

# Crater Lake Charter Academy, Inc.

Budget Committee Meeting Minutes

March 9, 2016 | 5:30pm

140 East Main St. | Eagle Point, OR 97524

1. Call to Order / Pledge of Allegiance

Mr. Miller, Committee Chair, called the meeting to order at 5:30pm.

Members present: Rob Miller, James Mannenbach, Sara Espinoza, Jody Crowe, Becky Rademacher.

Members Absent: Kirk Roberts, Jeremy Durst, Candy Millard.

Staff Members: Bryan Wood, Jonathan Bilden, Wendy Daw, Diane Kinney, Amy Banta, Yvonne Shafer

2. Agenda Adoption

The agenda was adopted unanimously.

3. Public Comment

There was no public comment.

4. Presentations

4.1 Presentation of the Proposed Operating Budget for 2016/2017

Mr. Wood, Executive Director of Crater Lake Charter Academy, made the presentation to the committee on the proposed budget for 2016/2017. Mr. Wood reviewed any items of question the committee had, and there was no dissent during the presentation by committee members.

5. Action Items

5.1 Unfinished Business

5.2 New Business

5.2.1 Approval of the Operating Budget for 2016/2017

It was moved by Yvonne Shafer and seconded by Wendy Daw to approve the proposed Budget for 2016/2017, with total revenue of \$2,005,240 and total expenses of \$1,636,288.41.

Aye: 8

Nay: 0

6. Adjournment

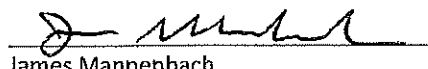
Mr. Miller adjourned the meeting at 5:46pm.

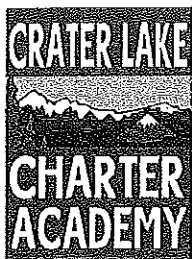
SUBMITTED BY:

  
Jonathan A. Bilden  
Corporate Secretary

3/10/2016

ATTESTED:

  
James Mannenbach  
Board Chair



# Crater Lake Charter Academy, Inc.

Board of Directors Meeting Minutes

March 28, 2016 | 5:30pm

140 E. Main St. | Eagle Point, OR 97524

## 1. Call to Order / Pledge of Allegiance

Mr. Mannebach called the meeting to order at 5:52pm

*Board Members present:* James Mannenbach, Rob Miller, Kirk Roberts (via phone)

*Board Members absent:* Sara Espinoza, Jeremy Durst

*Senior Staff present:* Bryan Wood, Jonathan Bilden

## 2. Agenda Adoption

The agenda was adopted unanimously.

## 3. Public Comment

## 4. Presentations

### 4.1 2016/2017 Operating Budget

Mr. Wood presented the budget to the Board. There were no questions from Board members.

## 5. Reports

### 5.1 Board Reports

#### 5.1.1 Board Treasurer Report

Mr. Miller reported on the Budget Committee work and the proposed budget.

### 5.2 Officer Reports

#### 5.2.1 Chief Executive Officer Report

##### School Operations Update

Mr. Wood reported that a lot of work is being focused on keeping students on track for graduation. Freshman on track for graduation is over 75% mark, which is better than most all schools in the region and keeps the school on track to meet the goal of 100% by the fall. Staff is willing to volunteer time during the summer to assist in keeping students on track through a summer school. In addition, Mr. Wood feels that this year's graduation rate should meet or exceed 80%>

#### 5.2.2 Chief Academic Officer Report

##### Academic Report

Report was included in the School Operations Update.

##### Enrollment Report

CLCA has been steady at 250 students with a waiting list over 30 students for this year. Open enrollment for the 201/2017 school year opens April 1st, with an enrollment lottery night taking place on May 5th, the Board will be invited to take part in the night.

#### 5.2.3 Chief Business Officer Report

**Financial Report**

Mr. Bilden reported that the third quarter financial statement shows that CLCA will finish the year with money in reserve in excess

**Human Resources**

Mr. Bilden added a new Academic Services Assistant and moved the person in the position prior to serve as the Business Services Assistant. In addition, Mr. Wood will attend the job fair next week to look for qualified individuals for

**5.3 Committee Reports**

**5.3.1 CLCA Foundation Report**

There was no CLCA Foundation Report

**5.3.2 Site Council Report**

There was no Site Council Report

**6.Action Items**

*Dr. Mannenbach*

**6.1 Consent Agenda**

**6.1.1 Board Meeting Minutes from January 17, 2016**

**6.1.2 Budget Committee Meeting Minutes from March 9, 2016**

**6.1.3 Third Quarter Financial Statement (January –March)**

**6.1.4 Personnel Action**

**Moved by Rob Miller and seconded Kirk Roberts by to approve**

**Ayes: 3(Mannenbach, Miller, Roberts, )**

**Nays: 0**

**Absent: 0**

**6.2 Unfinished Business**

**6.2.1 Adoption of Resolution 2015/2016 #29: Operating Budget for 2016/2017**

The Board of Directors reviewed the proposed operating budget for the 2016/2017 school year, as proposed by the Budget Committee, approving \$2,005,240 in total revenue and \$1,636,288.41 in total expenditures. There was no questions from Board members.

**Moved by Rob Miller and seconded Kirk Roberts by to approve**

**Ayes: 3 (Mannenbach, Miller, Roberts, )**

**Nays: 0**

**Absent: 0**

**6.2.2 Amendment of Resolution 2015/2016 #25: Student Enrollment Numbers for 2016/2017**

The Board of Directors reviewed the proposed student enrollment caps for the 2016/2017 school year, with a total maximum of 265 students to be allowed enrolled at CLCA.

**Moved by Rob Miller and seconded by Kirk Roberts to approve**

**Ayes: 3 (Mannenbach, Miller, Roberts, )**

**Nays: 0**

**Absent: 0**

6.3 New Business

6.3.1 Approval of Resolution 2015/2016 #30

Allows for the out of state travel for CLCA students on a school trip to Disneyland which is being coordinated by the CLCA Foundation. Mr. Wood and Mr. Lester will be traveling with the students as will student parents.

Moved by James Mannenbach and seconded by Rob Miller to approve

Ayes: 3(Mannenbach, Miller, Roberts, )

Nays: 0

Absent: 0

7.Executive Session

There was no executive session.

8.Adjournment

Dr. Mannenbach adjourned the meeting at 6:09pm.

Submitted by



Jonathan A. Bilden  
Board Secretary

Attested:



James Mannenbach  
Board Chair