agreement and they are people that the Board needs to trust. Alec H. asked about a Spanish version of the template. Phil V. noted that DoJo has a translation feature. We will aim for a Board meeting on May 24 to appoint the members.
* **Director Salary Range** - This is not required but OSBA would like to include a range in the marketing materials. Steve K. noted that the bottom number is the actual bottom number. Phil V. requested if OSBA has any idea of what kind of ranges OSBA is seeing. Phil V. noted that housing is a challenge and that might affect the salary range. Alec H. wondered what the local districts might have for salary ranges for principals, etc. OSBA doesn’t have great data points but does have some recent searches including Alliance Charter Academy Oregon City, [https://alliancecharteracademy.com](https://alliancecharteracademy.com/), has approx. 375 students and the pay range was $88k to $94k. Arco Iris Beaverton, [https://www.arcoirisschool.org](https://www.arcoirisschool.org/), has approx. 400 students and the pay range was $110k to $130k. Another K-12 district and the pay range was $85k to $95k. CBA’s current director’s salary is $60k. Alec H. noted that the biggest challenge is enrollment which if increased would bring in more financial resources. Phil V. noted that the budget committee will be on next week’s agenda. Phil V. will reach out to Barb K. separately as Treasurer to get some ideas of what ranges could be. CBA will update OSBA immediately after next Wednesday’s meeting. The salary ranges do not include benefits. Alec H. asked if all board members should be on the selection committee. The answer was the entire Board will need to be involved in the whole process.
* **Interim Director** - Susan Penrod from Seaside SD thought it was in our best interest to have an interim director. Phil V. asked Ryan Hull who would be best in the school and he thought Maria Barker would be the best fit for a short term position due to her previous experience and current knowledge of the school. Phil V. talked to her several times about it and in the end was very excited to help out and be collaborative with her peers. She would still need to do her teaching responsibilities. She has no interest in the position past the interim role. Alec H. was pleased that we have someone who is willing to take it on. Christine C. moves to appoint Maria Barker as Interim Director as of May 10th 2023, Sophia C. seconds, motion carries.We will still need to create a contract for this. Phil V. will work with Seaside SD to get Maria B. set to do the attendance module.
* **Seaside School District Board Meeting/Charter Renewal** - Is set for Tuesday, May 16. Our charter is on the agenda and Phil V. will present our case and he recommends that as many of the Board attend as possible (wear CBA gear). One does not need to be there until 7 pm.

**Good of the order?** None

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