

Kalmiopsis Community Arts High School  
Board of Directors  
Special Session

Friday, January 19, 2024

Kalmiopsis Community Arts High School Board of Directors met for a special session on Friday, January 19, 2024 at KCA, 341 E. Cottage Park Dr, Suite #2, Cave Junction, OR 97523.

Board members present: Ryan Forsythe (secretary), Terry Davis (treasurer), Lucy Becker and Emily Kelley (student representatives), Grace Hughes, Cody Zook, Amanda Selden-Dixon; via Zoom: Kimiko Maglio (chairperson)

Staff: Melissa DeNardo, Kaci Elder, Elishua Ferdon

The meeting began with social interaction time for board and staff at 1:30pm, with the discussion beginning at 2pm.

The following items were reviewed and discussed in a workshop setting:

- Teacher Leaders shared a list of areas they were seeking additional support for administrative, day-to-day, and long-range functions and activities. While recognizing their roles as administrators, they hope to be able to put more focus on the students and classroom activities. Examples of areas included governance/policy development, fundraising (seeking donations from hardware stores, office supply stores, etc.), facilities support (reviewing contracts, hiring contractors), hiring (developing and posting job descriptions, interviewing candidates), day-to-day tasks (desk and lunch coverage, dumping compost buckets), driving for field trips, and support with website/social media.
- Board members offered support in various areas, but it was also discussed that if KCA prioritized hiring an office manager, then that person would be able to take on many of the identified tasks and responsibilities. Together, we brainstormed a timeline and process for expediting the hiring process, with a job description made by Jan 22, posted on our website by Jan 23 and an ad in the IV News for Jan 24. Plan is for interviews on Feb 9, with possible second round on Feb 23.
- Kimiko will take the lead on policy development, focusing first on attendance/open campus policy and also hiring policies.
- The meeting concluded with staff and students sharing updates. Recent and upcoming activities at the school, including mention of Wizard Day, White Elephant Party, and (future) Whirlwind Theater Festival, Hatfield Futures Project, and more.

The special session was adjourned at 4:15pm.

Upcoming Meetings

- 5pm Monday January 29, 2024
- 5pm Monday, February 26, 2024
- 5pm Monday, April 1, 2024