

ALLIANCE CHARTER ACADEMY
GOVERNING BOARD MEETING
September 13, 2023
(Approved October 11, 2023)

A. CALL TO ORDER

- a. The Governing Board of Alliance Charter Academy met in Regular Session on September 13, 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, Erin Holman, Jana Drew, Karen Downing, Lauree Ortman, Laurie Phelan, Lori Rux, Kate Hansen, Meg Snyder, Shallon Smith, Spencer Lewis, Sultana Johansen, Carly Carruthers, Heather Anderson, Kathleen Mixer-Cantrell, Lauree Ortman, R. Saslow, Sarah Blue Cloud, Lindsay Coombes, Renee Elting
- d. Tara called the meeting to order at 6:08pm

B. CONSENT AGENDA

- a. Vote to approve the following items
 - i. Previous Meeting Notes; unanimously approved
 1. June 28th
 2. August 2nd
 3. August 9th
 4. August 30th
 - ii. Board Operating Agreement
 1. Tara moved to postpone vote until the October 4, 2023 worksession; Robert seconded; all ayes

C. BOARD TRAINING

- a. Presenter - Spencer Lewis, OSBA
 - i. Policy process discussion/training

D. RECOGNITION/APPRECIATION

- a. Administration has made a wonderful 'back to school' feel to ACA.
- b. The Board thanks our Admin/staff team for making the first week a wonderful experience. We appreciate you!
- c. We also want to welcome our new staff that we have not yet met, we look forward to collaborating with you all. Welcome to ACA!
- d. The HS gathering on Tuesday was wonderful for all. Thanks to all who organized!

- e. Today's PTO Ice Cream Social was wonderful! Thank you PTO, Kate Hansen, Jana Holland, Lauree Ortman, and Rachel Guenther.
- f. Shannon thanked the administration and all the support staff for their hard work and stepping into these important roles; she also thanked Shallon for all her hard work getting the school year going.
- g. Matt shared appreciation for the absolute professionalism of all the staff at the beginning of the year. He also thanked Christine for her tireless work getting payroll and contracts up and running.
- h. Darla thanked Lindsay Coombes for handling all of the add/drops.

E. PUBLIC INPUT

- a. Tara read the Board's new statement guiding public input.
- b. A written statement was received and has been disseminated to all Board members
- c. Danelle Till - Impact of Board complaint handling

F. STAND AT EASE

- a. Tara moved for a 5 minute stand at ease; Sarah seconded, all ayes

G. EXECUTIVE DIRECTOR UPDATE

- a. Enrollment
 - i. 371 enrolled; 14 new enrolled from last night's informational meeting, bringing to 385
- b. Lindsay Coombes presents [YAC \(Youth Advisory Council\) Grant](#)
 - i. ACA was awarded \$10,000
 - 1. \$3,000 for a part time nutrition coordinator
 - 2. \$1500 for materials and supplies for garden repairs and maintenance
 - 3. \$1750 stipend for community garden committee/supervisor (Chase Emerson)
 - 4. \$3250 for trainings, curriculum, and guest speaker fees for Thrive: A Culture and Identity Exploration Club
 - 5. \$500 leftover for overages, taxes, etc
- c. [SIP](#) Presentation
- d. Upcoming Events
 - i. Next PTO Meeting 9/20 at 3:30pm in the cafeteria
- e. Salary Scale Update
 - i. The administration are working hard to move through the tension, acknowledge issues, and fix problems as they arise

H. COMMITTEE REPORTS

- a. Student Representative Search
 - i. Shannon Meade volunteered to be the Board contact for the Student Representative for the year

1. Tara has documents available, if needed, and a Google form is available on the website for all students
- ii. Finance Reports - Robert Bruders and Christine Caponi
 1. Documents
 - a. 22-23 year in review
 - b. Profit and loss statement
 - c. Balance sheet
 - d. Budget tracking
 - i. OSBA conference training indicated that no category can be increased beyond 10% without Board approval; Robert will check into this
 - ii. Discussion of reserves; origination and uses
 - e. Transaction Report
 - f. Resolution ([230913-002](#)) for an additional \$2,000 in funding for Outdoor School to help with the cost of children not funded by the Grant; Robert moved, all ayes; Darla recused herself
 - g. Resolution ([230913-003](#)) to approve the Executive Director to spend \$7,150 over and above budgeted amount to use for staffing incidents; Robert moved, all ayes; Darla and Shannon recused themselves
 - h. Resolution ([230913-002](#)) to approve \$500 to pay for Executive Director onboarding attendance; Robert moved, all ayes
 - i. Discuss Associate Admin Salary Scale
 - i. Not looking to replace Student Success Admin this year
 - ii. Asking to increase previous salary budgeted for \$70,000 for two Associate Administration positions; Robert is asking for an increase to \$80,500 base salary plus 1% increase per year of experience
 - iii. Student Support Specialist will handle 504s, Associate Administrator will split the remaining duties of the previous Student Success Administrator
 - iv. Robert moved to approve base salary of \$80,500 base salary plus 1% increase per year of experience for the Associate Directors for the 2023-2024 school year; Tara seconded; Sarah and Lindsey voted yes; Shannon, Darla and Cecelia abstained; resolution passed with a majority vote
 - j. Discuss Confidential Salary Scale
 - i. Confidential salary scale (registrar, curriculum bookkeeper, financial assistant) from \$21.50 to \$26.37 per hour
 - ii. Robert moved to approve the Confidential Salary Scale for the 2023-2024 school year, starting July 1,

2023 from \$21.50 to \$26.37 per hour; Tara seconded, all ayes, Darla abstained

I. VICE PRESIDENT UPDATE

- a. Previous complaint finalization
 - i. Discussion of Final Written Decision - for full details, see video recording
 - 1. Shannon brought several points for discussion; wording was edited to clarify
 - ii. Sarah moved that the Final Written Decision be digitally signed by the Board and returned to the complainant; Robert seconded, all ayes; Darla abstained

J. OLD BUSINESS

- a. Task Finance committee with evaluating OEBB plan options.
 - i. Options need to be chosen, previous examples offered were chosen to reflect what was made available with the current Regence group.
 - ii. Finance Committee includes Robert Bruders (chair), Matt Lacy, Christine Caponi, Tutti Souders, Winona and Dale Hiserote
 - iii. Will be checking back in at October 4th meeting to ensure our employees have adequate notice
- b. Policies updates
 - i. Discuss JGE-G1
 - 1. Clean copy Dirty copy
 - 2. Tara moved to adopt Policy JGE-G1; Robert seconded, all ayes
 - ii. Discuss KL Policies
 - 1. Tara moved to table to the October 4th meeting when we have the fillable PDF complaint form generated, Shannon to create

K. NEW BUSINESS

- a. Proposed Director Evaluation Schedule
 - 1. Executive Sessions - October 25th, December 6th, February 21th, March 20th
 - 2. Open Session - April 10th for evaluation conclusion

L. ACTION ITEMS

- a. Board unanimously approved previous meeting minutes for June 28th, August 2nd, August 9th, and August 30th
- b. Board Operating Agreement - Tara moved to postpone vote until the October 4, 2023 worksession; Robert seconded; all ayes

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

- c. Resolution ([230913-002](#)) for an additional \$2,000 in funding for Outdoor School to help with the cost of children not funded by the Grant; Robert moved, all ayes; Darla recused herself

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

- d. Resolution ([230913-003](#)) to approve the Executive Director to spend \$7,150 over and above budgeted amount to use for staffing incidents; Robert moved, all ayes; Darla and Shannon recused themselves

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

Shannon			X	
Cecilia	X			
Darla			X	

- e. Resolution ([230913-002](#)) to approve \$500 to pay for Executive Director onboarding attendance; Robert moved, all ayes

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

- f. Robert moved to approve base salary of \$80,500 base salary plus 1% increase per year of experience for the Associate Directors for the 2023-2024 school year; Tara seconded; Sarah and Lindsey voted yes; Shannon, Darla and Cecelia abstained; resolution passed with a majority vote

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

- g. Robert moved to approve the Confidential Salary Scale for the 2023-2024 school year, starting July 1, 2023 from \$21.50 to \$26.37 per hour; Tara seconded, all ayes, Darla abstained

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

- h. Sarah moved that the Final Written Decision for the previous complaint be digitally signed by the Board and returned to the complainant; Robert seconded, all ayes; Darla abstained

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

- i. Tara moved to adopt Policy JGE-G1; Robert seconded, all ayes

	Aye	Nay	Abstained	Absent
Tara	X			
Sarah	X			

Robert	X			
Lindsey	X			
Shannon	X			
Cecilia	X			
Darla	X			

- j. Tara moved to postpone the vote to approve Policy KL to the October 4th meeting when we have the fillable PDF complaint form generated (Shannon to create)
- k. Set ED evaluation schedule

M. ADJOURNMENT

- a. Meeting was adjourned at 9:23pm by Tara

N. NEXT MEETING

- a. October 4, 2023 at 6:00pm

Respectfully submitted,
Lindsey Skones, Board Secretary