

# Crater Lake Charter Academy, Inc.

Board of Directors Meeting Minutes

May 16, 2016 | 5:30pm

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

## 1. Call to Order / Pledge of Allegiance

Dr. Mannebach called the meeting to order at 5:40pm

*Board Members present:* James Mannenbach, Rob Miller, Sara Espinoza

*Board Members absent:* Kirk Roberts, Jeremy Durst

*Administrative Staff present:* Bryan Wood, Jonathan Bilden

## 2. Agenda Adoption

The agenda was adopted unanimously.

## 3. Public Comment

There was no public comment.

## 4. Presentations

### 4.1 2016/2017 CLCA Annual Report

Mr. Wood presented the Charter School's annual report, which was also given to the leadership of Eagle Point School District 9.

## 5. Reports

### 5.1 Board Reports

There were no Board reports.

### 5.2 Officer Reports

#### 5.2.1 Executive Officer Report

##### School Operations Update

Mr. Wood stated that he was pleased with the annual meeting he had with the leadership of Eagle Point School District 9 and felt the annual report was received well. He also reported to the Board that the CLCA high school graduation will be on Saturday, June 11th at 9:30am. There will be a breakfast following the ceremony.

#### 5.2.2 Academic Officer Report

##### Academic Report

Mr. Wood reported that the school is in the final run towards graduation and the end of the second semester for students, which means there is a lot going on at one time for the school and staff.

Wendy Daw, the Academic Services Manager, reported that the 2016 CLCA Prom dance went well with 57 students attending. The dance was held in the gym, with the staff and leadership students working to put on the event. She also reported that the CLCA Foundation will be hosting a carnival night on the 4th of July at Eagle Point High School football stadium prior to the fireworks show.

Diane Kinney, High School Head Teacher, reported that the CLCA freshman on track to graduate has seen a significant increase since last year and is well over 80%. This is an important stat, which will lead to higher success for CLCA high school students. She also reported that the graduation rate for the current school year will be over 85% with over 20 students graduating in this year's ceremony.

**5.2.3. Business Officer Report**

**Financial Report**

Mr. Bilden reported that the school is looking at an increase in revenue from the 2014/2015 school year and a final state school funds adjustment for the current school year. These payments will be coming in the next few weeks, which should be roughly \$100,000.

**Human Resources**

Mr. Bilden reported on the staffing model that will be worked on by the Board later in the meeting. This staffing model will represent an increase in the total percentage of the budget spent on staffing, increasing from 60% to roughly 75%. This was partly done as there will no longer be a capital construction requirement on the budget as there was this year.

**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 March 28, 2016
- 6.1.2 April Financial Statement
- 6.1.3 Personnel Action
- 6.1.4 Academic Year Calendar

Moved by Rob Miller and seconded Sara Espinoza by to approve the consent agenda

Ayes: 3 (Mannenbach, Miller, Espinoza)

Nays: 0

Absent: 2 (Roberts, Durst)

**6.2 Unfinished Business**

There was no unfinished business.

**6.3 New Business**

**6.3.1 Approval of Resolution 2015/2016 #31: 2016/2017 Staffing Model**

Mr. Wood and Mr. Bilden reported to the Board that the proposed staffing model would increase the total staff numbers to 24.5 FTE, with 19.5 FTE of this number working directly with students in the learning centers. The positions will be posted in the coming weeks to have the new hires on board prior to the start of the new school year. There were no Board questions.

Moved by Sara Espinoza and seconded by Rob Miller to approve Resolution 2015/2016 #31:  
2016/2017 CLCA Staffing Model.

Ayes: 3(Mannenbach, Miller, Espinoza)

Nays: 0

Absent: 2 (Roberts, Durst)

6.3.2 Approval of Resolution 2015/2016 #32:Operations Bill from Eagle Point School District 9

Mr. Bilden reported that Eagle Point School District 9 submitted their annual bill to the Charter School for operation costs for the amount of \$181,244.43. The bill includes building rent, utilities, technology usage, technology software and district general support services. The Board asked that the administration talk with the school district officials about keeping some of the costs under control from spiking too high in years to come.

Moved by Rob Miller and seconded by Sara Espinoza to approve Resolution 2015/2016 #32:  
Operations Bill from Eagle Point School District9.

Ayes: 3(Mannenbach, Miller, Espinoza)

Nays: 0

Absent: 2 (Roberts, Durst)

7.Executive Session

There was no executive session.

8.Adjournment

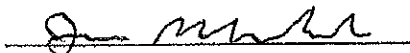
Dr. Mannenbach adjourned the meeting at 6:31pm.

Submitted by



Jonathan A. Bilden  
Corporate Secretary

Attested:



James Mannenbach  
Board Chair