

Crater Lake Charter Academy, Inc.

Board of Directors Meeting Minutes

November 16, 2015 | 5:30pm

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

1. Call to Order / Pledge of Allegiance

The meeting was called to order by Chairman Mannenbach at 5:31pm, who led the Pledge of Allegiance.

Board members present: James Mannenbach, Rob Miller, Sara Espinoza and Jeremy Durst

Board members absent: Kirk Roberts

Staff members present: Bryan Wood, *Chief Executive Officer*; Jonathan Bilden, *Chief Business Officer/Board Secretary*; Diane Kinney, *Secondary Program Coordinator*.

2. Agenda Adoption

The meeting agenda was adopted unanimously.

3. Public Comment

There was no public comment

4. Presentations

There were no presentations

5. Reports

5.1 Board Reports

5.1.1 Board Treasurer Report

Mr. Miller reported on the monthly financials that are included in the Board packets. He further stated that he meets with the administration on the Fridays before the Board meetings to make sure the information being presented to the Board is accurate and any glaring questions are talked about. There were no questions from the Board.

5.2 Staff Reports

5.2.1 Chief Executive Officer Report

Organizational Update: Organizational restructuring during the Thanksgiving week, including repositioning setup of program locations. New hires will lower staff to student ratio.

CLCA Foundation Update: Wood thanked Jody & Molly Crowe and Bryon Millard for running the Chili Cook Off and Auction.

Jody Crowe spoke on the running of the event, including roughly 150 people in attendance. The event was held at the Eagle Point Grange Hall, with the use donated for free. The final numbers \$6,482 total raised, including all activities. The Foundation will be working on its next project. A long standing member of the community also kicked off fundraising for student scholarships. Great involvement from the students to help put on the event.

5.2.2 Chief Academic Officer Report

Enrollment Report: Wood reported that the enrollment is currently at 244, with a cap of 250 students, with students coming off of the waiting list. Wood gave an update on the current grade level counts.

Academic Report: Kinney reported that the high school is outpacing the work done by the high school students a year ago. Middle school and elementary are remaining on healthy academic growth.

Wood reported on an updated daily academic schedule that centers heavily on core academics.

5.2.3 Chief Business Officer Report

Financial Report: Bilden touched on the current financial statement

Business Services Restructuring Update:

CLCA Foundation Formation:

5.3 **Committee Reports**

5.3.1. Executive Committee

The Executive Committee meeting minutes are included under the consent agenda.

6. **Action Items**

6.1 **Consent Agenda**

- 6.1.1 Meeting Minutes from October 19, 2015
- 6.1.2 Meeting Minutes Executive Committee, October 30, 2015
- 6.1.3 Amending Annual Operating Resolutions (Res. 15-18)
- 6.1.4 CLCA Employment Roster with New Hires

Moved by Jeremy Durst; Seconded by Rob Miller to approve the consent agenda. There was no discussion.

Ayes: 4 (James Mannenbach; Jeremy Durst; Rob Miller; Sara Espinoza)

Nays: 0

Absent: 1 (Kirk Roberts)

6.2 **Unfinished Business**

6.2.1 Ratification of Resolution 2015/2016 #14

Resolution 2015/2016 #14 is an update to the organization's governance structure, job descriptions, selected Corporate Officer contracts and organizational charts and roles and responsibilities. The changes identify three administration officers, Chief Executive Officer, Chief Academic Officer and Chief Business Officer, who are empower with the operations of the organization.

Moved by Rob Miller; Seconded by Sara Espinoza to approve Resolution 2015/2016 #14. There was no discussion.

Ayes: 4 (James Mannenbach; Jeremy Durst; Rob Miller; Sara Espinoza)

Nays: 0

Absent: 1 (Kirk Roberts)

6.2.2 Ratification of Resolution 2015/2016 #19

Resolution 2015/2016 #19 calls for the corporate and business services to be handled by the Chief Business Officer as of January 1, 2016, ending the services agreement with Eagle Point

School District 9 to perform these duties. The Chief Business Officer may use vendors to perform some of these functions if deemed necessary, with Board approval.

Moved by Rob Miller; Seconded by Sara Espinoza to approve Resolution 2015/2016 #19. There was no discussion.

Ayes: 4 (James Mannenbach; Jeremy Durst; Rob Miller; Sara Espinoza)
Nays: 0
Absent: 1 (Kirk Roberts)

6.3 New Business

6.3.1 Approval of Resolution 2015/2016 #20

Resolution 2015/2016 #20 agrees to the amount to rent for the facility at 140 East Main Street, Eagle Point, Oregon as proposed by Eagle Point School District for the 2015/2016 School Year.

Moved by Rob Miller; Seconded by Jeremy Durst to adopt the presented external fundraising request form and application. There was no discussion.

Ayes: 4 (James Mannenbach; Jeremy Durst; Rob Miller; Sara Espinoza)
Nays: 0
Absent: 1 (Kirk Roberts)

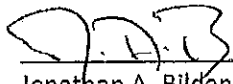
7. Executive Session

There was no executive session.

8. Adjournment

Chairman Mannenbach adjourned the meeting at 6:04pm.

Respectfully Submitted



Jonathan A. Bilden
Board Secretary

11/17/2016
Date

ATTEST:



James A. Mannenbach
Board President