

Alturas International Academy Public Charter School  
Board Meeting Minutes  
January 5, 2017

Those in attendance: Lead Teacher Michelle Ball, Principal Steven Andrew

1. CALL TO ORDER AND ROLL CALL

*The meeting was called to order at 6:43 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 – Present*

*Board Member Heath Bowen – Present*

*Board Member Michael Folker – Present*

2. VISION HIGHLIGHT

*Ms. Ball gave examples of some positive things that are happening and also reminded us of the importance of being a school that is teacher/student-oriented.*

3. CONSENT AGENDA

- a. Board Minutes: December 15, 2016

**MOTION:** *A motion was made by Mr. Bowen to accept the minutes for December 15, 2016. The motion was seconded by Ms. Gilbert. Vote was unanimous. Motion carried.*

4. LEADERSHIP REPORT

- a. Principal

*- We lost four students over Winter Break, two of which we knew about. There are two openings each in 1<sup>st</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grade, with two potential students to fill the openings in 1<sup>st</sup> grade. Current enrollment is 275 students and there are waiting lists in Kindergarten, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> grade.*

- b. Lead Teacher

*- Most of our teachers have embraced our model. There are a few that require higher levels of support.*

## 5. BOARD BUSINESS

### a. Report of Board Duties

- *Ms. Gilbert has contacted the International Baccalaureate Organization (IBO) and is waiting to hear back from them.*
- *Mr. Bowen continues to meet with the Leadership Team. He is identifying support roles so the Board can work effectively with them. One of the issues that have been uncovered is Board involvement in the building process.*
- *The 1000-level policies are board-specific policies. All of the required policies have been adopted. Mr. Allen will take the lead on reviewing the rest of them.*
- *Ms. Davenport will update our school community on the progress of our new school building by taking pictures and posting them on our Facebook page.*
- *Mr. Bowen will have his contact at Txtwire get a hold of Ms. Snyder (School Secretary/Office Manager) about their texting service.*

### b. 2017-18 Planning

#### i. Application Process

- *Ms. Snyder will create a Google Doc for this.*

#### ii. Lottery

- *Currently our open enrollment period is scheduled for March 1, 2017 thru March 31, 2017, with our lottery being held on April 7, 2017. Mr. Andrew will follow up with Michelle Clement Taylor with the Idaho State Department of Education (SDE) to discuss her reasons for moving these dates up.*

#### iii. Recruitment

*A discussion took place on different ways to recruit students for 7<sup>th</sup> and 8<sup>th</sup> grade. There are several charter and private schools in the area that do not go beyond 6<sup>th</sup> grade that we could do a presentation for. Another option is a promotional piece, such as a YouTube video that can be sent virally. Ms. Gilbert will get a hold of Justina L. Gooden-Helton (PTT Chairperson) to see if she has any contacts that could help with this.*

#### iv. Logo

**MOTION:** *A motion was made by Ms. Lybbert to approve the new school logo and roll it out at our ribbon cutting ceremony. The motion was seconded by Mr. Folker. Vote was unanimous. Motion carried.*

6. CONSIDER APPROVING NEW JANITORIAL CONTRACT

*The estimate with Nucleane is for \$7,300. It includes a 4<sup>th</sup> day of cleaning and personnel from 1 p.m. to 4 p.m. daily.*

**MOTION:** *A motion was made by Mr. Hunter to approve the janitorial contract with Nucleane. The motion was seconded by Ms. Davenport. Vote was unanimous. Motion carried.*

7. ACCREDITATION PROCESS REPORT

*A school has to be in operation for at least two years before it can become accredited. Mr. Andrew recommends postponing this process for a little while. In doing so, we will not be paying a required monthly fee for longer than we have to.*

8. FACILITIES REPORT

*Mr. Hunter will be present for monthly walk-throughs, as well as bi-monthly conference calls. A sign with our school's name on it was hung outside of our new building by the end of the year.*

9. POLICIES – 1<sup>ST</sup> READ

- a. 2210 School Closure
- b. 2210P School Closure
- c. 3510 Administering Medication

**MOTION:** *A motion was made by Mr. Bowen to table c. 3510 Administering Medication, in order to review it further. The motion was seconded by Ms. Gilbert. Vote was unanimous. Motion carried.*

**MOTION:** *A motion was made by Mr. Bowen to accept 1<sup>st</sup> read on policies a and b. The motion was seconded by Ms. Davenport. Vote was unanimous. Motion carried.*

10. POLICIES – 2<sup>ND</sup> 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 Ms. Lybbert to accept 2<sup>nd</sup> read on the listed policies. The motion was seconded by Ms. Ogden. Vote was unanimous. Motion carried.*

11. ADJOURN

***MOTION:*** A motion was made by Ms. Davenport to adjourn the meeting. The motion was seconded by Ms. Ogden. Vote was unanimous. Motion carried.  
Meeting adjourned at 8:27 p.m.