

**ALLIANCE CHARTER ACADEMY
GOVERNING BOARD MEETING**

January 8, 2025

(Approved February 12, 2025)

A. CALL TO ORDER

- a. The Governing Board of Alliance Charter Academy met in Regular Session on January 8, 2025 at 6:00pm via Google Meet
- b. Present from the Board were Tara McLaughlin , Sarah Reck-Secunda , Robert Bruders , Lindsey Skones, Darla Hall, Lauree Ortman, Ann Heppner
- c. Also present were Shelly Smith, Meg Snyder, Shallon Smith, Nhia Yang, Jana Holland, Lindsay Freeman, Lorelai Bruders, Lori Rux, Margo Edinger, Renee Elting, Robert Bello, Tutti Souders, Carly Carruthers
- d. Tara called the meeting to order at 6:00pm.

B. CONSENT AGENDA

- a. Vote to approve
 - i. Previous Meeting Notes
 - 1. December 11, 2024 Regular Session
 - 2. December 18, 2024 Work Session
 - ii. Today's Agenda
 - iii. Tara moved to approve our consent agenda; Robert seconded; all ayes; motion passed.

C. ANNOUNCEMENT

- a. [Invitation](#) to attend a public education forum on January 15th

D. RECOGNITION/APPRECIATION

- a. Lindsey thanked Shallon, Shelly, Meg, and Tara for the amazing website updates and added pictures of our community! She also thanked Nhia for putting together the business cards with ACA info. They have been helpful!
- b. Shelly thanked Valerie Johnson, the PTO, and many other volunteers for their amazing work on the Holiday Bazaar. It was a smashing success!
- c. Lauree thanked Sandy and team for the beautiful newly finished gym floor.

E. STUDENT REPRESENTATIVES

- a. Robert Bello - There is an upcoming elementary school game night and a chess tournament. February 7th is also the winter formal.
- b. Lorelei Bruders - Community survey was posted. It was quick and easy and is helpful for students to get info to the board and administration. She was also impressed and pleased with the student turnout at the holiday bazaar.

F. EXECUTIVE DIRECTOR UPDATE

a. [Slides](#)

- i. Enrollment is holding at our cap of 425 with 5 on the waiting list; next enrollment meeting January 15, 2025 with 58 families registered to attend
 - 1. Changes to HS enrollment - no new 11/12 grade admissions; affecting ACA's state report card/data
- ii. Culture Committee
 - 1. Introducing Learning Guides - Differentiate this role from "parent" (although many times they will be the same), define responsibility, recognize value
- iii. Grant Applications update
- iv. Longitudinal Growth Target Data- Regular Attenders, 9th grade On-Track, On-Time Graduation, 5 Year Completion, Grade 3 ELA
 - 1. Regular Attenders data will be corrected, based on body of work attendance
 - 2. 9th grade on track - students need 6.5 credits at the end of 9th grade to be "on track"
 - 3. Admin is working on strategies to improve these numbers
- v. Good News! Holiday Bazaar, Choir performances, Gym floor waxing, new stovetop ranges, Thank you to our year end donors

G. FINANCIAL UPDATE

a. [Slides](#)

- i. Current P&L as a % of Budget
 - 1. Income (1/6/25) - received 55.48% of budget (excludes grants)
 - 2. Expenses - spent 31.57% of budget (includes Dec. payroll)
- ii. Audit Status and Updates
 - 1. Grants auditing - This was the biggest concern, as we had to reconstruct the grants expenditure documentation. It has been completed, for now.
 - 2. Auditors requested we fix ending balances for FY 22-23. This was a running trend for this audit (fixing historical information). This has been resolved and updated. A completed schedule of assets will be provided to the Board every June.
 - 3. New requirement starting this year - IT questionnaire and Systems of Internal Controls questionnaire. Because our IT services are contracted to the District and our servers are through Clackamas ESD, most of the responses are just educating the auditors on our process.
- iii. Capital Investment Updates
 - 1. Oven installation is complete!

- 2. Reminder - Printers need to be replaced (upcoming)
- iv. New Teaching Tools Requests - Budgeting for classroom equipment upgrades in order to adequately equip teachers with the tools needed for next year.
- b. Audit Report - Due to the currently incomplete audit, the district will withhold our January funding (as per charter agreement). The funds will be released to ACA once the audit is complete and received.
- c. Resolution 20250108-001 - Resolution to release funds from the reserves to cover January payroll
 - i. Tara moved to approve Resolution 20250108-001; Lauree seconded; all ayes with one abstention; motion passed.

H. PUBLIC INPUT

- a. Conduct Statement
- b. No public comment submitted for this meeting.

I. COMMITTEE REPORT

- a. Board Development Committee
 - i. There are three Board members with ending terms in June. These members need to notify the committee of their intentions for the next term.
 - ii. Committee will begin meeting this month to determine vacancies.
- b. Finance Committee
 - i. Meeting upcoming on site at ACA on Monday, January 13, 2025
 - ii. Robert detailed the agenda for the upcoming meeting - previous agenda, working on next year's budget, discussions of priorities, etc
 - iii. Goal of finalizing tentative budget by the end of April (due May 15th)
- c. Policy Committee
 - i. Policy updates from OSBA
 - 1. AC
 - 2. AC-AR 1 - Board determined edits; vote pushed to next meeting
 - 3. AC-AR 2 - Board determined edits; vote pushed to next meeting
 - 4. JBA/GBN
 - 5. JHCD
 - 6. JHCD-AR
 - ii. Tara moved to approve policies AC, JBA/GBN, JHCD, JHCD-AR; Robert seconded; all ayes; motion passed.
- d. Resource Development
 - i. Follow up from alumni postcard fundraiser
 - 1. USPS applied a sticker that covers QR code for donation submissions so a donation button was added to the webpage
 - 2. Total amount raised in December/January - \$800
 - 3. Next step will be updating the alumni list for future contacts

J. OLD BUSINESS

- a. Qualities and Qualifications for ED
 - i. Discussion of previously approved document
- b. Public Meetings Law update
 - i. Requires board meetings to be recorded and posted to the organization's website, but not applicable to ACA.

K. NEW BUSINESS

- a. Board training with OGEC
 - i. OSBA website: "HB 2805 mandates training on Oregon's Public Meetings Law for all members of governing bodies that have total expenditures of \$1 million or more in a fiscal year. This training must be completed at least once during each term of office. Each public body member is responsible for maintaining a record of attendance at the required training. The training can be provided by OGEC or an organization approved by OGEC (OSBA has requested approval of its public meetings law training)."
 - ii. The Board prefers the training to occur virtually, during a June or August work session. Tara will look into scheduling our options for training.
- b. Policy Review
 - i. BBFC - reviewed 1/8/2025
 - ii. BD/BDA - reviewed 1/8/2025
 - iii. BDC - reviewed 1/8/2025
 - iv. BDD - set aside
 - v. BDDC - reviewed 1/8/2025
 - vi. BDDG - reviewed 1/8/2025
 - vii. BDDH - set aside
 - viii. BFC - reviewed 1/8/2025
 - ix. BFCA - reviewed 1/8/2025
 - x. BHD - reviewed 1/8/2025
 - xi. BHE - reviewed 1/8/2025
 - xii. Tara moved to readopt BBFC, BD/BDA, BDC, BDDC, BDDG, BFC, BFCA, BHD, and BHE into our policy library; Robert seconded; all ayes; motion passed.

L. ACTION ITEMS

- a. Tara moved to approve Resolution 20250108-001; Lauree seconded; all ayes with one abstention; motion passed.

| | Aye | Nay | Abstained | Absent |
|------|-----|-----|-----------|--------|
| Tara | X | | | |

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|---------|---|--|---|--|
| Sarah | X | | | |
| Robert | X | | | |
| Lindsey | X | | | |
| Darla | | | X | |
| Lauree | X | | | |
| Ann | X | | | |

- b. Tara moved to approve policies AC, JBA/GBN, JHCD, JHCD-AR; Robert seconded; all ayes; motion passed.

| | Aye | Nay | Abstained | Absent |
|---------|------------|------------|------------------|---------------|
| Tara | X | | | |
| Sarah | X | | | |
| Robert | X | | | |
| Lindsey | X | | | |
| Darla | X | | | |
| Lauree | X | | | |
| Ann | X | | | |

- c. Tara moved to readopt BBFC, BD/BDA, BDC, BDDC, BDDG, BFC, BFCA, BHD, and BHE into our policy library; Robert seconded; all ayes; motion passed.

| | Aye | Nay | Abstained | Absent |
|---------|------------|------------|------------------|---------------|
| Tara | X | | | |
| Sarah | X | | | |
| Robert | X | | | |
| Lindsey | X | | | |
| Darla | X | | | |
| Lauree | X | | | |

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|-----|---|--|--|--|
| Ann | X | | | |
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M. ADJOURNMENT

- a. Meeting was adjourned at 8:37pm by Tara

N. NEXT MEETING

- a. January 29, 2024
- b. [24-25 Meeting Schedule Link](#)

Respectfully submitted,
Lindsey Skones, Board Secretary