

Kalmiopsis Community Arts High School  
Organizational Board Meeting

Monday, November 4, 2024

Board members present: Terry Davis (chairperson), Grace Hughes (treasurer), Ryan Forsythe (secretary), Mindy King, Whitman Franklin (student representative), Kava Rose (student representative),

Via Zoom: Angie Graves

Excused Absence: Amanda Selden-Dixon,

Absent: Cody Zook

Guest: Kaci and Blackberry the dog

Facilitator: Terry / Minutes: Ryan

Meeting called to order at 5:00 pm.

- Welcome and land acknowledgment.
- Additions to agenda. **Grace motions to approve the agenda as written. Mindy seconds. Motion passes. Unanimous.**
- Approval of minutes from October 7 meeting. **Whitman motions to approve October 7 minutes. Seconded by Grace. Approved. Vote unanimous.**
- Approval of minutes from October 21 meeting. Mindy mentioned the meeting concluded at 5:2. That is to be corrected to 5:25pm. **Mindy motions to approve October 21 minutes as amended. Seconded by Grace. Approved. Vote unanimous.**
- Public comments. No comments received.
- Reports
  - Financial Report - Ryan
    - Ryan reported on our account balances. He shared that our bank account totals as of October 31 include \$128,157.97 in savings and \$9,829.16 in checking, for a total of \$137,987.13.
    - Ryan did share a Statement of Activity for October because staff have 5 days after the month to get in all receipts (and then he needs a day to reconcile purchases into different accounts) and it is just November 4. He can share a Statement of Activity next month.
    - Update on KCA's first audit. Ryan shared that he has completed the planned 2 weeks of working on the audit while a substitute .
    - Payroll processing error. Ryan shared that in August, our payroll was not set up properly in Gusto. They mistakenly transposed an 8 and a 0, resulting in 3 staff being listed as making 720/year more than they actually do. This resulted in additional pay to 3 staff of \$60 for the month. Ryan caught it and corrected it with Gusto before the next month. Full disclosure: Ryan shared that he and Kaci both benefited by the \$60 over the month. He can forward the multiple chat transcripts from his email if anyone would like to review to see how Gusto was involved and how it was eventually solved. Ryan would like the Board to determine what the appropriate action would be (e.g. should we pay \$60 less next month?). Angie thanked Ryan for his transparency. She considers it a minor

computing error and Grace and Mindy concur. Consensus of the board is to not do anything, but allow the extra \$60 over a month to stand for the employees.

- Grant Report
  - CSP grant update. Kaci shared that they have asked her to register for a number of compliance reports.
  - Title I grant. Kaci shared that the MAP testing plan is in process. We have not been able to administer the test due to mistakes in the accounts set up by the MAPS people. One of the requirements is a family event and we are planning a Pi Day event.
  - SIA grant (Student Investment Account). We've been invited to join Three Rivers with an Integrated grant application. Kaci has a meeting tomorrow with staff from Three Rivers regarding the grant.
  - Kaci shared that she never had the opportunity and time to apply for the LGBTQSIA+ grant.
- Community and Culture
  - Enrollment update. Ryan shared that the school presently has 56 students enrolled. He noted that 4 weeks ago, the count was 50. The current total is 10 in 9th grade, 20 in 10th grade, 16 in 11th grade, and 10 in 12th grade. One of those has not started yet but should begin next week. Angie asked if siblings of enrolled students have priority. Kaci shared that yes, siblings of present students would go to the top of the waitlist, as well as students within district boundaries (they would jump ahead of students not within the district boundaries).
  - Community Connections. Kaci shared several updates:
    - She has been working with Rusk Ranch regarding use of their space. We have been unable so far due to not having our own transportation. However, it is not expensive to hire First Student buses, so Kaci and Ryan will be bringing our 1st period classes in a week or two
    - IV News has reached out about doing a story on our move to the new space.
    - Laura Mancuso has invited us to tour the HOPE Village space.
    - Spiral Living Center is offering an internship for our students in the area of event planning.
    - We are making plans to visit the library soon and get our students library cards if they don't have them.
    - We visited the cemetery today with Ms. Szijarto's class.
    - With a college and career update, Kaci shared that we have gotten our school approved as a site to offer the SAT. Kaci is trying to get set up to offer the test on December 7. We would be able to offer testing to 25 students at a time.
    - Kaci is in the process of setting up our students with Oregon Career Information System (CIS).
    - We attended a college fair at RCC White City last month.
    - Kaci is in the process of setting up a tour at SOU, which would include sitting in on a class.

- We are set up with RCC “Early College” program on Fridays. Winter registration opens Nov 17 for 5 different classes. It includes transportation. It’s free for the students, though there is a cost to us.
  - We are offering our first AP course with online AP Literature.(through Accelerate Education).
  - Kaci discussed FAFSA scholarships and information provided by Oregon Goes to College.
  - Grace and Mindy noted it’s awesome all the options Kaci has set up for the students.
- Location / Facilities
    - Facility update. Ryan shared that Melissa has been in touch with Scott Taylor . He mentioned they are happy with what we are doing and are open to us expanding further into the space and possibly taking over the full building sometime in the future.
  - Student Report
    - Whitman shared that students have shared with him that Restorative Justice is not working much for a lot of students. He suggested it works best when hand-in-hand with a punitive program. Without a punitive system, some students are abusing the system and getting away with things because they know there are no consequences. Terry asked if he was looking for consequences and Whitman replied yes. Ryan shared that holding students accountable would require knowing what students are doing things and students do not always want to share information regarding their fellow students. Kaci shared that Melissa is going through training and so may not have full expertise and it is something we all need to look at. Kaci wonders if there may be training for students too.
    - Whitman shared that the Halloween party went well and was a success in general, though he felt some things could have gone better. Angie shared that watching the fb videos, students were enjoying themselves and that they seemed safe to be themselves. Grace shared that Whitman had a great playlist.
    - Angie asked if Whitman could help reach out to students regarding the community meal on November 28 at Jubilee Park. Volunteering will be 12-4pm in 2 shifts. Whitman agreed to help spread the word.
    - Terry mentioned that there was an event on Sunday that he thought students were supposed to help set up with. He asks what would be needed to make sure there could be follow-through in the future. Kaci shared that there needs to be at least one KCA staff that is contacted and who would serve as the contact person to make sure things happen.
  - Staff Report
    - Kaci shared that as we begin planning for hiring, we should note that most schools typically start hiring in January. We will need at least one licensed teacher because of the requirement to have 50% of classes taught by licensed teachers.
    - Kaci is meeting soon with our insurance broker to review our policy. She doesn’t predict any major changes; it will be more of a check-in.

- Kaci shared about ODE report cards. Our first report card should be out in mid-November.
- Kaci shared that we will be doing a school spelling bee in the next week. Last year's winner for the district was our own board member Whitman.
- Kaci learned that our 10 day drop policy has more flexibility than previously thought. If we have a student with a chronic health condition, who has been doing online tutoring, completing homework, checking in regularly with teachers, etc., we have been worried we would need to drop them if they do not show up every 10 days. But Kaci reviewed the language and it basically says "if a student is not academically engaged, drop after 10 days." But if they are academically engaged, we would not be required to drop.
- The staff got CPR training on Friday from Jeff Gavlik with IV Fire. This included training on our AED.
- Old Business:
  - Final Look at Restorative Justice policy. Melissa is not feeling well and went home, though she'd like to be here for the final discussion on this, in case of questions, so the request is to table this until the next meeting.
  - Revision of 2024-25 budget. Ryan shared that he found a few mistakes in the budget that was passed. **Mindy motions that we approve the revised budget as presented. Grace seconds. No discussion. Motion passes. Unanimous.**
- New Business:
  - Proposal to officially cap enrollment at 56. At our October 21 meeting, we discussed the need to limit students due to space and staffing limits. **Mindy motions that we cap enrollment at 56 until the end of the year. Whitman seconds** We discussed questions such as whether the cap would be lifted only once we can hire or expand. **Motion passes. Unanimous**
  - Initial discussion on hiring committee for Teacher Leaders for 2025-26. Already discussed with the staff report.
  - Discuss preparation for new Board meeting recording requirement/meeting tech support. Whitman suggests talking to his dad who livestreams recordings. Kaci reviewed the information and shared that it includes both livestreaming (which could be over youtube) and saving the video to our website. Kaci indicated that we need to revise our bylaws before January. Whitman shared that OBS studio is a free way to livestream and record our screen. Whitman will set up for our December meeting as a trial run.
  - Set January meeting date. January 13 at 5pm.

Meeting adjourned at 6:27pm.

#### Upcoming Meetings

- 5pm Monday, December 2, 2024
- \*5pm Monday, January 13, 2025\*

\* = denotes meeting held on a different Monday this month (other than 1st Monday) due to holidays or school schedules.