



# Cannon Beach Academy Board Meeting Minutes

**Virtual Meeting**

Tuesday, July 19, 2022 | 6:00 – 7:00pm

Join: <https://meet.google.com/kaf-kswg-kth>

(US) +1 304-548-9035 PIN: 141579204#

**Board Members:** President Phil Vincent, Vice-President Sean Radway, Treasurer Barb Knop, Secretary Alec Holser, Christine Coulter ( perspective board member)

Quorum is present. Christine introduces herself as a parent and is interested in joining the board.

Director : Ryan Hull (partial attendance calling in)

Approval of tonight's agenda Barbara Knop moves to approve the agenda, Alec Holser Seconds, Motion passes.

Approval of previous meeting minutes June 15, 2022 Previous Board meeting minutes were posted but not emailed - Barb K. moves to table minutes until August. Sean R. seconds, motion approved.

### Review/approval of financials:

- P&L and Balance Sheet Barb K. explains that the income is low because the Seaside District income was not processed at the time of the report. Sean R. Moves to approve the balance sheet, Alec Seconds, motion carries.
- Expenditure report Sean R. Moves to approve the balance sheet, Alec Seconds, motion carries.
- Journal Entries Sean R. Moves to approve the balance sheet, Alec Seconds, motion carries.
- Petty Cash reconciliation There was no Petty Cash transactions
- Funds transfer from MM to checking account # \*7328 in the amount of \$26,398.96 Sean R. Moves to approve the balance sheet, Alec Seconds, motion carries.
- Funds transfer from MM to checking account # \*5881 in the amount of \$23,896.00 Sean R. Moves to approve the balance sheet, Alec Seconds, motion carries.

### Director's Report

- Vacation Time for Director: Ryan Hull has found that it is not feasible to be fully off in July per previous agreements because there are too many things to handle before August 1st.
- Teacher position: On teacher interview moving from New Jersey decided to take a position in Seaside due to a salary we cannot compete with. The section person interviewed is already retired and not a candidate. The fall back is to have R. Hull go back to Kindergarten teaching if a new hire is not in place by the school year start , while the search continues.
- Jennifer Stangland Medical Allowance: Ryan Hull recommended a \$500 dollar medical allowance for the 2022-23 school year. Barb K. noted that the operating budget accounted for 52 weeks of salary and as she is only working 50 weeks, the \$500 is covered in the budget.
- Enrollment update: Currently at 7 Kindergarten confirmed
- Next Board Meeting date change: The meeting date is changed to 4th week, August 24th.

### Old Business

*For the June Board Meeting please come prepared to discuss, approve, and or revise the policies that you've been assigned. Here is the list. Everyone should have 8 policies each.*

Phil: ACA to BCH  
Barb: BF to CHD  
Sean: DJ TO IGDB  
Alec: IGDB-AR TO IKE

*For the July Board Meeting, same as above and here is the list. Everyone should have 8 policies each.*

Phil: JB TO JFC

Barb: JFCA TO JFCJ  
Sean: JFG TO JHC  
Alec: JHCC TO JHF

For the August Board Meeting, same as above and here is the list. For the last month Phil and Barb have 5 and Sean and Alec have 4

Phil: JHFA TO JHFF  
Barb: JO TO KAB  
Sean: KAB-AR TO KI  
Alec: KK TO LGA

- Policy Approval - 1st Round
  - DJ Purchasing - **Sean R. made general comments through the documents to change wording like “district” to The Cannon Beach Academy”. Barb K. says she will have the business manager make those changes consistent across all the policies.**
  - GBA Gifts and Solicitations **There were questions about using the word “discouraged”. The Board decided to remove that sentence as the amount of gifts is covered in a subsequent sentence.**
  - GBNAA Cyberbullying
  - GCPD Disciplining and Dismissing Staff - **There were questions about combining these into a single policy but the Board decided to leave them as is.**
  - GCPD-AR
  - GCPD
  - IGBI EnglishLanguageLerners **Spelling is to be checked.**
  - IGDB Student Publications
  - IGDB Student PublicationsAR

**Barb K. moves to approve the policies Dj through IGDB, Alec seconds, motion carries.**
- Policy Approval - 2nd Round
  - JB Equal Educational Opportunity **Questions were raised in these sections as to how staff is trained to be in compliance. Barb K. noted that in the past it has happened at the beginning of the school year during teacher in-service. It was noted that policies that reference the founding of the school with “year one” should have that reference eliminated. It was noted that a student handbook is published with these policies. Also noted is that at the beginning of each year the Seaside District informs CBA of new policies it adopts.**
  - JBA Sexual Harassment Complaint Procedure
  - JBA Sexual Harassment Policy
  - JEBA Entrance Age
  - JEC Charter School Enrollment
  - JEDA Truancy
  - JF Student Rights and Responsibilities
  - JFC Student Conduct
  - JFCA Student Dress and Grooming
  - **Barb K. Moves to approve all policies JFCA through JFCJ, Alec Seconds, Motion Carries**
  - JFCB Care of District Property by Students
  - JFCF Bullying Procedures
  - JFCF Bullying
  - JFCG Alcohol, Tobacco and or other Drugs-AR
  - JFCG Use of Tobacco, Alcohol or Drugs AR
  - JFCG Use of Tobacco, Alcohol or Drugs
  - JFCJ Weapons
  - JFG Student Searches
  - **Sean noted that many policies say the “director shall develop” and he is interested if these policies or statements have been completed. Barb K. moves to approve all policies JFG - JHC, Sean Seconds, Motion Carries**
  - JG Student Discipline
  - JGA Corporal punishment
  - JGAB Use of Restraint and Seclusion AR
  - JGAB Use of Restraint and Seclusion
  - JGD Suspension
  - JGE Expulsions
  - JHC Student Health Services and Requirements
  - JHCC Procedures for Dealing with Students Having HIV, AIDS or HBV

- JHCCA Students - HIV and HBV
- JHCCB Students HIV
- JHCCBA Hepatitis B (HBV)
- JHCCC Infection Control - HIV AIDS HBV HCV
- JHCD-ARAdministering Noninjectable Medicines to Students
- JHCDA Administering Injectable Medicines to Students
- JHF Student Safety

**Barb K. notes that emergency Covid rules should be in the Handbook. Alec H. noted that the State will issue updates on those rules in August per Ryan H. notes from the last board meeting. Sean asked if we are required to have an epipen? Alec moves to accept all policies JHCC - JHF, Sean Seconds, Motion carries.**

**Phil: JB-JFC**

**Barb: JFCA-JFCJ**

**Sean: JFG-JHC**

**Alec: JHCC-JHF**

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#### New Business

- Re-evaluating the Director's Vacation period **The Board agreed that the Director can balance time required for the school in July with other days during the year, but also wants to stress the need for well being over the school year.**
- Set up Jennifer Stangland's Medical Allowance **Motion for Jennifer Stangland Medical Allowance: Alec H moves that a \$500 dollar allowance be allocated to Jennifer Stangland for the 2022/23 year to assist in the private purchase of medical insurance. Barb K. seconds, Motion Carries**

#### Good of the order?

- Alec H. updated the board on his research for advertising in local newspapers. The board agreed it was a good idea for both boosting enrollment but also raising awareness of the school in the community. Alec also noted that the Cannon Beach Gazette was willing to do a story / interview with Ryan about the school. The costs below are for the Cannon Beach Gazette. Two board members agreed to donate funds for the purchase of a ½ page ad and look into a possibility of the Seaside and Warrington paper. **Alec will move forward with getting the ads going as soon as possible.**

- FULL PAGE 10.737"W X 21.5"H

- Color \$999.75

- B/W \$741.75

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- 1/2 PAGE 10.737"W X 10.50"H

- Color \$488.25

- B/W \$362.25

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- 1/4 PAGE 5.3"W X 10.50"H

- Color \$244.13

- B/W \$181.13

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- 1/8 PAGE 5.3"W X 5"H

- Color \$116.25

- B/W \$86.25

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- -MULTIPLE INSERTIONS COULD RESULT IN DISCOUNTS.

- -AD DESIGN IS INCLUDED/PROOFS ISSUED

- -CANNON BEACH GAZETTE PRINTS EVERY OTHER FRIDAY, NORTH COAST CITIZEN PRINTS EVERY OTHER THURSDAY.

- HEADLIGHT HERALD EVERY WEEKLY.

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- Katherine Mace

- Media Consultant-Country Media, Inc.

- Serving the offices

Next meeting August 24th

**Adjourn**