

Kalmiopsis Community Arts High School  
Organizational Board Meeting

Monday, July 1, 2024

Board members present: Terry Davis (chairperson), Grace Hughes (treasurer), Ryan Forsythe (secretary), Cody Zook, Mindy King, Lucy Becker (student representative), Emily Kelley (student representative)

Via Zoom: Amanda Selden-Dixon

Teacher Leaders: Melissa DeNardo, Kaci Elder

Guests: Daniel Phleger

Excused Absence: Angie Graves

Facilitator: Terry / Minutes: Ryan

Meeting called to order at 5:10 pm.

- Welcome and land acknowledgment.
- Additions to agenda. Request to move job description/teacher hiring from Staff report to earlier in meeting, before Reports. **Mindy motions to approve the agenda as written. Grace seconds. Motion passes. Unanimous.**
- Approval of minutes from June 3 meeting. Cody motions to approve minutes. Seconded by Mindy. Approved. Unanimous.
- Public comments. Daniel Phleger shared a comment that as he has been working on the new facility, he has been getting really positive feedback from many members of the community.
- Staff: Hiring - Teacher Leader job description, process. Kayla shared about the job description she worked on with Kaci. The description focused on what makes teaching at KCA different from teaching at other schools. The description includes responsibilities before, during, and after the conclusion of the school year, and also responsibilities for teaching and administration. Kaci shared a focus on benefits and challenges. Ryan added compensation and benefits. Least developed is specific qualifications for the position. Kayla noted that we want to frontload expectations for this specific school, particularly for teachers who come with experience at different schools. Terry asked if we specifically asked about their specific understanding of child development. Language to that effect is included. Ryan shared that Kaci and Kayla focused on the job description because we are asking the Board for help in hiring new Teacher Leaders. Ideally we need staff to teach about 4-5 classes, and there is some flexibility in those classes, but preferably Language Arts-focused. Cody suggested forming a hiring committee now. Kayla suggested developing a list of responsibilities for the committee: advertising/promotion, developing questions, and interviews. Directors joining the hiring committee include Lucy, Terry, Cody, and Mindy and Grace after July 18. Timeline could include Kayla advertising next week, interviews at the end of July. We can advertise the position as open until filled with interviews beginning on or after July 22 and hoping for a position to start by August 12. Suggestions of places to post include in IV News, Daily Courier, Williams community facebook. Kayla will ask Jesse to add to our new website. Directors can share places to post with Cody and will bring to the Monday meeting. Cody and Terry and any interested parties will meet at 12pm on Monday, July 8 at CJ Coffee to finalize job description and plan next steps. Directors reviewed printed copies of the job description which Kaci passed out. Cody asked about pay relative to the school

district; Ryan noted it is currently about 15% less than first year Three Rivers pay. Directors shared that the job description looks great (great job, Kaci and Kayla).

- Reports
  - Financial Report - Ryan
    - Ryan reported on our account balances. He shared that our bank account totals as of the close of our fiscal year on June 30, including \$38,152.82 in checking and \$11,478.17 in savings for a total of \$49,623.99.
    - Ryan shared a Statement of Activity for June, with a reminder that in June we do not receive a payment from Three Rivers, but we still have our usual payroll and rent costs, so it is expected that expenditures will greatly exceed income. For June, our revenue was \$8145.80 with expenditures totaling \$51,365.07, for a net loss of \$43,219.27.
    - Ryan is in the process of compiling the revenue and expenditures for the fiscal year, which ended yesterday (June 30). He should have a full report at our next meeting, but it does look like we are ending the year with approx \$348,549 in revenue and \$303,548 in expenditures, meaning that over the course of the year, we did take in \$45,001 more than we spent.
    - Grant Report
      - Federal CSP grant. Kaci shared that tomorrow our final form should be approved, which should connect our bank account to our G5 account, so we may get our first payment within the next week.
      - Ford Family Foundation - Update. Ryan shared the news that we did not receive the grant we applied for to help with our facility renovation.
      - Carrico Family Foundation. Ryan has the final report to submit. He just needs it to be signed by Chairperson Terry and Treasurer Grace and then he can submit. Ryan will get their signatures after the meeting.
      - Haines & Friends. The foundation is open for submissions. Melissa plans to submit a request. board approval to seek a grant for \$5,000.  
**Cody motions the Board support Melissa in pursuing this grant, for \$5000 from Haines & Friends. Grace seconds. Motion passes. Unanimous.**
  - Community and Culture
    - Enrollment update. For next year, we have 43 presently enrolled: 5 for 9th grade, 16 sophomores, 13 juniors, and 9 seniors. We also have one sophomore on a waitlist.
    - Melissa shared that Shu is continuing with KXCJ for the summer. He's working with Philip at the station to set up a workstation for our students and they can earn credit for it.
  - Location / Facilities
    - Ryan and Melissa shared a list of our expenses so far for the facility renovation project for the month of June. Melissa shared some of the challenges we faced once we were able to get into the building. Builder Daniel Phleger spoke about some of the issues he has faced with the electrical and grounding, and noted that the original estimate did not include electrical costs. Also, the cost of doors was

substantially more than originally planned for, given the special needs of doors for schools.

- Approval of planned facility expenses for July/August. Melissa passed around an itemized list of what is still needed to complete the project. Our Bylaws indicate requirement of approval for purchases of \$2000 or more, so Melissa requested approval for the expected expenditures for the rest of the summer. Total of the itemized list is estimated to be \$17,021.80 in materials and \$17,000 in labor, for a total of \$34,021.81. **Cody motions that the Board approve Melissa making any purchases on the itemized list without additional approval. Grace seconds.** Discussion: Terry asked about the fencing item, which was described as necessary to separate the space between students and the use at the back end of the building. Additionally, Melissa clarified that she will work with Ryan closely as she is making purchases, to ensure we do have the funds in our account. **Motion passes. Unanimous.**
- Student Report - Student Reps
  - Emily shared about the closing intensive of the year, at Chinquapin Campground. She feels like it was a great bonding moment for our students. She talked with people she'd never really spent time with. There was a drum circle. She'd definitely like to do it again.
- Staff Report
  - Bell schedule revisions. Ryan passed around proposed bell schedule revision. Based on our bus schedule, we are proposing to end the day 10 minutes early, with that time taken from our 20 minute morning break. Teachers feel the 20 minutes was too much this year, and hard to get students back to class. The Board expressed support for the new schedule. Students expressed support for keeping the morning break name of "tea time."
  - Review credit system, requirements, and calendar. Kaci shared that we wanted to update our credit system because the conversion between our 30-credit system and everyone else's 24-credit system was causing problems with transcripts and in Synergy. Teacher Leaders believe that bringing out credits down to 24 will help make transition for students between our school and other Three Rivers schools. Another change is to fold intensives into the Community Class. This keeps intensives as credit-earning, as they are part of instructional hours. Kaci further shared that we can document what intensives are taken on the Notes section of the transcript. Melissa shared that she would document the intensive courses on the Narrative section at student grading periods.
  - Related to this discussion, Teacher Leaders felt semesters were too short. Kaci shared that compared to other schools, her English students had 6 fewer weeks of class due to three 2-week intensives. The Teacher Leaders propose cutting the fall and spring intensives each by one week, and keeping the winter intensive at 2-weeks, so overall there would be 4 weeks of intensive instead of 6 weeks. Terry shared a concern about students being able to develop skills in the span of one week. Melissa shared that students had told her 2 weeks were too long for intensives and they would have preferred two 1-week classes. **Cody motions**

**that the school adopt a new calendar with one-week intensives at the start and end of the year. Mindy seconds. Motion passes. Unanimous.**

- Old Business:
  - Review financial policies. Ryan shared that we have a draft of financial policies from 2022 that we have been working under. The Finance Committee recently met to review and update the policies. (Thanks to Kenny Houck and Carla Gillard!). Board members were given print copies to review. Additionally, Ryan will share the financial document online with Board members. The goal is to review prior to the next meeting on August 5 and come prepared with questions and to discuss.
- New Business:
  - Board Livestream requirement. Kaci had emailed the Board last week indicating the requirement to livestream meetings beginning in January 2025. Terry asked if there would be the opportunity for people to leave comments. We don't expect many people will view and we don't need to respond, so it should not impact our meetings. The Board also discussed that during public comment periods, the Board is not expected to reply. The Board directs Ryan to implement the proper technology to make the transition to livestreaming.
  - Review/approve 2024-25 Staff Payroll dates. Ryan shared his draft of the pay dates for the next school year. Please change the Intensive pay to August 30 from September 5. Kaci noted a reminder to adjust semester teacher pay by adding one additional week. **Mindy motions that the Board approve the pay schedule with the one change. Grace seconds. Motion passes. Unanimous.**
  - Personnel policies - First Reading. We passed it out. I will send out a revision link and Board members will come to the next meeting prepared to discuss.
  - Discuss 2024-25 Teacher Leader pay. Ryan shared the Three Rivers School District salary schedule for 2024-25, noting the large discrepancy between what they pay and what we are able to pay. This will make it difficult to attract qualified credentialed candidates with our job search. Grace noted that the reality right now is that with our current financial state we can't really match that; unfortunately, we need to rely on people who really have a passion. Cody shared that after our building renovation is done and we know everything is working, this should be the next focus. Grace noted that as a Board, we really do need to have it as a goal to increase teacher pay.
  - Update First Community Credit Union check signers. **Mindy motions to add Board Chair Terry Davis and Treasurer Grace Hughes to the list of our check signers at First Community Credit Union**, so check signers would now include the following: Grace Hughes, Terry Davis, Kaci Elder, and Melissa DeNardo. **Cody seconds. Vote: Yes: 6 No: 0. Motion passes. Unanimous.**

Meeting adjourned at 7:40 pm.

#### Upcoming Meetings

- 5pm Monday, August 5, 2024
- 5pm Monday, September 9 \*, 2024

\* = denotes meeting held on a different Monday this month due to holidays or school schedules