

Alturas International Academy Public Charter School
Annual Board Meeting Minutes
July 20, 2017

Those in attendance: Executive Director Michelle Ball, Principal Brian Bingham, Business Manager Marc Carignan (via phone)

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order by Jared Allen at 6:45 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

Board Member Callie Hatch - Present

2. CONSENT AGENDA

- a. Board Minutes: June 22, 2017

MOTION: *A motion was made by Mr. Bowen to accept the minutes for June 22, 2017.*

The motion was seconded by Mr. Hunter. Vote was unanimous. Motion carried.

- b. June Financials

MOTION: *A motion was made by Ms. Gilbert to accept the June financial report. The*

motion was seconded by Mr. Bowen. Vote was unanimous. Motion carried.

3. ANNUAL MEETING BUSINESS

- a. Board of Directors – Term assignment review

Mr. Allen reminded the board that we extended the seat assignments to 2018 at our last annual board meeting.

NOTED: *Mr. Bingham recommended Tori Aldridge and Steven Dalling as possible board members.*

- b. Designate time and place for monthly meetings

MOTION: *A motion was made by Ms. Davenport to designate the 3rd Thursday of each month at 6:30 p.m. at Alturas International Academy as the time and place for our*

monthly meetings. The motion was seconded by Mr. Bowen. Vote was unanimous.

Motion carried.

c. Legal Publication

There is no change from last year's vote to name the Post Register as our means for legal publication for public announcements.

d. Board Election/Selection Procedure

Mr. Bowen suggested we formalize this process before we add more seats to the board.

4. BOARD BUSINESS

a. Board on Track

Ms. Ogden will follow up with BoardOnTrack to let them know we are ready to receive the analysis from the assessments we took and to begin working with them.

b. Rebranding

Our new logo will be used from this point forward.

c. Hiring Emergency

i. Re: ABCTE extension

MOTION: *A motion was made by Mr. Hunter to declare a hiring emergency in order to extend the ABCTE certification on behalf of Sara Summers. The motion was seconded by Ms. Hatch. Vote was unanimous. Motion carried.*

5. FUNDRAISING

Mr. Hunter will follow up with Mr. Harper to discuss the details and vision of the brick entryway fundraiser.

6. FACILITIES

a. NuClean

Ms. Snyder walked through the building with NuClean recently. They will be replacing the existing soap and toilet paper dispensers, and also recommended locations for rugs to preserve the carpet. In addition to the cleaning schedule they provided last school year, they will have an employee staffed during the school day to assist us with any cleanup or maintenance needs.

b. School signs – main, doors, traffic/parking, side lots, etc.

Ms. Snyder is working with Mann Made Printing & Design to update the existing marquee. She is also addressing all other signs inside and outside of the school building.

c. Landscaping/Grounds Crew

Tiffany (Pro Builders) is getting bids to clean up the school grounds. Ms. Snyder will get bids for lawn care maintenance.

d. Relocation

i. Date/Plan?

Unless Tiffany lets us know otherwise, we will plan to move from our current location to our new location on Thursday, July 27 at 6:15 p.m.

e. Open House

i. August 18 6:00pm

The Open House will be held Friday, August 18 from 6:00 to 8:00 p.m. Ms. Ball will offer some comments and attendees will be able to tour our new school building. Invitations will be e-mailed to Alturas vendors, surrounding businesses, and local school districts.

ii. Advertising/Caterting/etc.

Ms. Hatch will contact the Idaho Falls Chamber of Commerce to see if they would like to conduct a ribbon cutting ceremony. Ms. Ogden will look into having ice cream donated for the event.

7. Discuss points of Attendance Policy/Tech Policy

Discussion took place on how we want to define an excused absence and an unexcused absence. An absence would be considered excused in the case of a death in the family or medical/dental treatment verified by a licensed practitioner. All other absences would be considered unexcused. After four unexcused absences in a trimester, the teacher would talk to the student's parents. After eight unexcused absences in a trimester, a meeting would take place with the student's parents and the principal. Mr. Bingham will continue to work on this policy to present it to the board for adoption.

MOTION: *A motion was made by Mr. Hunter to amend the agenda to discuss a possible partnership with Arugula Deli to provide lunches for our school lunch program. The motion was seconded by Ms. Davenport. Vote was unanimous. Motion carried.*

Arugula Deli is interested in providing lunches four days a week for our school lunch program. Some of the things discussed at the meeting with them were:

- Keeping consistent with what they offer in their restaurant by serving healthy, kid-friendly options.*
- Keeping the price at \$3.25 per meal (drink excluded).*

- *Needing around 180 to 200 students daily to participate in order for it to be profitable for them.*
- *Delivering the meals on time as to not disrupt our school's daily schedule.*
- *They will be hiring four additional staff.*

Mr. Allen will draft a contract to review and sign.

8. 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 9:04 p.m.