**Cannon Beach Academy Board Meeting Minutes   
 Wednesday, June 21, 2023 | 6:00 – 8:00 pm  
Virtual Meeting  
Video Call Link:** [**https://meet.google.com/vnx-zcxr-nyi**](https://meet.google.com/vnx-zcxr-nyi) **Or Dial In: 443-892-3113‬ PIN: 651 128 269‬# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬

**Board Members: President Phillip Vincent, Treasurer Barb Knop, Secretary Alec Holser, Christine Coulter, Suzie Gius, Sophia Cording. Guest Attendants: Tiffany Holding - PTO President, Kasey Schuermyer - PTO Vice President, MaryEllen Kiffe - Teacher, Jennifer Radway**

**Interim Director: Maria Barker**

1. **Calll to Order**
2. **Public Comment** - No public comment.
3. **Approval of Tonight’s Agenda** -Alec H. moves to approve the agenda, Christine C. seconds, motion carries.
4. **Approval of Previous Meeting Minutes** - May 17, 2023 Board Meeting Minutes

Christine C. moves to approve the minutes, Alec H. seconds, motion carries.

1. **Review/Approval of Financials**
   1. **Profit & Loss and Balance Sheet** - Sophia C. had a question about a landscape charge of $525 for SeaClean. This question has been forwarded to Jennifer S. for review. Christine C. has a question about a refund to the City of Cannon Beach for a grant. This question has been forwarded to Jennifer S. for review. Christine C. moves to approve, Sophia C. seconds, motion carries.
   2. **Expenditure Report** - Christine C. moves to approve, Sophia C. seconds, motion carries.
   3. **Journal Entries** - Christine C. moves to approve, Sophia C. seconds, motion carries.
   4. **Petty Cash** – No changes from the prior month. The cash was physically counted this month totalling $35.53.
   5. **Funds Transfer** - From MM to checking account \*7328 in the amount of $29,420.36 Christine C. moves to approve, Sophia C. seconds, motion carries.
   6. **Funds Transfer** - From MM to checking account \*5881 in the amount of $22,534.92 Christine C. moves to approve, Sophia C. seconds, motion carries.
   7. Barb K. made a transfer of $5,000 to cover an employee’s final paycheck.
2. **Interim Director’s Report**
   1. **Enrollment** - We have new students and new interests. Currently we secured 33 students. Just learned today that the transportation coordinator on June 28th - that will add 3 additional students. We have one student that has changed from no to undecided. Barb K. has heard some parents talk about the school not being operating next year- so we all need to keep getting the word out that those rumors are not true.
   2. **PTO Carnival June 2nd** – The carnival was lots of fun and showed how the community can come together. 85 people attended. Great support from individuals and companies. Kids were really excited with all the prizes. The event made about $900. The PTO will email a receipt for the Bounce House to Alec H.
   3. **Seaside Bus is Available** - Maria B. noted that our students are guaranteed a spot if there is a seat available. Students in Seaside would be picked up at 6:30 a.m. and dropped off at school at about 7 a.m. The pick-up would be 3:10 p.m. and then dropped off at 4:15 p.m. if they reside in Seaside. The SSD offered a bus that they are going to put up for auction. While it doesn’t seem that it is the right time to purchase a bus, it is something we should keep in discussion. Barb K. noted that pre-pandemic when the District had funds to operate one, they couldn’t find the staff to help.
3. **New Business**
   1. **Interim Director Opening July 1st, 2023** - Maria B. will be retiring from the Interim Director at the end of this month. MaryEllen K. has said that she would be willing to be an Interim Director for a year. What would be the scope of responsibilities? Barb K. noted that for most of the school's history there hasn’t been a full-time Director. MaryEllen K. noted that Ryan H. was still working part-time in the classroom so it is possible. She has come up with a potential schedule that would allow her to be in the classroom in the mornings and doing administration work in the afternoons. MaryEllen K. likes the idea of having staff oversee recess as it builds relationships. She would like to have someone come in the morning as Ms. Campos has resigned from her cook position, to take a full-time position elsewhere. Barb K. moves to pause the Director search until an undetermined later date during the next school. Alec H. seconds, motion carries. This timespan works with MaryEllen K. in order to draft a new position for a part-time director/part-time teacher role for 2023-24. Christine C. seconds, motion carries. Phil V. thanked Maria B. and MaryEllen K. for helping out through this transition.
   2. **SSD/CBA Charter Renewal Update** - Exhibits A, B, C for viewing. Phil V. will schedule a meeting with our contract committee and the Seaside School District.
   3. **Curriculum Update** - Exhibits D, E for viewing. MaryEllen K. contacted an I-Ready curriculum sales rep. and they sent nine boxes of materials for all grade levels. She strongly recommends ordering the K,1,2 if it fits in the budget. The curriculum includes workbooks for each student, digital access and library copies. The overall curriculum looks really good. Both reading and ELA are similar to the Star testing we currently do. Some schools use I-Ready in place of Star. It is already set-up for K,1,2 and 3,4,5. There are no hard bound textbooks that we need to purchase, and the commitment is for only one year. They also have professional development options three times a year. The Seaside School District is piloting the I-Ready math and the Warrenton school is already using the math program. Maria B. noted that there are positive benefits for Professional Development that we have an opportunity to share as well as sharing the same curriculum. Sophia C. noted that having a similar curriculum as the SSD would help students transitioning into high school. Barb K. noted that hopefully the ESSER funds could help fund this expense. This will be on the agenda for July.
   4. **Building Maintenance & Safety Repairs** – The building lease is up for renewal. Alec H. and Phil V. will review the lease and inspect.
   5. **CBA Off-Site Storage** – Alec H. will work on setting up a date for relocating the stored items. He will sign the agreement for the new rental storage space.
   6. **2023-24 Budget** - Exhibit F for viewing. Barb K. noted that the budget is based on 35 enrolled students. It was a very difficult budget to do and the committee met twice. The staff positions will include a part-time director and three full-time teachers. There won’t be an instructional aid, but that would be the first item to add if the enrollment increases to 38-40 students. A portion of the aid cost would be paid for by the SSD if special needs arise. All staff will receive a 3% cost of living increase. Regular expenses rose to 3-5%. No contingency fund is included, yet that fund will be covered by a $10,000 line of credit guaranteed by a donor. The only grant included in the budget revenue is the SIA. Barb K. recommended that the PTO becomes a separate 501(c)3 and a parent has volunteered to help make that happen. The current raised funds would be transferred to the 501(c)3 when that is legally established. $25,000 of the budget income will need to be generated by the board through fundraising. Alec H. moves to adopt the budget as presented for the 2023-24 school year, Sophia C. seconds, motion carries.
   7. **Teacher Contracts for 2023-24** - Maria B. and Barb K. will review the contracts and attempt to send them out to the teachers before the end of this month.
4. **Old Business**
   1. **PR Committee Update**
      1. Articles/postings regarding SSD bussing of CBA students
      2. Email messages come to the board members as an alert.
5. **Good of the order** None.
6. **Adjourn** 8:25 p.m.