

**ALLIANCE CHARTER ACADEMY
GOVERNING BOARD MEETING**

November 8, 2023

(Approved December 13, 2023)

A. CALL TO ORDER

- a. The Governing Board of Alliance Charter Academy met in Regular Session on November 8, 2023 at 6:00pm via Google Meet
- b. Present from the Board were Tara McLaughlin , Sarah Reck-Secunda , Robert Bruders , Lindsey Skones, Darla Hall, Shannon Meade , and Cecilia Morgan
- c. Also present were Matt Lacy, Christine Caponi, Danelle Till, Lindsay Coombes, Kate Hansen, Kathleen Mixer-Cantrell, Shallon Smith, Dale Hiserote, Renee Elting, Sarah Blue Cloud, Karen Downing
- d. Tara called the meeting to order at 6:03pm.

B. CONSENT AGENDA

- a. Vote to approve the following items; unanimously approved
 - i. October 11, 2023 [Meeting Minutes](#)
 - ii. Meeting Agenda

	Aye	Nay	Abstained	Absent
Tara	X			
Sarah	X			
Robert	X			
Lindsey	X			
Shannon	X			
Cecilia	X			
Darla	X			

C. BOARD TRAINING

- a. No training this month. Please consider looking back over items to solidify information.
 - i. Previous meeting workshops are available to watch
 - ii. Folder of OSBA Summer Conference items is available

- iii. Cupboard in the Main Office at ACA with items for Board education - Board Members may take items to read over, including old annual reports (picture). Leave a note of which items you take and please return.
- iv. Board Member Binder is full of helpful information
- v. Audit Report from 2021-2022 for review

D. RECOGNITION/APPRECIATION

- a. Tara thanked staff for their work with the Spooky Science and Mad Math Night, the PTO for all their hard work on the Trunk or Treat, Admin for the Harvest Dance, Safety Team for a successful Lockdown Drill
- b. Shannon thanked the new art teacher Margaret Hespen for adoring the halls with amazing student artwork, the PTO for all their hard work and the plans underway

E. PUBLIC INPUT

- a. [Conduct Statement](#) read aloud
- b. Input from Danelle Till - Impact of changes in health, dental, short term disability benefits

F. EXECUTIVE DIRECTOR UPDATE

- a. [Slides](#)
- b. Enrollment
 - i. 370 students, more inquiries are coming in
- c. Payroll/Payscale Update
 - i. Xenium received historical and current pay scales - their feedback was that it was complicated and they cannot support
 - ii. Two options moving forward - fix the current pay scale ourselves or pay Xenium to create a new one within 5-7 weeks
 - iii. Xenium’s quote delivered on 11/7/23 - [link](#)
 - 1. They will help developed a clear pay scale that honors ACA realities
 - 2. Timeline is 5-7 weeks and cost would be \$3,500 (does not include the cost of salary changes)
 - 3. Questions and answers from the Board members (see recording)
 - 4. Tara moved to release \$3,500 for the Xenium payscale project; Robert seconded; motion passed

	Aye	Nay	Abstained	Absent
Tara	X			
Sarah	X			
Robert	X			

Lindsey	X			
Shannon			X	
Cecilia	X			
Darla			X	

- d. HR Progress Report on how Xenium services are working - it's clearly being used, we have experienced overages, continued to received a high level of contacts surrounding details of salary, workload this year, benefits questions
- e. Safe Spaces Update
 - i. Mornings/afternoons and lunch are monitored by administrator or staff members
 - ii. Protocols are being put in place for classroom breaks
 - iii. All phones have been checked and are operational
 - iv. Official protocols for emergencies are being drafted
- f. Community Update
 - i. Culture survey, Student of the Week, Staff of the Month, Clubs, PTO, etc
- g. Student Improvement Plan Update
 - i. Quarterly Check/Progress report - [see report](#)
- h. A big thanks to our new full time custodian, Sandy. She has been amazing!

G. COMMITTEE REPORT

- a. Student Representative - Shannon Meade
 - i. Met with the student leadership group this week - the students would like to have a role in selecting their representatives. Three students expressed interest.
- b. Finance Committee - Tara McLaughlin
 - i. Meeting held October 30, 2023
 - ii. Committee to acquaint themselves with ACA's current budget and previous audit, the committee will work on a draft financial policy document
 - 1. [Example Document](#) - more examples will be available to the committee for review
- c. Financial Update - Christine Caponi
 - i. [Profit and Loss](#)
 - ii. [Balance Sheet](#)
 - iii. [Budget Tracking](#)
 - iv. [Check Register](#)
 - v. Audit is wrapping up - Due to OCSD by November 15th and due to ODE by December 31st
- d. President's Update - Tara McLaughlin
 - i. Web Hosting returning through OSBA

1. [Example](#) - something like this will be posted to our website
 - a. Board members will independently work through several policies (6 listed below) before the end of the calendar year to prepare for a vote on December 13th.
2. Board Members - Please have notes submitted by December 11th.

H. OLD BUSINESS

- a. Bylaws updates
 - i. [Lawyer's suggestions](#)
 - ii. [Board Comments](#)
 - iii. Tara moved to postpone the vote on Bylaws to the December 13th meeting when we have the clean copy available to read through; Robert seconded; all ayes - motion passed
- b. [Board Operating Agreement](#) - discussion of refinement points
 - i. Tara moved to postpone the vote on Board Operating Agreement to the December 13th meeting when we have the clean copy available to read through; Robert seconded; all ayes - motion passed
- c. Meet and Greet Public forum format
 - i. [Agenda suggestion](#)
 - ii. All agreed to move forward with Meet and Greet session November 15, 2023 from 3:30-5:00 pm
- d. Policy Recheck
 - i. The following six policies from the 2022-2023 school year will be independently reviewed by all Board members for a vote at the regular December meeting; please have comments in by December 11th
 1. Old Policies to read and review
 - a. [JGAB](#) - Use of Restraint or Seclusion** (Required)
 - b. [JFCF-AR](#) - [Hazing] Harassment, Intimidation, Bullying, etc
 - c. [AC-AR](#) - Discrimination Complaint Procedure (Required)
 - i. Shannon will create a fillable PDF form
 - ii. [Clean AC-AR](#)
 - iii. Check against KL policy updates to maintain consistency
 - d. [KL](#) - Public Complaints
 - i. Need to match KL with previously approved [KL AR](#)
 - e. [EHB](#) - Cybersecurity (Optional)
 - f. [EHB-AR](#) - Cybersecurity (Optional)

I. ACTION ITEMS

- a. Tara moved to release \$3,500 for the Xenium payscale project; Robert seconded; motion passed.

	Aye	Nay	Abstained	Absent
Tara	X			
Sarah	X			
Robert	X			
Lindsey	X			
Shannon			X	
Cecilia	X			
Darla			X	

- b. Tara moved to postpone the vote on Bylaws to the December 13th meeting when we have the clean copy available to read through; Robert seconded; all ayes - motion passed.

	Aye	Nay	Abstained	Absent
Tara	X			
Sarah	X			
Robert	X			
Lindsey	X			
Shannon	X			
Cecilia	X			
Darla	X			

- c. Tara moved to postpone the vote on Board Operating Agreement to the December 13th meeting when we have the clean copy available to read through; Robert seconded; all ayes - motion passed.

	Aye	Nay	Abstained	Absent
Tara	X			
Sarah	X			
Robert	X			

Lindsey	X			
Shannon	X			
Cecilia	X			
Darla	X			

J. ADJOURNMENT

- a. Meeting was adjourned at 8:32pm by Tara

K. NEXT MEETING

- a. November 15, 2023 at 3:30pm (at **ACA**) - Board Meet and Greet
- b. December 6, 2023 at 6:00pm - Executive Session
- c. December 13, 2023 at 6:00pm - Regular Session

Respectfully submitted,
Lindsey Skones, Board Secretary