



Cannon Beach Academy Board Meeting Minutes

Wednesday, September 15th 2021 @ 5:45pm

Meeting on location at CBA

Optional - Google Meet:

Link: <https://meet.google.com/kou-mwzr-cpk>

Or dial: +1 320-318-3135 PIN: 418 978 902#

Call to Order @ 5:45

General Welcome by Phil Vincent

Roll Call - Board Members: Phillip Vincent, Barb Knop, David DeBondt, Sean Radway (joins at 5:50 pm)

Faculty - Ryan Hull

Visitors - None present

Approval of Agenda- Barb moves to approve as submitted, David seconds, approved

Approval of last meeting minutes - seam moves to approve aug minutes, david seconds.

Approved. Barb abstains.

The motions to review / approve Financials for cannon beach academy - Barb reports, that there was a delay in publishing financials prior to the board meeting due to one account not being reconciled. All information was checked and double checked and then reports were published.

Sean radway brings up a possible oversight on a property and liability insurance payment that reflected last year and is not reflected on this years P&L and balance sheet.

P&L and Balance Sheet - david moves, sean seconds. approved.

Expenditure report - no expenditure report has been received from the business manager for august.

Journal Entries -

Petty Cash reconciliation -

\$ transfer from money market to #

\$ transfer from money market to #

Other transfers – PPP Account - remove from agenda, balances are at \$0.

Since we cannot approve the transfers due to no expenditure reports, we cannot transfer without the expenditure report. Items are all tabled until further notice if we need to transfer we will call a special meeting to approve transfers.

Business Manager Report

Audit update - Tabled, not furnished from business manager. The audit is on schedule

Facilities

Mold Services- coordinating with mr hull to schedule a time to do the mold remediation.

Fencing - not paying second half of bill until the fence is fixed to standard by ricks

fencing.

Tree Removal - david working on permit

Wood chips - mr hull is coordinating. will explore other bids if possible. Mr Hull is authorized by the board to make this happen per his discretion. Barb moves to approve this authorization for mr hull to accept the bid and move forward to not exceed \$2K per his discretion. Sean seconds. Approved.

Director's Report

Enrollment - current - 50 students that have actually attended school

Mo's donation - Reached out to mr hull and are donating \$2k to the school. This year they are allowing the teachers to pick out supplies versus just buying what they think they need. Will ask them about the amazon smile program as well.

Hiring for 2021-22 - One person was hired for special education assistant, then decided not to take the job. Another person decided to take the job. School is fully staffed for the 21-22 year.

COVID Report - 1 positive case with an employee. All local and state guidelines were followed and the school is cleared to remain open. Mr hull notified the students and parents. Answered parents questions and most of it was positive communication. The families that wanted to, are keeping the kids home from school. Otherwise, everyone was satisfied with the procedures of the school.

FSA - The issues have been resolved and 2 orders have been received. Up and running with the FSA online system. Mr hull is in close contact with their rep and they are amazingly supportive.

Old Business

Director Search - sean needs help completing the job posting. There are questions about the salary, benefits, job description/duties/responsibilities of the director position to complete the job posting. Is requesting a work session.

Credit Card - question from the business manager if the interim director needs to have their name on the academy credit card. CC is not tied to an individual, rather the business. It is not needed to get a new credit card, but rather to continue using the card with amy's name on it.

Barb states that the liability insurance was paid in july which is why it did not appear on augusts this year. School is properly covered.

New Business

COVID Testing - Sean is proposing to send a letter out to the parents encouraging the parents to get vaccinated. Most of the board members agree that this should be sent out. David does not. David will abstain from all covid vaccination related topics per david. Also, there are state agencies that provide screening for students and another for staff. . There will be additional information as far as the testing programs. Mr Hull has coordinated with various agencies to provide the testing for CBA. There is a suggestion that a vaccination center should be set up at the school to help get kids vaccinated, when that is available. A poll about interest should be conducted.

Signatory update - The written approved minutes to remove amy are complete. But have not been brought to the bank to get the situation resolved. Jennifer and Barb are both current signers as well currently.

Sean moves that we add ryan hull to checking 5881, mm 0432, checking 7328. David seconds. Approved

It is revealed to the board that the business manager does not live in oregon anymore. Ryan does most of the daily operations that she used to do. She has a CBA computer to use for working on school business.

Work Session for October - scheduled for october 6, 2021.

Good of the order - none

Adjourn -