

Kalmiopsis Community Arts High School
Organizational Board Meeting

June 30th, 2025

Board members present: Cody Zook (treasurer), Mindy King (secretary), Taryn Roberson (staff representative), Amanda Selden-Dixon, Angie Graves (via zoom)

Excused Absence: Grace Hughes (chairperson)

Absent: Whitman Franklin (student representative), Kava Rose (student representative)

Teacher Leaders: Ryan Forsythe

Facilitator: Cody / Minutes: Mindy

Meeting called to order 4:35pm.

- Welcome and land acknowledgment.
- Additions to agenda. Mindy pointed out that per a late request from Melissa, she added a bid adjustment request from Rocky. **Cody motions to approve the agenda. Taryn seconds. Motion passes. Unanimous.**
- Approval of minutes from June 9th meeting. Mindy noted a minor change to a couple dates due to typo of the minutes and the Financial Report section. **Terry motions to approve June 9th minutes. Seconded by Amanda. Minutes approved. Vote passes unanimous.**
- Public comments. No comments received.
- Reports
 - Financial Report
 - Account balances. Ryan reported on our account balances. He shared that our bank account totals as of today included \$14,362.59 in checking and \$216,172.34 in savings for a total of \$230,534.93. He noted that the savings will go down this month with the Facility renovation.
 - Statement of activity for May shared and reviewed, June 2023 will be shared at next meeting. We had a good income, Ryan shared that the district payment reconciliation came through to accommodate the difference between the district's estimate and our actual student count.
 - Grant updates:
 - Taryn shared that we are partnering with the Southern Oregon Artists Guild who is going to do the footwork for the grant writing and give us the supplies. Terry questioned why we weren't doing it for ourselves. Taryn shared that the footwork is a lot of work and Ryan shared that it also shows our community core principles

and that this will all add to the vending machine project with the Guild (they are also planning on hosting a student art show!).

- Audit update - Ryan shared that the auditors reached out a month go with an “interim audit” request which seems like the first half of the first and thinks this is a sign that maybe our next audit won’t be so strenuous.
- Bookkeeper support. Ryan is feeling overwhelmed with all his financial responsibilities on top of regular school duties. Don Whorley is interested in doing 5-10 hours and is opening his own financial business. Cody thought that having an outside person would be good for the organization.

- Community and Culture

- Enrollment

- We are at full capacity for next year! 64 students with 46 of them returning students! Freshman-11 Sophomores-16 Juniors- 19 Senior- 18 (4 5th year seniors) Wait list: 1 sophomore 4 juniors and 2 seniors. Kaci and Ryan shared that the drop of our 5th year seniors at mid year will open up spot for those lower sophmores, juniors or freshmen that we add to wait list in meantime.

- Community connections

- Whirlwind Theater first one since 2019 and had a fresh crop of participants. Two of our students and one prospective student attended and was very successful.
 - Taryn shared that they will be picking up boom slappers for music class, boom slappers are rainbow colored tubes that make different notes when slapped. They also shared that we just had a donation of art supplies and print making supplies from a local widow.
 - Kaci shared that Joyce Abrams has offered up the theater (with seating for about 50) at her property for us to use as our theater space. Joyce would like the community in large to use it and we are planning on being the gateway to that goal. Kaci is planning a theater intensive that will make use of the space and enlist local performance artists, as well as a planning a performance there.
 - We have the beginning of a parent group forming. They are in the process of deciding what they want to do and how they want to be formed. Is it a traditional PTA, a Parent Partnership, or something else all together. For starters Kaci was able to pass off delivery of the food boxes that the district Kaci would like the board to think about how they would like to interact with this budding group.

- Facility
 - Taryn provided a bid increase from Rocky for the safety doors that are required. **Cody motions to approve the \$5,500 request for safety doors. Mindy seconds. Vote passes unanimous**
 - What help do we need? Moving the office in, rearranging the classrooms, we don't know exactly when renovation will be done. Mindy will add to the August 4th agenda to plan for a work day
- Student Report: None
- Staff Report
 - Taryn shared that we have posted the food services position, as the contract was for a year and we are required to post the jobs, we have had five applicants already! Cody inquired about the pay and hours and Ryan stated that it is 20.54/hour for up to 32hours. Cody asked if Caleb was interested in the position and he has indicated that he is not.
 - Staff is trying to be absent from the building for the next month.
- New Business
 - Ryan shared with the board the proposed Teacher Leader contracts, there is a minor change to the start date so as to extend the actual time.
 - Budget revision. Ryan reviewed a handful of different changes, all of which are highlighted on the report provided to the board. The biggest change is that the previous budget did not take into account renovation costs. This does leave us about \$18,000 in the red but Ryan also pointed out that we have money in the savings account as well as CSP funds that we have not drawn yet. **Mindy motions to approve the budget as amended. Cody seconds the motion. Vote passes unanimous.**
 - Student Representative Term. Ryan shared that he noticed that one of our Student Reps is technically no longer a student post graduation. Some discussion was had about the idea of limiting term, and the reality of a student voice being present at the summers. The board consensus was to let the larger student body decide on their term clarifications at the time of their student representative elections in the fall.
 - Taryn shared electronically the rough draft of our Student Handbook with the idea that the board can read it, and comment on the group document. Cody asked how the document was put together to clarify the process. Mindy, Taryn and Kaci shared what that process looked like and how we have developed it., basing it off of the Three Rivers handbook and adjusting to our policies (where we have created our own), language, etc.
 - Revisions to Fiscal Policies and Procedures Manual. Ryan shared that the changes being proposed are:

Credit/Debit current: “KCA will limit the number of KCA debit or credit card holders to no more than two Teacher Leaders.” to the revised “KCA will limit the number of holders of KCA debit cards to no more than two Teacher Leaders. KCA will limit the number of holders of KCA credit cards to each Teacher Leader, the Office Manager, the Food Service Manager, and two additional cards that can be checked out by other staff for approved purchases.

Purchasing current: “Expenditures over \$500 but less than \$2000 must be approved.....Items under \$500 do not need express authorization....Teacher Leaders are authorized to make purchases under \$500.” to the revised to be consistent with the stated Credit Card Policy (page 7 of manual) which indicates “...expenditures over \$1000 must be approved by the Board Chair or Board Treasurer” The change would be to change \$500 to \$1000 in each instance to make consistent with each other.

Mindy motions to approve those changes, Cody seconds, vote passes unanimous.

- Thursday August 21st at 6pm is our school orientation for all students and families and Kaci would like the board to think about how they would like to participate in that event.

Meeting adjourned at 5:36

Upcoming Meetings

- August meeting: 4:30pm Monday August 4, 2025
- Septembert meeting: 4:30pm Monday September 8, 2025*

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