



# Crater Lake Charter Academy

Board of Directors Meeting Minutes

July 20, 2015 | 5:30pm

129 S. Platt Ave. | Eagle Point, OR 97524

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

The meeting was called to order by Board Chairman Mannenbach at 5:34pm, who led the Pledge of Allegiance.  
*Board members present:* James Mannenbach, Rob Miller, Sara Espinoza, Kirk Roberts and Jeremy Durst  
*Staff members present:* Bryan Wood and Jonathan Bilden

**2. Agenda Adoption**

The meeting agenda was adopted unanimously with the tabling of the June 15, 2015 Meeting Minutes from the Consent Agenda and addition of the construction budget.

**3. Public Comment**

There was no public comment.

**4. Presentations**

There were no presentations.

**5. Reports**

**5.1 Board Reports**

It was reported that there will be a parent night on Thursday, April 23<sup>rd</sup>.

**5.2 Staff Reports**

Executive Director Report

The Executive Director reported that the staff is on vacation and he is heading up the small group that is left on daily operations. The new school site moving along and seems to be on track for completion by the mid August date for move in.

Budget Report

The Executive Director discussed the review of the construction budget, which is included in the consent agenda. The final year's numbers from 2014/2015 appear to be on target. The staffing budget for 2015/2016 is still in flux as employee hiring's are being finished.

Enrollment Report

The enrollment list for the 2015/2016 school year is at 246 currently. Board Chair Mannenabch asked for a breakdown of grade level and residency for the next Charter Board meeting.

Board Secretary Report

The General Manager reported that his report was submitted as part of the meeting packet. Part of his current work is meeting government deadlines, including the IRS, Department of Justice and Department of State.

**5.3 Committee Reports**

There were no reports.

**6. Action Items**

**6.1 Election of Officers**

**6.1.1 Board Chair Elections**

Kirk Roberts nominated James Mannenbach to serve as Board Chair for the 2015/2016 school year. Nominations closed and James Mannenbach was elected Board Chair by a unanimous vote.

**6.1.2 Board Vice Chair Elections**

Sara Espinoza nominated Kirk Roberts to serve as Board Vice Chair for the 2015/2016 school year. Nominations closed and Kirk Roberts was elected Board Vice Chair by a unanimous vote.

**6.1.3 Board Treasurer Elections**

James Mannenbach nominated Rob Miller to serve as Board Treasurer for the 2015/2016 school year. Nominations closed and Rob Miller was elected Board Treasurer by a unanimous vote.

**6.1.4 Board Secretary Elections**

James Mannenbach nominated Jonathan Bilden to serve as Board Secretary for the 2015/2016 school year. Nominations closed and Jonathan Bilden was elected Board Secretary by a unanimous vote.

**6.2 Consent Agenda**

**6.2.1 Meeting Minutes from June 15, 2015 Tabled until August Charter Board Meeting**

**6.2.2 May and June Financial Report**

**6.2.3 Operating Resolutions 1-10**

**6.2.4 Construction Budget**

Moved by Kirk Roberts; Seconded by Sara Espinoza to approve the Consent Agenda as presented with the exception of the June 15, 2015 Meeting Minutes and Resolution 2015/2016 #10, which both will be tabled until a future meeting. There was no discussion.

**Ayes: 5 (James Mannenbach; Jeremy Durst; Rob Miller; Sara Espinoza; Kirk Roberts)**

**Nays: 0**

**6.3 Unfinished Business**

**6.4 New Business**

**6.4.1 Resolution 2015/2016 #11: Creation of Education Fund**

The Charter Board approved creating a Education Fund to serve as the main fund raising tool for the school under the advise of a council. The Charter Board will retain all authority over fundraising and the General Manager will serve as the staff liaison to the Education Fund Council. The appointment of council members will follow the same procedures as other committee appointments in the school.

Moved by Rob Miller; Seconded by Kirk Roberts to Resolution 2015/2016 #11 as presented. There was no discussion.

**Ayes: 5 (James Mannenbach; Jeremy Durst; Rob Miller; Sara Espinoza; Kirk Roberts)**

**Nays: 0**

**6.4.2 Resolution 2015/2016 #12: 2015/2016 Staffing Contracts**

The Charter Board reviewed the proposed staffing contracts for employees at CLCA and the individuals who will serve in the established positions.

Moved by Rob Miller; Seconded by Sara Espinoza to approve Resolution 2015/2016 #12 as presented. There was no discussion.

**Ayes: 5 (James Mannenbach; Jeremy Durst; Rob Miller; Sara Espinoza; Kirk Roberts)**

Nays: 0

6.4.3 Resolution 2015/2016 #13: 2015/2016 Staffing Responsibilities

The Charter Board reviewed the proposed roles and responsibilities for the CLCA staff during the 2015/2016 school year.

Moved by Kirk Roberts; Seconded by Rob Miller to approve Resolution 2015/2016 #13 as presented. There was no discussion.

Ayes: 5 (James Mannenbach; Jeremy Durst; Rob Miller; Sara Espinoza; Kirk Roberts)

Nays: 0

6.4.4 Review of Mission, Vision and Goals Statement

The Charter Board reviewed the previous year's goals as well as the organization's mission and vision statements. The Charter Board members will have a month to think about the current goals and then take action on the goals during the August Charter Board meeting.

6.4.5 Action from Executive Session

The Charter Board held an executive session prior to taking action and made a motion to address issues from the executive session.

Moved by Rob Miller; Seconded by Kirk Roberts to authorize the Board Secretary to draft a memorandum of understanding to be added to the contract of employment for the Executive Director for a deadline of June 30, 2016 for having an active State of Oregon school administrator licenses and for holding a valid State of Oregon charter school administrator registration by July 31, 2015 with the Board Chair authorized to sign the completed MOU prior to August 1, 2015. There was no discussion.

Ayes: 5 (James Mannenbach; Jeremy Durst; Rob Miller; Sara Espinoza; Kirk Roberts)

Nays: 0

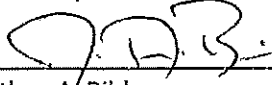
7. **Executive Session**

*ORS 192.660(2)(i), 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.*

8. **Adjournment**

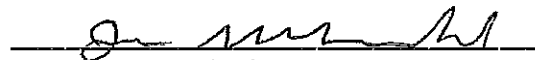
Chairman Mannenbach adjourned the meeting at 6:27pm.

Respectfully Submitted



Jonathan A. Bilden  
Board Secretary

APPROVED:



James A. Mannenbach  
Board Chairman