

**ALLIANCE CHARTER ACADEMY  
GOVERNING BOARD MEETING**

**January 3, 2024**

**(Approved January 10, 2024)**

**A. CALL TO ORDER**

- a. The Governing Board of Alliance Charter Academy met in Work Session on January 3, 2024 at 7:00pm 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 Lauree Ortman, Laurie Phelan, Lindsay Coombes, Lori Rux, Renee Banks, Seanna Bloemer, Shallon Smith, Shelly Smith, Torey Michaelson-Leclaire, Tutti Souders, Karen Downing, Kathleen Cantrell, Sarah Blue-Cloud, Lindsay (Emet Events), Natalie Beagley, Gayle
- d. Tara called the meeting to order at 7:06pm

**B. NEW BUSINESS**

- a. New website up and running
  - i. <https://www.alliancecharteracademy.org/>
  - ii. Old website will stay up until we can transition completely over
  - iii. Lindsay Coombes presented rationale for updating
    1. More user friendly for website editors
    2. We wanted to take on the .org to identify us as an educational organization
    3. One stop shop for all stakeholders, including current students, potential families, staff
  - iv. Lindsay Coombes, Sarah Blue Cloud, Shallon Smith, Tara McLaughlin, Lindsey Skones, Shannon Meade all have access and website administration privileges and will be proofreading and editing
- b. Modify the ED evaluation schedule
  - i. Tara moved to change the February 21, 2024 Executive Session to a Work Session and to include the Finance Committee; all agreed
  - ii. Tara moved to change the March 20, 2024 Executive Session to a Work Session; all agreed
    1. See [Calendar](#)
- c. Public Input session previously scheduled for February 7, 2024
  - i. Tara moved to change February 7, 2024 Public Input session to a Work Session at 5:00pm, in person at ACA to discuss the hiring processes for 2024-2025 Executive Director; all agreed
- d. Treasurer updates and amendments

- i. Robert shared that he is updating normal spreadsheets and will share at the Regular Session next week.
- ii. He met with Shallon, Lindsay, and Renee and learned much about our finances. He has a list of to-dos and will be coming in 2-3 Mondays per month until we can get everything back up and running in the Finance Department. As an example, many of ACA's bills are getting automatically paid, but we still have small things that we need to stay on top of. W-2s will be out by the end of the month, 1099s, etc.
- iii. Robert discussed his proposed [resolution](#) to tighten up credit card spending and activities.
  - 1. The Board discussed the resolution and made edits to the document to provide clarity.
  - 2. Cecilia recommended considering a credit check before employees are permitted to hold an ACA credit card; Robert will consider it and consult with a lawyer.
  - 3. This resolution is not intended to limit appropriate spending by staff, but to provide increased accountability.
  - 4. Tara moved to pass the resolution for credit card spending, as is written; Robert seconded; all ayes. Motion passed.
- e. Plan for Interim Executive Director selection
  - i. The Board agreed that the Interim Director position will not be posted outside of ACA. We want to hire from within our known community.
  - ii. Cecilia suggested a mini-application (5 questions or so) that can be completed by all applicants. The Board will review this form, resume, and cover letter before deciding on candidates to interview. The form should be complete and ready for distribution by January 8th, applicants should have all documents turned in by noon on January 10th.
  - iii. Timeline for meetings
    - 1. Executive Session - January 10, 2024 at 5:00pm to discuss applicants
    - 2. Executive Session - January 17, 2024 for interviews
    - 3. Executive Session - January 24, 2024 to deliberate
    - 4. Special Session - January 24, 2024 to vote on Interim ED
  - iv. Cecilia will complete the job description for the full time ED position along with the question form and will send it to the Board for edits.

### C. ACTION ITEMS

- a. Modify the ED evaluation schedule
  - i. Tara moved to change the February 21, 2024 Executive Session to a Work Session and to include the Finance Committee; all agreed.
  - ii. Tara moved to change the March 20, 2024 Executive Session to a Work Session; all agreed.

- b. Public Input session previously scheduled for February 7, 2024
  - i. Tara moved to change the February 7, 2024 Public Input session to a Work Session at 5:00pm in person at ACA to discuss the hiring processes for 2024-2025 Executive Director; all agreed.
- c. Tara moved to pass the Resolution 20240103-001 for credit card spending, as written; Robert seconded. All ayes.

	<b>Aye</b>	<b>Nay</b>	<b>Abstained</b>	<b>Absent</b>
Tara	X			
Sarah	X			
Robert	X			
Lindsey	X			
Shannon	X			
Cecilia	X			
Darla	X			

**D. ADJOURNMENT**

- a. Meeting was adjourned at 9:00pm by Tara

**E. NEXT MEETING**

- a. Executive Session, January 10, 2024 at 6:00pm
- b. Regular Session, January 10, 2024 at 6:00pm
- c. Work Session, January 17, 2024 at 6:00pm

Respectfully submitted,  
Lindsey Skones, Board Secretary