

Alturas International Academy Public Charter School
Board Meeting Minutes
December 15, 2016

Those in attendance: Principal Steven Andrew, Business Manager Marc Carignan (via phone), PTT Treasurer Theresa Flannery

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 6:40 p.m.

Board Chairman Jared Allen – Present

Board President Candise Gilbert – Present

Board Treasurer Collin Hunter – Present

Board Secretary Christine Ogden- Present

Board Member Katie Davenport – Present

Board Member Angey Lybbert – Absent

Board Member Heath Bowen – Present (via phone)

Board Member Michael Folker – Present (via phone)

2. CONSENT AGENDA

a. Monthly Financials: October and November, 2016

We are on track to have a net income of \$65K. There are some line items (TESTING AND ASSESSMENT and PURCHASED SERVICE - TECH FUND) shown in the budget report that are not going to be spent, which will give us some reserve. Under SALARIES – IDEA PART B there is \$12,500 that could be used to hire additional staff.

MOTION: *A motion was made by Ms. Davenport to approve the financial report. The motion was seconded by Mr. Hunter. Vote was unanimous. Motion carried.*

i. Checks Issued

The Board needs to begin reviewing checks issued. Expenditures also need to be posted on our website.

ii. Credit Card Purchases

iii. Year-to-Date Standing

b. Board Minutes: November 3, 2016

MOTION: *A motion was made by Mr. Hunter to accept the minutes for November 3, 2016. The motion was seconded by Ms. Davenport. Vote was unanimous. Motion carried.*

3. BOARD BUSINESS

a. Consider Scheduling January Board Training

Board Training will be a continuation of the last training, emphasizing roles and governance of the school.

MOTION: *A motion was made by Ms. Ogden to schedule board training for Thursday, January 19. The motion was seconded by Ms. Davenport. Vote was unanimous. Motion carried.*

b. Determine new Board Meeting Schedule

MOTION: *A motion was made by Ms. Davenport to hold board meetings on the 1st and 3rd Thursdays of every month. The motion was seconded by Ms. Gilbert. Vote was unanimous. Motion carried.*

c. Review of Board Duties

In their meetings, Mr. Bowen and the Leadership Team have uncovered some areas in which additional support is needed. They are facilities and website/technology. Mr. Hunter will contact Mr. Damico (Building Hope) to be included on the weekly construction calls. Mr. Bowen and Mr. Folker will discuss website/technology further. Mr. Carignan thinks it would be a good idea to schedule a call to receive a post closing update. Ms. Gilbert will contact International Baccalaureate Organization (IBO) to begin the application process.

4. CONSIDER INITIATING THE ACCREDITATION PROCESS

Mr. Andrew would like the Board's approval to initiate the accreditation process with AdvanceEd. It is a two-year review process in which they will ensure that certain standards are being met in areas such as finances, assessments, etc. One of the advantages is that if we continue on with high school, it will extend to it.

MOTION: *A motion was made by Mr. Hunter to authorize Mr. Andrew to initiate the accreditation process for AdvanceEd. The motion was seconded by Ms. Davenport. Vote was unanimous. Motion carried.*

5. FACILITIES REPORT

Julio (Building Contractor) contacted Mr. Hunter about moving the furniture that Kay donated to us. This donation will potentially be a huge cost savings when it comes time to furnish our school building.

6. LEADERSHIP REPORT

- We received a letter from Precision Cleaning and Maintenance that they are no longer interested in providing their cleaning services to us. Mr. Carignan knows two possible candidates, one of which is used by Connor Academy. The bid will include the cost to come in after lunch for lunch cleanup.
- Current enrollment is at 270 students. We will be losing one student over Winter Break, but will be adding four more when school resumes. Kindergarten through 4th grade is full and we are within five or six in 5th and 6th grade.
- Ms. Gilbert recommends having scheduled tours twice a month for anyone who is interested in our school.
- A sign needs to be hung on the outside of our new building by December 31. Mr. Hunter knows a company that can do it. Ms. Gilbert will come up with the wording. It will include our logo, name, and website. Some discussion took place about whether we will be changing our logo. Theresa Flannery indicated that the PTT likes our current logo and is not interested in presenting a candidate for a new one.

7. POLICIES – 1ST READ

- a. 5500 Personnel Files
- b. 5810 Compensatory Time and Overtime
- c. 5820 Evaluation of Non-Certified Staff
- d. 8610 Health Insurance Portability and Accountability Act
- e. 9700 Charter School Asbestos Program

MOTION: A motion was made by Mr. Hunter to accept 1st read on the listed policies. The motion was seconded by Ms. Davenport. Vote was unanimous. Motion carried.

8. POLICIES – 2ND READ

- a. 2340 Controversial Issues and Academic Freedom
- b. 2340F Parent Opt-Out Form
- c. 2341 Speakers in the Classrooms and at School Functions
- d. 2341P Controversial Speakers Procedure
- e. 2705 Military Compact Waiver
- f. 3200 Student Rights and Responsibilities
- g. 3270 Charter School-Provided Access to Electronic Information, Service, and Networks
- h. 3270F Internet Access Conduct Agreement

- i. 3370 Searches and Seizure
- j. 3370P Searches and Seizure Procedure
- k. 3570 Student Records
- l. 3570F Notification to Parents and Students of Rights Concerning a Student's School Records
- m. 3570P Maintenance of Student Records
- n. 3575 Student Data Privacy and Security
- o. 4260 Records Available to Public
- p. 4260F Request for Public Record

MOTION: A motion was made by Ms. Ogden to accept 2nd read on the listed policies a through p. The motion was seconded by Mr. Bowen. Vote was unanimous. Motion carried.

- q. 5800 Classified Employment, Assignment, and Grievance

MOTION: A motion was made by Ms. Gilbert to change Policy 5800 Classified Employment, Assignment, and Grievance so the Board of Directors will approve and/or ratify the salaries and wages of classified personnel. The motion was seconded by Mr. Hunter. Vote was unanimous. Motion carried.

9. PUBLIC FORUM

None

10. ADJOURN

MOTION: A motion was made by Mr. Folker to adjourn the meeting. The motion was seconded by Ms. Davenport. Vote was unanimous. Motion carried.
Meeting adjourned at 8:13 p.m.