

# Crater Lake Charter Academy

Board of Directors Meeting Minutes

January 27, 2017 | 1:00pm

140 East Main St. | Eagle Point, OR 97524

**1. Call to Order / Pledge of Allegiance**

**Board Chair Dr. Mannenbach called the meeting to order at 1:05pm**

*Board Members Present: James Mannenbach; Kirk Roberts; Rob Miller (Electronically)*

*Board Members Absent: Sara Espinoza; Jeremy Durst*

*Staff Members Present: Jonathan Bilden; Diane Kinney*

**2. Agenda Adoption**

**The agenda was adopted by unanimous consent.**

**3. Public Comment**

There was no public comment.

**4. Presentations**

There were no presentations.

**5. Reports**

**5.1 Board Reports**

There was no Board reports.

**5.2 Staff Reports**

**5.2.1 Executive Report:**

Mr. Wood reported that the school is moving into the second semester at this time and school operations are moving along smoothly.

**5.2.2 Instruction Report:**

Mrs. Kinney report that the school's instructional work is moving along at full speed, and she is stepping into her new role nicely, even with the learning curves.

**5.2.3 Operations Report:**

Mr. Bilden reported that the school is fully working on the charter contract with the school district and planning on having everything wrapped up by March 31, 2017. In addition, the annual financial audit is included in this meeting's action items.

**5.3 Committee Reports**

**5.3.1 Site Council Report**

There was no Site Council report.

- 5.3.2 CLCA Foundation Report  
There was no CLCA Foundation report.

## 6. Action Items

### 6.1 Consent Agenda

- 6.1.1 Meeting Minutes from November 17, 2016
- 6.1.2 Midyear Financial Report
- 6.1.3 Midyear Enrollment/Attendance Report
- 6.1.4 Personnel Action
- 6.1.5 Edgenuity Service Contract

**Moved by Kirk Roberts and seconded by James Mannenbach to approve the Consent Agenda.**

**Aye: 3 (Roberts; Mannenbach; Miller)**

**Nay: 0**

**Absent: 2 (Espinoza; Durst)**

### 6.2 Unfinished Business

- 6.2.1 Resolution #1 - Corporate Officers and Administrators  
The resolution presented would add the position of Chief Instructional Officer and Director of Instruction to the list of corporate officers and administrators.

**Moved by Kirk Roberts and seconded by James Mannenbach to approve the amendment to Resolution #1, Corporate Officers and Administrators as presented.**

**Aye: 3 (Roberts; Mannenbach; Miller)**

**Nay: 0**

**Absent: 2 (Espinoza; Durst)**

- 6.2.2 Resolution #2 - Designated Acting Officers and Administrators  
The resolution presented would add the position of Chief Instructional Officer and Director of Instruction to the list of designated acting officers and administrators.

**Moved by Kirk Roberts and seconded by James Mannenbach to approve the amendment to Resolution #2, Designated Acting Officers and Administrators.**

**Aye: 3 (Roberts; Mannenbach; Miller)**

**Nay: 0**

**Absent: 2 (Espinoza; Durst)**

- 6.2.3 Resolution #7 - School Hearings Officer

The resolution presented would add the position of Chief Instructional Officer and Director of Instruction to be the deputy schools hearing officers.

**Moved by Kirk Roberts and seconded by James Mannenbach to approve the the amendment to Resolution #7, School Hearing Officer.**

**Aye: 3 (Roberts; Mannenbach; Miller)**

**Nay: 0**

**Absent: 2 (Espinoza; Durst)**

### **6.3 New Business**

#### **6.3.1 Resolution #14 - 2015/2016 Financial Audit**

The Board was presented with the 2015/2016 Financial Audit, which was completed by the audit firm KDP Certified Public Accountants, LLP. There were no questions from the Board on the audit.

**Moved by Kirk Roberts and seconded by James Mannenbach to approve Resolution #14, 2015/2016 Financial Audit.**

**Aye: 3 (Roberts; Mannenbach; Miller)**

**Nay: 0**

**Absent: 2 (Espinoza; Durst)**

#### **6.3.2 Resolution #15 - Board Operating Guidelines for 2017/2018**

The Board reviewed proposed operating guidelines for the 2017/2018 school year as presented by the Board Chair. Final operating buildings for the new school year will be drafted by the administration and reviewed by the Board at a later time.

**Moved by Kirk Roberts and seconded by James Mannenbach to approve Resolution #15, Board Operating Guidelines for 2017/2018.**

**Aye: 3 (Roberts; Mannenbach; Miller)**

**Nay: 0**

**Absent: 2 (Espinoza; Durst)**

#### **6.3.3 Resolution #16 - Employee Catastrophic Leave Bank**

The Board was presented with a policy to develop and enact a catastrophic leave bank to assist employees who would need more leave than allotted each year due to true emergencies.

**Moved by Kirk Roberts and seconded by James Mannenbach to approve Resolution #16, Employee Catastrophic Leave Bank.**

**Aye: 3 (Roberts; Mannenbach; Miller)**

**Nay: 0**

**Absent: 2 (Espinoza; Durst)**

**6.3.4 Resolution #17 - Administrative Office Building Rental**

The Board was presented with a request to investigate building rentals for the administrative office of the organization. The Board would have to give final approval for any rentals.

**Moved by Kirk Roberts and seconded by James Mannenbach to approve Resolution #17, Administrative Office Building Rental.**

**Aye: 3 (Roberts; Mannenbach; Miller)**

**Nay: 0**

**Absent: 2 (Espinoza; Durst)**

**6.3.5 Resolution #18 - Central Point Campus Building Rental**

The Board was presented with a request to investigate building rentals for Central Point campus for the organization. The Board would have to give final approval for any rentals.

**Moved by Kirk Roberts and seconded by James Mannenbach to approve Resolution #18, Central Point Campus Building Rental.**

**Aye: 3 (Roberts; Mannenbach; Miller)**

**Nay: 0**

**Absent: 2 (Espinoza; Durst)**

**6.3.6 Resolution #19 - 2017/2018 Staffing Positions Model**

The Board was presented with an outline for staffing positions for the new school year, which would require the administration to come back to the Board at the next Board meeting in March for action on a final staffing positions list.

**Moved by Kirk Roberts and seconded by James Mannenbach to approve Resolution #19, Staffing Positions Model.**

**Aye: 3 (Roberts; Mannenbach; Miller)**

**Nay: 0**

**Absent: 2 (Espinoza; Durst)**

**6.3.7 Resolution #20 - Approval of Corporate Restructuring**

The Board was presented with a request action from the Board to change the legal name of the organization from Crater Lake Charter Academy, Inc. to Community Ed, Inc. In

addition, the corporation would register the name Crater Lake Charter Academy as an assumed business name under the new corporate name.

**Moved by Kirk Roberts and seconded by James Mannenbach to approve Resolution #20, Approving changing the name of the corporation from Crater Lake Charter Academy, Inc. to Community Ed, Inc. .**

**Aye: 3 (Roberts; Mannenbach; Miller)**

**Nay: 0**

**Absent: 2 (Espinoza; Durst)**

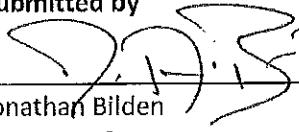
**7. Executive Session**

There was no executive session.

**8. Adjournment**


Board Chair Dr. Mannenbach adjourned the meeting at 1:17pm.

Submitted by

  
\_\_\_\_\_  
Jonathan Bilden  
Corporate Secretary

1/28/2017  
\_\_\_\_\_  
Date

ATTEST

  
\_\_\_\_\_  
James Mannenbach  
Board Chair