

**ALLIANCE CHARTER ACADEMY**  
**GOVERNING BOARD MEETING**  
**February 21, 2024**  
**(Approved March 13, 2024)**

**A. CALL TO ORDER**

- a. The Governing Board of Alliance Charter Academy met in Work Session on February 21, 2024 at 6:00pm via Google Meet
- b. Present from the Board were Tara McLaughlin , Sarah Reck-Secunda , Lindsey Skones, Darla Hall, and Shannon Meade
- c. Absent members were Robert Bruders, Cecilia Morgan
- d. Also present were Shelly Smith, Vincent Adams, David Toth, Kate Hansen, Kathleen Mixer-Cantrell, Lori Rux, Margo Edinger, Lauree Ortman, Meg Snyder, Shallon Smith, Renee Elting, Madeline Fullington, Tutti Souders, "Laurie", Jana and Drew, Lindsay Coombes, Dale Hiserote
- e. Tara called the meeting to order at 6:05pm.

**B. NEW BUSINESS**

- a. Executive Director 2024-2025 Search
  - i. Vince Adams, OSBA - Board Development Specialist
    1. "Re-do" - When the search doesn't work out and the ED departs, OSBA offers this follow up service
    2. [Proposed Search Calendar](#)
      - a. March 13, 2024 - Screening Committee Selection (in Regular Meeting)
      - b. April 10, 2024 (6:30pm) - Screening Committee Training
      - c. April 30, 2024 - Ranking Report Meeting
      - d. May 7th and 9th - Interviews
      - e. May 20th - Day in the Community
      - f. May 29th - Vote to Hire meeting
      - g. Tara moved to approve the Proposed Executive Search Process Calendar as updated; Sarah seconded; all ayes. Motion passed.
    3. Proposed salary range decision
      - a. Last year (2023-2024), the maximum salary decided on was \$94,000.
      - b. The Board decided on \$80,000-\$95,000 range
    4. Qualities and Qualifications (QQs) from 23-24 search
      - a. Edit and adopt new QQs for 24-25 search
      - b. Tara moved to approve the Qualities and Qualifications as updated; Sarah seconded; all ayes. Motion passed.

5. Tara motioned to open the vacancy of the Executive Director for the 2024-2025 school year, to be filled July 1, 2024; Sarah seconded; all ayes.

b. Finance Committee

- i. Finance Committee Members - Tutti Souders, Dale Hiserote, Lauree Ortman, Winona Hiserote (staff can not be on the FC, conflict of interest)
- ii. Budget Spreadsheet was provided to all committee members
- iii. Opened for questions from the Finance Committee members
  - 1. Would be helpful to have more context, specific budget to actuals, prior year history, etc - so that meaningful input can be given
  - 2. Interested in hearing thoughts around the budget shortfall from the 23-24 budget
  - 3. Shannon gave historical background
  - 4. Question about state funding - Oregon gives full funding to OCSD, and ACA receives 80% of K-8 students and 95% of 9-12
  - 5. Shelly explained the structure of ACA (ESs/onsite program) and discussion of specifics of how ACA is funded
  - 6. Clarification on SPED going to OCSD
  - 7. ESSER III fund will not be available next year; SIA and HSS grants will continue; SIA if not spent will roll over next year
  - 8. ESSER money has all been allocated for the 2023-2024 school year
  - 9. Preliminary budget has to be done in May and final turned in at the beginning of July
  - 10. Discussion on ACA structure and specific budget items
  - 11. Discussion of reserves

c. Staff Interviews

- i. Contracts being worked on and updated for this year
- ii. Meeting with legal on Friday to get advice on fixes
- iii. The Board will be drafting a letter to staff explaining changes and the letter and contract will be given to each individual to look over and sign if they are satisfied with them
- iv. Follow up meetings will be made with individuals that request them, after having viewed their new contracts

**C. ACTION ITEMS**

- a. Tara moved to approve the Qualities and Qualifications as updated; Sarah seconded; all ayes. Motion passed.

	Aye	Nay	Abstained	Absent
Tara	X			

Sarah	X			
Robert				X
Lindsey	X			
Shannon	X			
Cecilia				X
Darla	X			

- b. Tara moved to approve the Proposed Executive Search Process Calendar as updated; Sarah seconded; all ayes. Motion passed.

	<b>Aye</b>	<b>Nay</b>	<b>Abstained</b>	<b>Absent</b>
Tara	X			
Sarah	X			
Robert				X
Lindsey	X			
Shannon	X			
Cecilia				X
Darla	X			

- c. Tara motioned to open the vacancy of the Executive Director for the 2024-2025 school year, to be filled July 1, 2024; Sarah seconded; all ayes.

	<b>Aye</b>	<b>Nay</b>	<b>Abstained</b>	<b>Absent</b>
Tara	X			
Sarah	X			
Robert				X
Lindsey	X			
Shannon	X			
Cecilia				X

Darla	X			
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**D. ADJOURNMENT**

- a. Meeting was adjourned at 9:04pm by Tara

**E. NEXT MEETING**

- a. March 13, 2024 at 6:00pm
- b. [23-24 Meeting Schedule Link](#)

Respectfully submitted,  
Lindsey Skones, Board Secretary