

Kalmiopsis Community Arts High School  
Organizational Board Meeting

Monday, December 2, 2024

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

Excused Absence: Amanda Selden-Dixon

Absent: Angie Graves

Guests: Kaci, Lucy

Facilitator: Terry / Minutes: Ryan

Meeting called to order at 5:06 pm.

- Welcome and land acknowledgment.
- Additions to agenda. Ryan asks to move New Business discussion item on recording requirement to Old Business, as we discussed it last month. Melissa asked to add cell phone under New Business. Mindy would like to discuss temporary absence under New Business **Grace motions to approve the agenda as amended. Whitman seconds. Motion passes. Unanimous.**
- Approval of minutes from November 4 meeting. **Mindy motions to approve Nov 4 minutes. Seconded by Grace. Approved. Vote unanimous.**
- Public comments. No comments received. Student Lucy shared that school is great and she loves it here.
- Reports
  - Financial Report - Ryan
    - Ryan reported on our account balances. He shared that our bank account totals as of November 30 include \$118,157.97 in savings and \$13,628.55 in checking, for a total of \$131,786.52.
    - Ryan did not share a Statement of Activity for November 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 December 2. He can share a Statement of Activity next time for November. Ryan did share a Statement of Activity for October, which indicated expenses for the month of \$50,773.88 and income for the month totaling \$40,285.77 for a total net operating revenue of (-)\$10,488.11. Part of the reason for heavy expenses is a one time legal payment of \$2500 and nearly \$3000 in reimbursements for staff development. Note that these are reimbursable expenses from our CSP grant (as are some of the other expenses).
    - Update on KCA's first audit. Ryan has submitted much of the audit requirements. He estimates there are maybe 17 of the 95 or so items on the prep list that he still has to submit. The auditors have begun their sampling requests, in which they send a small list or sample of the item and he provides evidence and support. For example, from a list of our expenses, they asked to see about 20-25 receipts and/or checkstubs for items that cost over \$1000; they asked to see 45-50 receipts and/or checkstubs for items that were less than \$1000; and they asked to see

receipts for 5 items from the list of petty cash expenses. Ryan is hopeful of getting the 17 or so remaining items submitted within the next two weeks.

- Grant Report
  - CSP grant update. Kaci shared that the fiscal year ended Sept 30 for CSP and KCA has now entered the 2nd of 3 fiscal years of our CSP grant. This Friday Kaci will submit the mid-year Ad-Hoc report, covering the full fiscal year of October 1, 2023 - September 30, 2024 (there is also a mid-year report she will submit in mid-April, strangely called the annual report).
  - Title 1 grant. Kaci works with Jessica Durrant at Three Rivers to administer the federal Title 1 grant. On Dec 18, Kaci will be sharing information with parents at KCA's first Title 1 Annual Meeting. This grant paid for our MAP math testing, the first of three test administrations, which we completed a week or two ago, and will help cover most expenses of the math tutoring that will be administered to students whose MAP results indicate the need for 1:1 intensive math support. Kaci shared that Title 1 eligibility is based on the percentage of KCA families that receive state assistance (Oregon Health Plan, Oregon Trail, etc); this data is collected annually on April 1 and determines Title 1 funding for the following year. Considering that KCA's student population has significantly increased, and 24-25 income demographics are similar to 23-24, the April 1, 2025 data collection will result in a significantly higher Title 1 budget next year, and in subsequent years. Given the widespread poverty of the Illinois Valley, the school is expected to qualify for Title 1 funding each year.
  - As both CSP and Title 1 are federal grants, both are slated for elimination and/or redistribution to state control if the Trump administration eliminates the Department of Education.
  - Integrated grants. "Integrated grants" is an umbrella for 6 unique grants that have recently been consolidated into "Integrated Grants," including the Student Investment Account (SIA). We will piggyback on the Three Rivers grant, a coordination between Kaci and Leah Sittingdown at TRSD. The SIA grant could potentially help cover costs for counselors.
- Community and Culture
  - Enrollment update. Melissa shared that the school is at capacity, with 56 students enrolled, and 3 on the waitlist.
  - Community Connections. Kaci shared several updates:
    - We had students volunteer to help out at the Spiral Living Center Local Foods dinner.
    - We had our first school trip to Rusk Ranch Nature Center. It was pretty easy to schedule a bus. We did a hike and tested out their new nature-based miniature golf, which was very fun, despite the pouring rain.

- Kaci talked with Monique Allen regarding the free holiday stockings. A parent brainstormed with Kaci and now KCA is going to help put the stockings together.
- Kaci shared that Spiral Living Center is looking for an event planning intern.
- Melissa shared that a few of our board members and students helped out at the community thanksgiving meal.
- Melissa shared that Leah from Mint is going to come in next week. They are a nonprofit that helps with homelessness in Grants Pass.
- Location / Facilities
  - Facility update. Melissa shared about her conversation with the landlord regarding our possible expansion into more of the building.
  - Melissa shared that new exterior doors is our next big project, based on a walkthrough with the fire department. She hopes to order the doors this week.
  - We did have two leaks that surfaced during the bomb cyclone, when it was pouring, but the leaks didn't return even when the rains continued.
- Student Report
  - Whitman and Kava shared several suggestions from the students, such as "more donuts" and "give Melissa a raise."
  - We had a fire drill today. Suggestion that we could use some fire alarms.
  - Whitman shared that he believes students should have more direct knowledge of what counts as free speech within the school. He wonders if it could be a topic of discussion for the next meeting. Grace shared that there could be a clear policy. Cody asks if the district has a policy in place. Melissa discussed the development of community norms. This came up because the students had their first newsletter come out this week and Melissa found some of it negative/insulting. Kaci shared that this issue has been litigated in the courts, and encouraged the students to investigate and do research and perhaps draft a policy and bring it to the school for discussion.
  - Kava shared that the Spanish 2 class wants to go to Mexico maybe as soon as this summer. They would like to start fundraising. Kaci suggested that our school insurance may not cover such a trip, but encouraged Kava to explore different options, and to maybe plan for sometime next school year.
  - Kava and Lucy asked if we could explore continuing to try developing a sister city for Cave Junction. Students worked on this last year and would like to pick up with the plans and discussion. With a new mayor, there may be new energy to move forward.
  - Kava shared that she has to take the activity bus at 6pm and so wondered if the meeting could start earlier, like 4:30pm, so she could make the bus. The Board agreed that 4:30 is an acceptable time. New Board meeting time is 4:30pm
- Staff Report
  - Personnel changes for Spring Semester. The Teacher Leaders shared that for the second semester, we are looking to hire two new adjunct teachers, Mindy and Boy. Mindy will be teaching an English Language Arts class and she mentioned

her plan to take a temporary leave from the board during Spring semester. We are also talking with Boy about teaching a Fundamentals of Construction class in the Spring. The Board acknowledged potential conflict of interest with Boy (partner of a Teacher Leader) and Mindy (current Board member). Cody and Grace shared that they have no concerns. Mindy also shared she could recuse herself from any discussion regarding adjuncts.

- Kaci shared that we are now approved for SAT testing and are hosting the SAT at KCA for the first time on Saturday. Kaci, Taryn, and Clay will administer the test, which is open to students from any school. There are currently two students registered.
- RCC opened up for high school courses on Friday. The semester starts the week of January 7. Four of our students are in the process of registering.
- We have our first “report card” with the Oregon Department of Education. This is an annual thing. If people search for KCA, they can see some of our numbers.
- Kaci also shared her binder that includes our contract with Three Rivers School District, including her calendar of what reports are needed when.
- The Teacher Leaders shared with the Board the hope that a hiring committee could get formed and in process, to start seeking a licensed Teacher Leader for the 2025-26 school year. Ideal would be English Language Arts teacher, though the credential could be in a different subject. Cody asked if the job description we put together for the last hiring round could easily be adapted and the teachers replied in the affirmative. Mindy volunteered to spearhead. Cody said he will assist. Mindy will reach out to Kayla this week to plan a meeting. Kaci shared that Three Rivers uses PeopleAdmin for recruiting. Kaci also suggests seeking out any upcoming job fairs for teachers.

- Old Business:

- Final look at Restorative Justice policy. Melissa shared that she added a few items, including on norm setting and on community building circles. She passed around the policy for Board Members to review. Kaci suggested seeking out other schools using Restorative Justice, to learn from them. Regarding bathroom usage, Melissa shared that having classroom “hall passes” has been effective at keeping students within classrooms. **Cody motions that we approve the Restorative Justice Policy. Whitman seconds. Motion passes. Unanimous.**
- Hiring committee for Teacher Leaders for 2025-26. Discussed under staff report.
- Discuss preparation for new Board meeting livestream recording requirement/meeting tech support for all Oregon schools. Ryan shared that he has set up a YouTube account and it looks like we will be able to livestream through zoom. After the meeting starts, there is an option to begin livestreaming.

- New Business:

- Melissa - Cell phone policy - First Reading. Melissa shared that ODE is seeking for schools to adopt a cell phone policy. Melissa considers the policy she shared the “least restrictive.” Cody suggests that the least restrictive may be setting us up for failure. Melissa shared that once we give the students the opportunity to be present, they generally want to be there. Kaci shared that there are numerous articles about it and no

school has found the perfect response. Teachers shared how common it is that cell phone distractions are parents texting their students.

- Mindy - temporary absence. Since she will be teaching in the Spring, Mindy requested a temporary leave from the Board during Spring semester. **Cody motions that Mindy be on Board leave for Spring semester, and that her board end date is extended by the number of months that she is on leave from the Board. Grace seconds. Motion passes. Unanimous.**

Meeting adjourned at 6:22pm.

#### Upcoming Meetings

- \*4:30pm Monday, January 13, 2025\*
- 4:30pm Monday, February 3, 2025
- 4:30pm Monday, March 3, 2025

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