

# Crater Lake Charter Academy, Inc.

Board of Directors Meeting Minutes

June 27, 2016 | 5:30pm

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

## 1. Call to Order / Pledge of Allegiance

Board Chair Mannenbach called the meeting to order at 5:48pm.

*Board members present: James Mannenbach; Rob Miller; Sara Espinoza*

*Board members absent: Kirk Roberts; Jerney Durst*

*Staff members present: Bryan Wood; Jonathan Bilden*

## 2. Agenda Adoption

The meeting agenda was adopted unanimously by the Board members present.

## 3. Public Comment

There was no public comment

## 4. Presentations

There were no presentations

## 5. Reports

### 5.1 Board Reports

### 5.2 Staff Reports

#### 5.2.1 Executive Officer Report

Mr. Wood reported that the school year ended on a high note, with 20 students walking in graduation. He was very grateful to the Board for their support in helping Crater Lake Charter Academy achieve amazing levels of success after only just two years in operations.

#### 5.2.2 Academic Officer Report

Academic Manager Report: Mrs. Daw reported that

Head Teacher's Report: Mrs. Kinney, Secondary Head Teacher, reported

#### 5.2.3 Business Officer Report

Financial Report

Human Resources

### 5.3 Committee Reports

There were no committee reports

## 6. Action Items

### 6.1 Consent Agenda

6.1.1 Board Meeting Minutes from May 16, 2016

6.1.2 June Financial Statement

6.1.3 Board Member Service Appointment

Moved by Rob Miller; Seconded by Sara Espinoza to approve the Consent Agenda. There was no discussion.

**Ayes: 3 (James Mannenbach; Rob Miller; Sara Espinoza)**

**Nays: 0**

**Absent: 2 (Kirk Roberts; Jeremy Durst)**

### 6.2 Unfinished Business

**6.2.1** Amendment to Resolution 2015/2016 #29: 2016/2017 Operating Budget

Mr. Bilden talked to the Board about needing to adjust the amount of dollars allocated to staffing in the coming budget.

Moved by Rob Miller; Seconded by Sara Espinoza for authorization to receive revenue in the amount of \$2,024,457.20, with \$1,606,298.40 from the State School Fund and \$418,158.80 from the beginning fund balance. Authorization is granted to expend funds in the amount of \$1,857,399.10, with \$846,426.47 on Instruction and \$1,010,972.63 on Support Services. There was no discussion.

**Ayes: 3 (James Mannenbach; Rob Miller; Sara Espinoza)**

**Nays: 0**

**Absent: 2 (Kirk Roberts; Jeremy Durst)**

**6.3 New Business**

**6.3.1** Adoption of Resolution 2015/2016 #33: Adoption of Staff Evaluation and Contracts

Mr. Wood and Mr. Bilden talked to the board about the annual evaluation of staff and the need to update contracts for all returning staff. All contracts will run through June 30, 2017, the same day as the charter school's contract with Eagle Point School District 9.

Moved by Sara Espinoza; Seconded by Rob Miller to approve Resolution 2015/2016 #33, adoption of staff evaluations and contracts. There was no discussion.

**Ayes: 3 (James Mannenbach; Rob Miller; Sara Espinoza)**

**Nays: 0**

**Absent: 2 (Kirk Roberts; Jeremy Durst)**

**6.3.2** Adoption of Resolution 2015/2016 #34: Department/Program Assignment

Mr. Wood talked to the board about what the different academies, departments and centers would look like for the coming school year, with the Board needing to give final approval to designate this information.

Moved by Rob Miller; Seconded by Sara Espinoza to approve Resolution 2015/2016 #34: Department/Program Assignment. There was no discussion.

**Ayes: 3 (James Mannenbach; Rob Miller; Sara Espinoza)**

**Nays: 0**

**Absent: 2 (Kirk Roberts; Jeremy Durst)**

**6.3.3** Adoption of Resolution 2015/2016 #35: Designation of Staffing Assignments

Mr. Wood talked to the board about the designation of staff assignments, which the attachment to the resolution showed where each staff member would serve.

Moved by Sara Espinoza; Seconded by Rob Miller to approve Resolution 2015/2016 #35: Designation of Staffing Assignments. There was no discussion.

Ayes: 3 (James Mannenbach; Rob Miller; Sara Espinoza)

Nays: 0

Absent: 2 (Kirk Roberts; Jeremy Durst)

6.3.4 Adoption of Resolution 2015/2016 #36: Adoption of Staffing Compensation

Mr. Wood shared the compensation chart the administration is recommending for approval. The compensation listed is based on other school systems and gives CLCA staff room to grow in the coming years.

Moved by Rob Miller; Seconded by Sara Espinoza to approve Resolution 2015/2016 #36: Adoption of Staffing Compensation. There was no discussion.

Ayes: 3 (James Mannenbach; Rob Miller; Sara Espinoza)

Nays: 0

Absent: 2 (Kirk Roberts; Jeremy Durst)

7. Executive Session

Board Chair Mannenbach called the board into executive session at 6:09pm, according to:

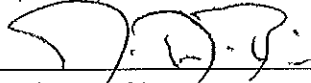
*ORS 192.660(2)(f), To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.*

Board Chair Mannenbach adjourned the Board from executive session at 6:22pm.

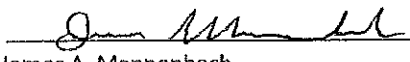
8. Adjournment

Board Chair Mannenbach adjourned the meeting at 6:22pm.

Respectfully Submitted

  
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Jonathan A. Bilden  
Corporate Secretary

APPROVED:

  
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James A. Mannenbach  
Board Chairman