

**ALLIANCE CHARTER ACADEMY  
GOVERNING BOARD MEETING**

**January 7, 2024**

**(Approved January 10, 2024)**

**A. CALL TO ORDER**

- a. The Governing Board of Alliance Charter Academy met in Special Session on January 7, 2024 at 6:00pm via Google Meet
- b. Present from the Board were Tara McLaughlin , Sarah Reck-Secunda , Robert Bruders , Darla Hall, Shannon Meade , and Cecilia Morgan
- c. Also present were ACA PTO, Sarah Blue Cloud, Rosemary Buckowski, Lindsay Coombes, Jana Drew, Fred Folger-Vent, Jarod Kendrick, Anna Mersereau, Torey Michaelson-Leclaire, Shelly Smith, “gayle”
- d. Board Chair called the meeting to order at 6:01 pm.

**B. DOCUMENTS**

- a. Interim Director Job Description

**C. NEW BUSINESS**

- a. Determine hourly and wage expectations for January-June 2024 Interim Executive Director
  - i. Hours for Interim Executive Director position must set by Board, Board Chair opens discussion regarding hours required for position
  - ii. Board discussed part-time and full-time hourly options, reflected on previous Interim Executive Director position
  - iii. Benefits are to be offered to the Interim Executive Director in accordance with ACA full time employment , as well as a prorated Paid Time Off allowance of one-half of the Paid Time Off days of the Executive Director position
  - iv. Board discussed Interim Executive Director salary with prorating the existing Executive Director position based on dates of employment
- b. Complete January - June 2024 Interim Executive Director Job Description
  - i. Board Chair opens discussion regarding Interim Executive Director job responsibilities
  - ii. Shannon - Will the Interim Executive Director be responsible for hiring? Will they be overseeing the budget?
  - iii. Darla - Will the Interim Executive Director be required to be on-site and available for the community? Is the School Improvement Plan included in the list of responsibilities?
  - iv. Robert - Will the Interim Executive Director be continuing quarterly check-in meetings with the Board?

- v. Sarah - What is the prorated salary amount and dates we are prorating by?
- vi. Board discussion resulted in the following agreements:
  - 1. Interim Executive Director will be responsible for hiring to fill staff vacancies for the current school year, as well as, staff oversight.
  - 2. Interim Executive Director will be an on-site position.
  - 3. Interim Executive Director will be expected to continue the quarterly check-in meeting with the Board.
  - 4. Interim Executive Director responsibilities will include School Improvement Plan, Staff Handbook, Staff Contracts, and Onboarding Documentation.
  - 5. Interim Executive Director will be employed from Jan 30, 2024 until Jun 30, 2024 and will have the Executive Director salary of \$94,000.00 prorated for the remaining five months, equaling \$39,167.00 to be divided equally over five months.
- c. Interim Executive Director Applicant Questionnaire
  - i. Currently five questions in Google Docs
  - ii. Allows for the attachment of documents, providing applicants a place to upload their resume and cover letter
  - iii. Submitted forms will be reflected in an all Board accessible Google Sheet
  - iv. Application form will be publicly available as of Jan 8, 2024 , with the link shared through an all staff email and Parent Square notifications
  - v. Application deadline will be Jan 10, 2024 at 12:00 pm
  - vi. Board members will have access to submitted applications in Board Shared Documents; submissions will be discussed during the Executive Session on Jan 10, 2024 at 5:00 pm
- d. Interim Executive Qualifications and Certification
  - i. Interim Executive Director TSPC certification is required for this position; Interim Executive Director shall immediately complete TSPC Administrative Registration if not already completed
  - ii. TSPC certification and clear background check to be included as requirements on the Interim Executive Director contract

#### **D. ACTION ITEMS**

- a. Board unanimously approved Interim Executive Director position to be a Full Time Overtime Exempt Salary, 1.0 FTE, position.
- b. Board unanimously approved offering an Interim Executive Director 1.0 FTE five month contract, with a salary of \$39,167.00 to be paid equally over five months.

#### **E. ADJOURNMENT**

- a. Meeting was adjourned at 6:32 pm by Board Chair

#### **F. NEXT MEETING**

- a. Executive Session, January 10, 2024 at 5:00pm
- b. Regular Session, January 10, 2024 at 6:00pm

Respectfully submitted,  
Sarah Reck-Secunda, Board Vice Chair