

Alturas International Academy ~~Public~~-Charter School
Board Meeting Minutes
May 19, 2016, 6:30pm
3910 S Yellowstone Hwy, Idaho Falls, ID 83402

Those in attendance: Principal Steve Andrew, Head Teacher Michelle Ball, Alturas 1st-3rd grade Teacher Mandy Hawkins, Parent of enrolled student(s) Stevie Croft

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 6:48 p.m. by Ms. Gilbert.

Board Chairman Jared Allen	Absent
Board Secretary Candise Gilbert	Present
Board Treasurer Collin Hunter	Present
Board Secretary Christine Ogden	Absent
Board Member Katie Davenport	Absent
Board Member Angey Lybbert	Present

2. CONSENT AGENDA

a. Board Minutes: April 21, 2016

Ms. Gilbert entered a motion to approve the minutes from meeting held April 21, 2016. Mr. Hunter made the motion. Ms. Lybbert seconded, motion carried.

b. Expenditures

It was recommended by Mr. Andrew to use Infinite Campus for SIS (student information systems). Mr. Andrew will check if it can be paid for after our initial income from the state. The basic cost is \$13,000.00 and we can add other features in the future. The communication module is \$2,000.00. The Fees Management module is \$4,000.00.

The legal ads placed ended up being only \$200.00, not the estimated \$1,000.00.

3. BOARD BUSINESS

a. Charter School Start-up Boot Camp

There is not much to report on its own. Boot camp report will fall within the appropriate sections throughout the remainder of the meeting

b. Consider Date for Annual Meeting

The Date tentatively scheduled for the annual meeting is July 28, 2016. Ms. Gilbert will send the ~~bi-laws~~ **bylaws** to Mr. Andrew so he can review the requirements for the annual meeting. Mr. Andrew will contact Marc ~~Cargnan~~ **Carignan** to host the annual meeting along with scheduling a special financial training work meeting without a public forum, separate from the annual meeting and regular scheduled Board of Directors meeting.

Ms. Gilbert made a motion to approve July 28, 2016 as the date for the annual meeting. Ms. Lybbert seconded, motion carried.

c. Consider Dates for Upcoming board Meetings

We have currently been holding Board of Director meetings on the 1st and 3rd Thursdays each month at 6:30pm. Once school begins in the fall we will switch to once a month meetings. The proposed summer schedule is as follows

- June 2, 2016
- June 16, 2016
- July 7, 2016
- July 28, 2016 (Annual Meeting)
- August 4, 2016
- August 18, 2016

Mr. Hunter made a motion to approve the summer Board of Directors meeting schedule. Ms. Davenport seconded, motion carried.

4. FACILITIES UPDATE

Dru Damico of Building Hope emailed a letter to OE Bell requesting Alturas be listed as a tenant that will pay them back in due time. We should have their response back next week.

Arugula Deli is currently the only long-term tenant in the building. Mr. Damico will need to contact them to inform them of our projected growth and to see what can be worked out for cafeteria space. Arugula Deli has said they could cater our lunch program for under \$2.00, per student, per day.

The 2016-17 location on Yellowstone Highway will need to be classified as E-class which will cost approximates \$50,000.00-100,000.00. These costs can be built into the OE Bell building expenses.

Mr. Hunter will talk with Clarke from the Yellowstone Highway building to see about access to the cafeteria. Mr. Hunter will contact Koloa Kids Academy to address the possibility of using their playground.

5. ENROLLMENT

a. Current Enrollment

	Original Charter				Pending Amendment	
	Current Cap	Current Enrollment	Wait List		Proposed Cap	Over/Under
Kinder	36	36	25		48	13
First	36	34			41	-7
Second	35	35	9		42	2
Third	36	36	13		42	7
Fourth	36	36	9		36	9
Fifth	36	26			36	-10
Sixth	36	31			36	-4
Totals	251	234	56		281	

The hearing date on the pending amendment is scheduled for June 9, 2016. Mr. Andrew will check to see if we need to be present or if we can attend over a conference call.

Our enrollment report is due to the state Charter Commission by May 31, 2016.

b. Recruitment

The Facebook ad has been working. We paid \$149.53 and have so far reached 18,000 Facebook users, 700 have visited our page and we have at least 8 new student applications. Mr. Andrew will reduce the ad to \$20.00 per day to reach 5,000 user.

c. Advertising Campaign

Alpha Graphics has printed flyers to recruit students, in exchange for us stuffing envelopes for them. Flyers will be distributed at the Dance Depot Dance Recital this Friday and Saturday. It was also suggested to distribute flyers to future kids' events and house to house in neighborhoods. Ms. Hawkins suggested the Cortland Ridge Sub-division.

We will run a Facebook ad at the higher rate to advertise for teachers for one (1) week.

d. Consider Scheduling an Open House

June 8, 2016 was the suggested date for an Open House Meet and Greet. Ms. Gilbert made a motion to approve the June 8th open house date. Ms. Lybbert seconded, motion carried.

Ms. Davenport informed the Board you can rent the Paramount Theater for \$50.00. We could possibly host a second open house movie event later in the summer.

a1. Letter of Intent –

Mr. Hunter made a motion to amend the agenda to consider an additional item. Ms. Davenport seconded, motion carried.

Mr. Hunter made a motion for Mr. Allen to sign our letters of intent stating that the Alturas Board intends to lease the Boy Scout Building for one year, and is entering into a lease agreement with Building Hope who intends to secure the OE Bell building to be renovated for future use. Ms. Gilbert seconded, motion carried.

6. HIRING

a. Certificated Positions

Positions Hired:

Three (3) 1st-3rd teachers,
Special Ed

Hiring Needs:

One (1) 1st-3rd teacher
Three (3) 4th-6th teachers
One (1) Spanish Teacher

**One (1) Secretary/Office Staff
Substitute Teachers**

Ms. Hawkins reported that currently D91 is hiring at \$33,400.00 with a signing stipend of \$900.00. D93 is slightly higher but in 2020 will go up to \$40,000.00.

Mr. Andrew will add “ask about our signing bonus” to the Facebook ad.

b. Non-certificated Positions

We have a couple interviews in the future of teachers who have let their certificates expire. At the point of declaring a hiring emergency, we can hire non-certificated, bachelor degreed individuals would benefit our school.

We can hire student teachers at ½ rate but Ms. Hawkins informed us that their college advisors strongly discourage students from taking this path.

7. TRANSPORTATION UPDATE

We have received interest from a local bus company to provide transportation for us. We will run a bidding notification ad in the Sunday paper which will run for four (4) weeks.

June 20, 2016, we will be open to transportation bids. We need to put together a selection committee to receive the bids and put together a presentation for the Board of Directors.

8. APPROVE REVISED SCHOOL CALENDAR

August 15, 2016 – First day for Staff
August 22, 2016 – First day for Students
September 5, 2016 – Labor Day
November 10, 2016 – End of 1st Trimester
November 21-24, 2016 – Thanksgiving Break
December 19, 2016-January 2, 2017 – Winter Break
February 20, 2017 – Presidents’ Day
March 2, 2017 – End of 2nd Trimester
March 20-23, 2017 – Spring Break
May 29, 2017 – Memorial Day
June 1, 2017 – Last day of School for Students
June 2, 2017 – Last work day for Staff

Ms. Lybbert made a motion to approve the school calendar. Ms. Davenport seconded, motion carried.

9. BUDGET UPDATE

Ms. Davenport, Mr. Hunter and Mr. Andrew met last week to review budget. It is tight and we need to carefully monitor spending.

10. CONSIDER ADOPTING STUDENT INFORMATION SYSTEM

Ms. Gilbert made a motion to purchase Infinite Campus as our SIS including the fees management and communication modules. Ms. Lybbert seconded, motion carried.

11. PUBLIC FORUM

Ms. Crafts reminded us that many families are taking a big leap of faith enrolling in a start-up school. She also expressed her concerns as an enrolled parent, she feels she has been very uninformed of school happenings. FAQ's on the website would be helpful along with more contact from the school. It was suggested sending weekly emails and scheduling regular Facebook posts.

Mr. Andrew will begin weekly Facebook posts pulling information from our charter along with current events and happenings.

Ms. Ogden will update the Board of Directors directory on the website. As secretary, weekly emails would fit into her position.

12. ADJOURN

Mr. Hunter made a motion to adjourn the meeting. Ms. Davenport seconded, motion carried. Meeting adjourned at 9:10pm.