

Kalmiopsis Community Arts High School
Organizational Board Meeting

Monday, February 10, 2025

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

Excused Absence: Amanda Selden-Dixon

Guests: Mindy King, Kaci Elder, Melissa DeNardo, Taryn Roberson, Michael Franklin

Facilitator: Terry / Minutes: Ryan

Meeting called to order at 4:37 pm.

- Welcome and land acknowledgment.
- Additions to agenda. **Grace motions to approve the agenda as amended. Kava seconds. Motion passes. Unanimous.**
- Approval of minutes from January 13 meeting. **Angie motions to approve January 13 minutes. Seconded by Cody. Minutes 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 Feb 5 include \$14,686.45 in checking and \$146,164.12 in savings for a total of \$160,850.57.
 - Ryan shared a Statement of Activity for December. He noted revenue of \$42,738.38 and expenditures of \$38879.65, for net operating revenue of \$3,858.73. Highest cost was salaries. He also shared a Statement of Activity for January, which included revenue of \$84,368.51, which included \$40,429.12 from our CSP grant. Expenditures of \$44,065.02 for a net of \$40,303.49. Highest expense was again salaries, though it was lower than December, which Ryan explained was due to the timing of when we pay adjunct faculty.
 - Grants Update
 - CSP grant. Ryan shared that after receiving the drawdown noted in the January statement of activity, Kaci did request another drawdown. With the money from the grant coming in, we have some large purchases to make. Ryan shared a reminder that for purchases over \$2000, board approval is required, though technically this is only for non-line item funds (i.e. not in the approved budget). The budget does approve of funding from the grant, but does not list specifics, so Ryan did want the Board to review a few large purchase:
 - Ryan requested use of up to \$10,000 of grant funding to purchase 25 laptops to use specifically for testing (MAP, Smarter Balanced, SEED, SAT, PreACT), This is needed particularly as

our chromebooks have limited ability for MAP testing. Cody expressed concern about computers not being out of date if we did not get high-quality computers now. Angie commented that some places may have student pricing and she would send Ryan a link. **Cody motions for approval of up to \$10,000 for computers. Grace seconds. Motion passes. Unanimous.**

- Ryan shared about the need for new furniture. He noted that Melissa's classroom tables were donated and are not in great condition, we need more stools for the tables Terry built, and we need more cabinet storage. **Angie motions to approve use of grants funds for needed furniture for up to \$8000. Grace seconds. Motion passes. Unanimous.**
- Ryan shared that our approved grant budget included the costs for our own vans. However, given that Three Rivers allows us to access First Student buses at a discounted rate, it may not make sense financially to have our own vans. For this reason, the Teacher Leaders would like to ask for a change to the CSP budget, putting our funds toward different things. Kaci shared that CSP will not allow us to do new construction, but we can do renovations to meet code. Melissa shared that the bathrooms could be a place for use of the funding. **Grace motions that the board approves the use of the money that is currently earmarked to purchase vans to use for other purposes, including renovation costs and/or furniture. Kava seconds. Motion passes. Unanimous.**
- Audit Update. Ryan shared about the audit. He had emailed the board with the full audit, which was essentially the same as the draft the auditors shared in January and that Ryan discussed at the January board meeting. He reminded the board that there were findings that we will need to respond to, for example our current use of debit cards when credit cards is preferred. Melissa shared that the debit card can cause some anxiety and more ideal would be getting a credit card through our credit union, if they have them. Cody noted that it sounds like we should use credit cards. Melissa or Kaci will ask First Community about a credit card. Cody, Angie, and Ryan will meet Friday 10am, to discuss our response to the auditor findings. Grace motions that the Board authorize Angie, Cody, and Ryan to develop on behalf of KCA our response to the audit.[It seems we forgot to vote on it] Ryan will send digital copy of tax return to the board. Kaci shared that we send our audit report to Three Rivers, Oregon Department of Education, and to our CSP grantors.
- Community and Culture
 - Enrollment update. Ryan shared that we are presently at our capacity of 56, with 12 in 9th grade, 20 in 10th grade, 15 in 11th grade, and 9 in 12th grade. Our waitlist is currently at 5 students for this year, and we have a growing list of students interested for next year.
 - Community Connections.

- Project Youth+ is a local organization that helps high school students, generally low-income, with plans for post-high school, such as applying for college or trade school. Many of our students were involved at IVHS and then came to KCA and did have this extra support. The Teacher Leaders met with Jann Taylor to develop plans for Project Youth+ to be involved with our students. But note there is a fee, and so Project Youth+ shared an agreement/contract. Ryan shared the contract with the board via email a week ago. He also passed around a copy for review. Per our bylaws, contracts are under direction of the board, though they can designate anyone to sign. Ryan requests authorization to sign the contract with Project Youth+ Cody shared that it seems worth the cost and then we can evaluate. Melissa shared they have another program called Whatever It Takes, which is designed to help students graduate high school. **Cody motions that the Board authorize Ryan to sign on behalf of KCA. Seconded by Grace. Motion passes.** The board agrees Ryan will sign on our behalf
- Kaci shared that we are hosting a Whirlwind Theatre Festival from Friday, March 14 to Saturday, March 15, organized by Eliot and Sophie. Kaci and Ryan will chaperone. It will be our first use of the space by the community. It's not an official KCA activity, so Eliot and Sophie will advertise. Kaci invited everyone to attend. Kaci will double-check with our insurance agent to make sure we are covered.
- Melissa shared that this coming Saturday is our Cans 4 Kids collection behind Chevron. 10am to 2pm.
- Melissa shared that we worked with Spiral Living Center and Earth Scouts! for our winter intensive, with various classes, including textiles, lanterns, natural dye-making, salves, and more.
- We also had a community connection with The Replay, when Russell taught a culinary class ("Tastes of the World") during the winter intensive.
- On Feb 9, Kaci met with Patty Downing of Rusk Ranch Nature Center. We are planning 6 more visits to the nature center this semester. These educational uses are great for us and can help Rusk Ranch by possibly removing a tax burden if their space is used for educational purposes.
- Taryn shared that beginning Wednesday, the ELA classes will each be going to the IV library. Today (Feb 10), Kayla helped students fill out their library cards.
- Location / Facilities
 - Facility update. Melissa shared that our furnace went out during the snow days last week. The landlords were able to get it fixed pretty quickly. But questions remain over how well it will continue to work. Also, Melissa shared she is talking with Scott Taylor about when we can begin shifting into the rest of the building, to expand classrooms. Angie asked if we have the electric capacity for space heaters in each room. Melissa says probably, though it can be a safety

issue. We do have new doors that will go in soon, which should help with the building efficiency.

- Student Report

- Kava shared that students are feeling refreshed after the snow days. Kava was sick the week before, so she's had 2 weeks off. Attendance has improved this week.
- Whitman shared in Community Class that students need to share their thoughts if they want things brought to the Board. The two biggest things on people's minds were our Open Campus policy and the school's judicial approach. Whitman began drafting an open campus policy that would align more with what the students want. He will work with students to try to finalize and bring back to the board for discussion. Cody shared that the Board would like to collaborate with the students and that the Board would take student input very seriously. The Board discussed the question of boundaries vs. a list of establishments that can be visited. Angie commented that she appreciates the openness of our Board to work with students.
- Regarding our judicial system, Whitman feels a better approach would be asking students to sign an agreement/contract when they come to KCA that they agree to participate in a restorative justice system.

- Staff Report

- Adjunct contracts. Ryan noted that we have 2 new adjunct faculty this semester, Mindy King and Daniel Phleger. Ryan wanted to revisit a conversation from a previous meeting in which the Board approved a template contract for adjunct. The Board clarified that Ryan does not need to bring each and every contract to the Board for approval. Given that the Board approved the contract itself, the Board felt the place for the Chairperson to sign each contract does provide a level of Board oversight. Ryan will continue to print and sign the contracts and bring to the board chairperson to sign on behalf of the board.
- Kaci shared that four of our students are starting online classes through Accelerate Education. The classes have their own teachers. This can be a way for us to provide for our students more of the variety of classes that they might get at a larger school, such as AP class options. Whitman shared feedback on his experience with the program.
- Kaci shared that the middle of May will be our annual presentation to the Three Rivers School Board. Kaci's long-term goal is that the student reps will take on more and more of the presentation each year.
- Our next SAT is March 8.
- Fall semester report cards came out.
- We had our first all-staff meeting. We will now begin having them on a monthly basis, on the Thursday following a Board meeting. This will help streamline information and idea-sharing. Connected to this, is the process of creating a guide for our adjunct teachers.

- Old Business:

- Hiring Committee Update. Mindy shared that we received our first applicant through Handshake, a platform that all of Oregon universities use, as well as lots of national schools. Unfortunately, the applicant does not have a certification and is not in a program.
- Cell phone policy (Second Reading). Melissa summarized the cell phone policy. Angie shared a comment about deducting points for a grade if students are on their phone. Teachers expressed not wanting to do that. Ryan shared that he expects students to be present and paying attention and if they are staring at phones, they won't get the full credit for participation. Michael Franklin shared that cell phones can be coping mechanisms and shared ideas others have used such as a basket. Kaci shared that generally schools have policies but that consequences are generally up to individual teachers. In her experience, students want to see more enforcement. Melissa shared that the largest struggle is parents who want their students reachable all day. Kava shared that it's often notification-checking and habit, not with bad intent. Grace shared the policy looks like a good start. Angie shared that sharing this with parents is important, so they understand. Terry shared his experience with phones when teaching sculpture. The Board and teachers agreed that it's important for Kayla to be a point person for parents. Melissa will revise the draft to remove pockets as a place for, and we will add the school phone number. **Cody motions that we approve the policy with the suggested changes. Grace seconds. Motion passes. Unanimous.**
- New Business:
 - Student Special Circumstances Leave Policy (tentative title). Kaci requests that this be tabled. She would like to consult our lawyer regarding the policy.
 - Waitlist issues. Ryan shared that at the moment, we have a waitlist. If it is legal under ODE policies, the Teacher Leaders would like the KCA policy to be that when there is an opening, we first fill classes that are lower in number, as there's a value to having more balanced class sizes. It would still be first on the list by class, but it could be that a student who signed up earlier would be lower. To clarify, Ryan provided an example: We have 12 of 16 spaces in 9th grade filled with students and 15 of our 16 spots filled in our junior class. Presently if we have an opening and the first person on our waitlist is a junior (chronologically) and the second is a freshman, we would add a 16th to the junior class. But the TLs would rather we add a 13th to 9th grade before adding a 16th to 11th grade. **Angie motions that we adopt a waitlist policy based on the class with the most opening/capacity, as opposed to just the next on the list chronologically, with the note that a sibling would still rise to the top of the list . Grace seconds.** Discussion: Kava asked if having a sibling would top the current waitlist, above the class that has a lower number. Ryan clarified that the sibling would move to the top of the waitlist. Ryan asked Angie if we could adjust the motion. Whitman shared that he feels students should have an equal chance regardless of their age, to get into KCA. Cody shared that those are valid concerns, but sometimes we have to make difficult choices. Taryn shared that other charter schools have specific level caps and they also keep a student's position on the waitlist secret. Kaci shared that as the school grows, it likely won't be an issue. She noted that we changed the policy at the beginning of the year because we were worried about meeting our budget. Angie shared some notes and suggestions from the online chat. **Voting Yes: Cody, Grace, Angie, Terry; voting No: Whitman, Kava. Motion passes.**

- CONFIDENTIAL - CLOSED SESSION - Meeting to discuss personnel issues. Minutes will not be made public.

Meeting adjourned at 6:45pm.

Upcoming Meetings

- 4:30pm Monday, March 3, 2025
- 4:30pm Monday, April 7, 2025

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