

ALLIANCE CHARTER ACADEMY
GOVERNING BOARD MEETING
October 11, 2023
 (Approved November 8, 2023)

A. CALL TO ORDER

- a. The Governing Board of Alliance Charter Academy met in Regular Session on October 11, 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, Kathleen Mixer-Cantrell, Lindsay Coombes, Lori Rux, Matthew Lowe, Shallon Smith, Shelly Smith, Renee Banks, Crew McGrew, ACA PTO
- d. Tara called the meeting to order at 6:06pm.

B. CONSENT AGENDA

- a. Vote to approve the following items; Tara moved to approve the following; Robert seconded; all ayes; Cecilia abstained
 - i. Previous Meeting Notes
 - 1. [September 13, 2023 Minutes](#)
 - 2. [October 4, 2023 Minutes](#)
 - ii. Today's [Agenda](#)
 - iii. [KL Policy](#) updates with [fillable form](#)
 - 1. Matt would like the form required for all complaints
 - a. Updates have been made to the form to reflect this request
 - b. Vote will be to approve policy and form as it is written
 - c. The form will be available on the website and in the office

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

Darla	X			
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C. BOARD TRAINING

- a. Matt Lowe, ACA outside legal counsel with Jordan Ramis PC
 - i. Board member responsibilities
 - 1. [Slides](#)

D. RECOGNITION/APPRECIATION

- a. Robert thanked Sultana for her positive influence and attitude at ACA.
- b. Sarah thanked Shannon, our new parent liaison, for her activity on the Facebook page and the positive growth there.
- c. Shannon thanked the admin team for making themselves available and for asking for feedback at the beginning of the year.
- d. Tara thanked Shallon for getting Tara and Lindsey setup with the technology piece for increased communication.

E. PUBLIC INPUT

- a. A submitted written statement was shared with all Board members

F. STAND AT EASE

- a. Tara motioned for a stand at ease (5 minutes); Sarah seconded, all ayes - members can turn off their camera and walk around but recording will continue until adjournment.

G. EXECUTIVE DIRECTOR UPDATE

- a. [Slides](#)
- b. Enrollment
 - i. 374 total, 119 K-5, 130 6-8, 125 9-12
 - ii. 4 on the waitlist from the 10/10/23 informational meeting
- c. Four Priorities for 2023-2024
 - i. Payscale/Payroll - working to improve now and for the next 3 years
 - ii. Making progress in the School Improvement Plan - ensuring standards are being met and students are learning
 - iii. Building community with all stakeholders
 - 1. Continue to listen and take action, regular coffee with directors, PTO driven activities, all school events and regular communication
 - iv. 2024-2025 Planning
 - 1. Course catalog, course schedule for teachers and students, draft contracts - before teachers leave for the summer
- d. Payroll/PayScale Update

- i. Admin team met with four Xenium staff to examine historical payscale/payroll and where we are at now
 - ii. Xenium is taking the information given, analyzing over the next week and will come back with recommendations
 - iii. Goals are to fix the current payscale/payroll and building a sustainable, fair, and predictable payscale/payroll that will be evaluated every 3 years
 - e. Upcoming items to keep in mind
 - i. ACA Orchestra at Arlene Schnitzer Concert Hall - 10/21-10-22
 - ii. PTO Trunk or Treat - 10/26 at 3:45 in the lower parking lot
 - iii. Spooky Science and Mad Math - 10/26 at 4:00pm in the gym
 - f. Salary update
 - i. Matt proposed a payroll/pay scale calendar adjustment (see slides) - Tara moved to accept the schedule changes as proposed; Sarah seconded; all ayes with Shannon and Darla abstaining.

H. COMMITTEE REPORT

- a. Student Representative
 - i. Shannon - ACA student clubs have not started yet and the student leadership club is where we will identify a representative
- b. Financial Committee
 - i. [Profit and loss statement](#)
 - ii. [Balance sheets](#)
 - iii. [Budget tracking](#)
 - iv. [Check register](#)
 - v. [Budget to actual](#)
 - vi. Audit is in progress
 - vii. Finance Committee is meeting virtually on October 30, 2023 at 2:30pm

I. OLD BUSINESS

- a. OEGB options - ACA will offer all 10 benefit plans, Christine is organizing a benefit fair in November to provide information to the staff and she will email the link to the staff with the information on the plans, including costs associated.
- b. Vote on [Bylaws](#) updates
 - i. Tara moved to push the vote to finalize and approve to the November Board meeting; Robert seconded; all ayes.
- c. [Board Operating Agreement](#) refinement and vote to adopt
 - i. Vote to adopt Board Operating Agreement - Tara moved to push the vote to finalize and approve to the November Board meeting; Shannon seconded; all ayes.

J. NEW BUSINESS

- a. Listen and Learn public format - Possibly change to "Board Meet and Greet"

- i. First meeting is proposed to be offered November 15, 2023 at 3:30pm at ACA
- ii. [Statement](#) to be read at the beginning of the meeting, meetings will be recorded, meeting minutes will be recorded
 - 1. Input style, verbal in person or virtually, written statement will be accepted into notes. Board members will not read written input aloud, a representative can be chosen by the submitter or volunteered from the community
 - 2. Number of board members attending - does not need to be all members, quorum will not be a concern if it is understood we will not be taking any actions during these forums- as per follow up emails from PACE lawyer, with a quorum is it a public meeting and we must be very careful to avoid board work.
- iii. No Board actions will be taken at these meetings. Board members will not be expected to reply to questions from the public, record will be taken and follow up contact may occur
- iv. Discussion was had over the format of the meeting, whether to continue with this proposed more formal structure or change to a more casual approach
- v. Shannon moved that we cancel the November 15, 2023 meeting and hold off until February; Cecilia seconded - motion did not pass

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

- vi. Upon further discussion, Tara moved that we get legal advice and revisit the discussion at our November 8, 2023 meeting; Darla seconded - motion passed

	Aye	Nay	Abstained	Absent

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

K. ACTION ITEMS

- a. Vote on Bylaws updates - Tara moved to push the vote to finalize and approve to the November 8th Board meeting; Robert seconded; all ayes.

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

- b. Vote to adopt Board Operating Agreement - Tara moved to push the vote to finalize and approve to the November 8th Board meeting; Shannon seconded; all ayes.

	Aye	Nay	Abstained	Absent
Tara	X			
Sarah	X			
Robert	X			
Lindsey	X			

Shannon	X			
Cecilia	X			
Darla	X			

- c. Matt proposed a payroll/pay scale calendar adjustment - Tara moved to accept the schedule changes as proposed; Sarah seconded; all ayes with Shannon and Darla abstaining.

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

L. ADJOURNMENT

- a. Meeting was adjourned at 8:24pm by Tara

M. NEXT MEETING

- a. October 25, 2023 at 6:00pm - Executive Session
- b. October 30, 2023 at 2:30pm - Finance Committee
- c. November 8, 2023 at 6:00pm - Regular Session
- d. November 15, 2023 at 3:30pm - Public Input Meeting

Respectfully submitted,
Lindsey Skones, Board Secretary