

**ALLIANCE CHARTER ACADEMY
GOVERNING BOARD MEETING**

August 14, 2024

(Approved September 11, 2024)

A. CALL TO ORDER

- a. The Governing Board of Alliance Charter Academy met in Regular Session on August 14, 2024 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, and Ann Heppner
- c. Also present were Shelly Smith, Carly Carruthers, Jana Holland, Kathleen Cantrell, Margo Edinger, Meg Snyder, Nhia Yang, Renee Elting, Shallon Smith, William Flemming, Kate Hansen, Karen Downing
- d. Tara called the meeting to order at 6:01pm.

B. CONSENT AGENDA

- a. Vote to approve
 - i. Previous Meeting Notes
 - 1. June 12, 2024
 - 2. June 26, 2024
 - 3. July 3, 2024
 - ii. Today's Agenda
 - iii. Tara moved to approve the consent agenda; Sarah seconded; all ayes with two abstentions (Ann and Lauree); motion passed.

C. RECOGNITION/APPRECIATION

- a. Tara thanked Shelly for all her hard work over the last two months!
- b. Robert thanked Nhia Yang, our new Business Manager, for his positive energy and jumping right into the job!

D. EXECUTIVE DIRECTOR UPDATE

- a. Shelly Smith - [Slideshow](#)
 - i. Fully enrolled at 425 with 40 students on the waitlist
 - ii. Welcome Meg Snyder, new Academic Development Director
 - iii. Welcome Nhia Yang, new Business Operations Manager
 - iv. Staff Retention - 100% (hopefully!)
 - 1. New Academic Development Director, Business Operation Manager, System Manager, Human Resource Specialist
 - 2. Four new ESs and new front office team hired
 - v. Committees are back!

1. School Improvement, Culture Creation, Safety/Graduation, Social Emotional Learning, Business Marketing, Sunshine
- vi. Sponsor Relations update
 1. Discussions of charter ADM and HSS reduction with Dr. Spitzer
- vii. Request for ADM Increase, following Springwater's lead
 1. A letter is drafted to OCSD Board Member Heidi Blackwell to seek her advice and potential support
- viii. LinkUp with ACA
 1. 15 classes with openings
 2. Offering spaces to waitlisted students first
 3. Promote on social media
- ix. Community Updates
 1. Park Play Day, GaGa Ball installation (Thank you, PTO!) , Tidy Up Day, Back to School Day (Wednesday, August 28th from 9am-1pm)

E. FINANCIAL UPDATE

- a. Nhia Yang, Business Operations Manager - [Slides](#)
 - i. Status and Patterns of FY 23-24 books
 1. Expenses as a percentage of gross revenue
 2. Industry metrics
 - ii. Overview of FY 24-25 Budget
 1. Expenses as a percentage of gross revenue
 2. New accounting structure for monitoring onsite classes/department budgets
 - iii. Notes and Recommendations
- b. Finance Folder

F. COMMITTEE REPORT

- a. Set up committees - 3 members each, can have other individuals assigned by Board
 - i. Board Development Committee
 1. Chair - Board Vice Chair, Sarah Reck-Secunda
 2. Members - Ann Heppner and Robert Bruders
 3. Role of Committee: The board development committee is commissioned by and responsible to the board of directors to assume the primary responsibility for matters pertaining to the board of director's recruitment, nominations, orientation, training, and evaluation in accordance with the by-laws of the charter school as well as established policies and practices approved by the board of directors.
 - ii. Executive Committee
 1. Chair - Board Chair Tara McLaughlin
 2. Members - Sarah Reck-Secunda, Robert Bruders, Lindsey Skones

3. Role of Committee - The executive committee is commissioned by and responsible to the board of directors to function on behalf of the board of directors in matters of emergency and in interim periods between regularly scheduled board meetings. The executive committee shall have and exercise the authority of the board of directors provided that such authority shall not operate to circumvent the responsibility and authority vested in the board of directors by the by-laws, and any action taken is to be ratified by the board of directors at its first subsequent meeting.
4. Also serves as personnel committee: The personnel committee is commissioned by and responsible to the board of directors to assume the responsibility for advising it on matters pertaining to personnel administration and staffing. This responsibility shall in no way interfere with the authority of the charter school administrator to hire, supervise and, in accordance with the personnel policies, terminate the remaining staff of the charter school. The board of directors hires the charter school administrator.
5. Also serves as the agenda planning committee: Creates Board meeting agendas *in collaboration with the ED*.

iii. Finance Committee

1. Chair - Board Treasurer, Robert Bruders
2. Members - Tara McLaughlin and Lauree Ortman
3. Role of Committee - The finance committee is commissioned by and responsible to the board of directors. It has the responsibility for working with the charter school administrator to create the upcoming fiscal year budget; presenting budget recommendations to the board; monitor implementation of the approved budget on a regular basis and recommend proposed budget revisions; recommend to the board appropriate policies for the management of the charter school's assets. The finance committee shall be assisted by the charter school administrator.

iv. Policy Committee

1. Chair - Board Vice Chair, Sarah Reck-Secunda
2. Members - Lindsey Skones, 9/1/24 update: Darla Hall
3. Role of Committee - To prepare updates to existing policies and suggest new policies to adopt, based on OSBA updates (multiple times a year)

v. Resource Development Committee

1. Chair - Board Chair, Tara McLaughlin
2. Members - Lauree Ortman and Ann Heppner
3. Role of Committee: The resource development committee is commissioned by and responsible to the board of directors to

assume the primary responsibility for raising non-grant funds to meet the budget of the charter school. The board of directors, in consultation with the resource development committee, finance committee and charter school administrator, will determine the fund-raising goal for the resource development committee.

- b. Tara moved to approve the committee chairs and members as written above via unanimous consent; motion passed.
- c. Policy Committee Update - OSBA Policy Update 2 of 3
 - i. [Board Policy Basics](#)
 - ii. Review for Adoption
 - 1. GBEB
 - 2. GBEB-AR
 - 3. GBNAB/JHFE*
 - 4. GBNAB/JHFE-AR 1*
 - 5. GBNAB/JHFE-AR 2*
 - 6. GCDA/GDDA
 - 7. JGA
 - 8. JGAB
 - 9. JGAB-AR
 - 10. JHCA
 - 11. JHFE/GBNAB (*repeat policy for file purpose)
 - 12. JHFE/GBNAB-AR 1 (*repeat policy for file purpose)
 - 13. JHFE/GBNAB-AR 1 (*repeat policy for file purpose)
 - iii. Board Discussion for Adoption
 - 1. GBN/JBA*
 - a. ED and HR Specialist to be listed as points of contact
 - 2. JBA/GBN (*repeat policy for file purpose)
 - a. ED and HR Specialist to be listed as points of contact
 - 3. KBA-AR
 - a. Determine fees for records requests - Clerical time, \$40/Admin time, \$75/Attorney time, \$385
 - iv. Tara moved to vote in all policy updates as presented; Sarah seconded; all ayes; one absent; motion passed.

G. OLD BUSINESS

- a. ED search for 2025-2026 school year
 - i. Board decided to discuss and piece through steps in our work sessions

H. NEW BUSINESS

- a. [Calendar](#) for all 2024-2025 Board Meetings (Work/Executive sessions)
 - i. To be brought to the next meeting for board approval
- b. Communications Protocol review

- c. Board Operating Agreement review
 - i. To be reviewed and signed by each Board member and sent to Tara
- d. Discussion of Background Check process and system
 - i. Sarah will connect with our HR specialist and gather more information to bring to our next meeting

I. Board Resources and Education

- a. ED evaluation toolkit
 - i. Board members to review the document on their own time
- b. Board education tools
 - i. OSBA November Training opportunity
 - ii. 2023 Training Videos available for Board members to review
 - iii. Reading Materials available for Board members to review, "Creating an Effective Governing Board Guidebook"

J. ACTION ITEMS

- a. Tara moved to vote in our policy updates as presented; Sarah seconded; all ayes; one absent; motion passed.

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

K. ADJOURNMENT

- a. Meeting was adjourned at 7:59pm by Tara

L. NEXT MEETING

- a. September 11, 2024 at 6:00pm

Respectfully submitted,
Lindsey Skones, Board Secretary