

Alturas International Academy Public Charter School
Board Meeting Minutes
July 7, 2016

Those in attendance: Principal Steven Andrew, Head Teacher Michelle Ball, Business Manager Marc Carignan (via phone)

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 6:42 p.m. by Mr. Allen.

Board Chairman Jared Allen	Present
Board Secretary Candise Gilbert	Present
Board Treasurer Collin Hunter	Present at 7:24 p.m.
Board Secretary Christine Ogden	Present
Board Member Katie Davenport	Present
Board Member Angey Lybbert	Present until 7:29 p.m.

2. CONSENT AGENDA

a. Board Minutes: June 16, 2016

MOTION: A motion was made by Ms. Davenport to accept the minutes for the meeting held June 16, 2016. The motion was seconded by Ms. Lybbert. Vote was unanimous. Motion carried.

b. Expenditures/Finances

Mr. Allen will touch base with Dru Damico (Building Hope) regarding whether we are required to pay property taxes as a non-profit organization on the Boy Scout building.

3. BOARD BUSINESS

a. Pre-Opening Checklist

Ms. Gilbert read over a pre-opening checklist. A lot has been completed. There is still a lot to do, but we are on track.

Mr. Carignan recommended setting up a Google doc for purchase orders and invoices.

Mr. Carignan reported that we will be receiving an advance payment on July 31, 2016.

Ms. Ball reported that curriculum came in higher than expected.

Mr. Andrew inquired into whether we can use funding budgeted for other staff towards teacher's salaries. Mr. Carignan reported that as a charter school we are able to do this.

Ms. Ball recommended that our Kindergarten teacher have a full-time aide because her class size has increased to 24 students. Mr. Carignan reported that Joel Lovstedt at Connor Academy hires half-time teacher aides (one in the morning, one in the afternoon). By doing this, aides work less than 20 hours a week and their school spends under 10K per classroom. Mr. Carignan will budget for five half-time teacher aides.

Mr. Carignan will budget food services at 100%. It helps the budget if it pays for itself.

Mr. Carignan recommended going over the annual budget after the JCAF meeting on Monday.

Job descriptions for Board officers need to be determined for our Annual Meeting on July 28, 2016.

4. PERSONNEL

a. Consider Declaring a Hiring Emergency

Mr. Andrew recommended that we declare a hiring emergency due to our state's lack of certified teachers. Teachers will be required to go through the ABCTE program, be evaluated, and receive training.

MOTION: A motion was made by Mr. Hunter to declare a hiring emergency. The motion was seconded by Ms. Davenport. Vote was unanimous. Motion carried.

b. New Hires

Mr. Andrew reported that we are fully staffed. They are having a teacher meeting tomorrow. Eleven of our 12 teachers will be present.

Mr. Andrew also reported that eight teachers have not received contracts. Four of them are certified, four of them are not.

MOTION: A motion was made by Mr. Allen to amend the agenda to discuss the use of additional funding for a hard-to-fill positions. The motion was seconded by Ms. Gilbert. Vote was unanimous. Motion carried.

MOTION: A motion was made by Mr. Hunter to designate the IB Coordinator position as a hard-to-fill position. The motion was seconded by Ms. Davenport. Vote was unanimous. Motion carried.

c. Contracts

MOTION: A motion was made by Ms. Gilbert to offer contracts to eight candidates for teaching positions. The motion was seconded by Mr. Hunter. Vote was unanimous. Motion carried.

5. CONSIDER APPROVING TRANSPORTATION CONTRACT

Mr. Andrew reported that Teton Stage Lines submitted a bid. Their rate per mile was very reasonable. They have a clause for a minimum of 55 miles per route, per day. The total cost is 124K minimum. He would like see if we can get it down to 45 miles per route, per day and recommended that we table the approval until we can negotiate a more favorable and cost effective rate.

MOTION: A motion was made by Mr. Hunter to table the approval until Monday after the meeting with JCAF. The motion was seconded by Ms. Ogden. Vote was unanimous. Motion carried.

6. PARENT ORGANIZATION

Mr. Andrew reported that the Parent Organization has gone ahead and established a Chair, Co-Chair, etc. They are willing to wait to set up their policies until the Board has established their own policies regarding a Parent Organization.

7. ENROLLMENT

a. Current Enrollment Report

Mr. Andrew reported that once we designate transportation routes, we may see a decline in enrollment. If this happens, he suggested advertising on Facebook.

b. Student Retention

Ms. Gilbert suggested a Facebook ad where we could incentivize shares.

c. Open House

Mr. Andrew reported that the Parent Organization is willing to help with this. They will provide refreshments and set up a booth to promote themselves. It was suggested that a Google doc be created for parents to be able to ask questions that can then be addressed in the presentation.

Mr. Andrew also reported that we may have to look at alternative locations because of construction. Mr. Hunter recommended the space to the North of the building.

Ms. Ogden will arrange to have a microphone there.

8. FACILITIES

Mr. Hunter reported that the City passed the E-occupancy proposal. Construction will start tomorrow or early next week. We should have a conditional use permit by August 2, 2016. Clarke needs to know what we would like to leave in the space or have them take away.

Mr. Hunter also reported that we have signed a lease with Clarke, but that Mr. Damico would like for Building Hope to sign a lease with Clarke and have us sub-lease it from them (similar to what we are doing with the OE Bell building).

Mr. Andrew would like to have a contingency plan if some of the items do not come in before school starts. He will come up with one and propose it to the Board.

9. BUDGET

Mr. Andrew reported that he is working with Sheldon Christensen with The Bowen Group on benefits. An email will be sent out shortly to the teachers to help determine what kind of plan we will offer. We have the option of going as a collective group with the State or a small group plan.

10. EXECUTIVE SESSION 74-206(1)(a), 74-206(1)(c)

- a. Personnel
- b. Property

11. ADJOURN

MOTION: A motion was made by Ms. Gilbert to adjourn the meeting. The motion was seconded by Ms. Ogden. Vote was unanimous. Motion carried.

Meeting adjourned at 8:14 p.m.