



KNOVA LEARNING OREGON (RPA)
Board of Directors Regular Meeting- Minutes
Tuesday, Oct 4:00 PM. Student Services Building
(Est. Duration 90 min)

The meeting was called to order at 4:00 pm: All directors Present except Salami. Staff present: John Nelsen and Nicole Pescitelli. Guest: Matt Kahl

Board Announcements: Mr. Nelsen announced OR3CA Conference: Nov 30-Dec 1st, Pete and Preston are going to attend. We can send one more Director without potentially violating quorum rules.

Reports and Deliberations

- **Design-Build RFP:** Matt Kahl was present to led a review and discussion of **design-build RFP requirements**, process, and timeline. We are anticipating beginning this process within the next 2 weeks.
- **23-24 Enrollment:** Mr. Nelsen reported that the school ended September with 376 active enrollments. Currently at 368 (budgeted at 355). The BOD review/discussion Mr. Nelsen has compiled "Active Enrollment" data going back to the 2019-20 school allowing the BOD and leadership to identify trends. While we are still in "good" shape, Mr. Nelsen has begun advertising for new enrollments to try to fill a few more seats prior to winter break.
- **Organizational Contingency Planning:** School closure: Mr. Nelsen will refer to org. by-laws do some digging regarding dissolution of school assets in the event of closure. Mr. Nelsen will also prepare a draft contingency plan for BOD review at upcoming meeting. The BOD also discussed way to increase revenue, strategies for disseminating DI. Dir. Kurzenhauser reminded leadership to always be on the lookout for efficiencies in all aspects of operations.
- **Financials:**
 - **Staff Salary Update:** Mr. Nelsen reported a significant (10-15%) upward shift in the pay scale is critically necessary in order to keep instructional staff and protect our training investments. BUT, after reviewing trends in Active Enrollment, it was further agreed (by leadership) that we need to postpone a decision until mid-February to ensure that enrollment is maintained and funding is sustainable.
 - **Audit Update:** Mr. Nelsen reported that Tonya has guided us through a very complicated 2022-23 fiscal year. While the auditors are still working, we did get out "exit memo" and had NO FINDINGS AT ALL! We anticipate yet another clean audit. Mr. Nelsen congratulated to the team at True Blue Accounting!
 - **Budget/financial meeting:** After some discussion, It was decided that future January BOD meetings will focus on financials and budget exclusively.
 - **23-24 Check Signers:** Mr. Nelsen asked the BOD to reauthorize corporate check signers. Our current signers are Nelsen, Fladoos, M. McCollum, and Tonya (agent). We see no need to change and are asking for a BOD motion to reauthorize. MOTION FROM FLOOR: Dir Kurzenhauser moved to reauthorize John Nelsen, Jerry Fladoos, Maria McCollum and Tonya Mosher as signers on corporate checking account(s). Director Fladoos 2nd. Passed 6-0
 - **August and Sept 2023 financials** (sent to directors in separate e-mail.) will be reviewed/discussed. There was some discussion of asking True Blue Bookkeeping to provide trend data in graphic ways.
- **Public to Be Heard:** There were no public in attendance
- **Action Items**
 - Dir. Fladoos motioned to accept minutes from September 12th 2023 BOD meeting. 2nd- Dir. Nicewood.
 - Motion PASSES 6-0
 - Dir. Kurzenhauser motioned to accept the August and September 2023 financials and check register as provided by True Blue Accounting. 2nd by Fladoos. PASSES 6-0

Meeting was adjourned at 6:05pm

NEXT MEETING: November 14th, 2023 @4pm