

ALLIANCE CHARTER ACADEMY
GOVERNING BOARD MEETING
February 14, 2024
(Approved March 13, 2024)

A. CALL TO ORDER

- a. The Governing Board of Alliance Charter Academy met in Regular Session on February 14, 2024 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 Shelly Smith, Julia Dillon, Lindsay Coombes, Rodger Cantrell, Shallon Smith, Meg Snyder, Renee Elting, Jana and Drew Holland, Colleen Filippello
- d. Tara called the meeting to order at 6:05pm.

B. CONSENT AGENDA

- a. Vote to approve
 - i. Previous Meeting Notes
 1. January 10, 2024
 2. January 10, 2024 (Executive Session 1)
 3. January 10, 2024 (Executive Session 2)
 4. January 17, 2024 (Executive Session)
 5. January 24, 2024
 6. January 24, 2024 (Executive Session)
 7. February 7, 2024
 - ii. Today's Agenda
- b. Tara moved to approve the consent agenda; Lindsey seconded; all ayes with Sarah and Darla absent (late to the meeting); agenda has passed.

C. RECOGNITION/APPRECIATION

- a. Tara thanked the staff for taking the time out of their schedules to meet with the Board
- b. Shelly thanked Lindsay and Shallon for being patient with her as she navigates the Google workspace; she also thanked Renee for her valuable help
- c. Lindsey thanked the PTO for organizing the Valentine bag event and the staff appreciation lunch!
- d. Darla thanked Lauree Ortman for the dinner at our last work session and the gifts from the PTO

D. EXECUTIVE DIRECTOR UPDATE

- a. [Slideshow](#)

- i. Enrollment
 - 1. Down 2 students this week
- ii. Sponsor relations
 - 1. Dr. Spitzer came to visit ACA and it went very well, district communication is consistent, ACA received a positive public shoutout from Dr. Spitzer at the OCSD Board meeting
- iii. Water bottle refill stations
 - 1. Splitting the cost (ACA cost is \$2500 to install; district paying \$2500 for purchasing the fountains); facilities will oversee contractor; allow two weeks from approval
- iv. Schedule creation
 - 1. February 23rd is the all staff PLC day where they will work as a group on schedule creation. The schedule is our magnet!
 - 2. Looking at the budget to see what's possible. No sudden moves or changes! There is a focus on K-5 and generating attractive classes for homeschool families. The elementary ESs convened with Shelly and it seems like year long classes are preferred and we will return there.
- v. Data dives
 - 1. Market analysis to determine who is our competition; analyzing the lack of a waitlist; examining the cause of "early leavers"; need to clarify our message
- vi. Finances
 - 1. Grant money outcome adjustments
 - a. SIA and ESSR money is available and must be allocated
 - 2. Quarterly reports and Budget to Actual due by Feb 29
- vii. Personal priorities
- viii. Recent event highlights
 - 1. Door Jam! With Mr. Lute - advanced guitar students will play morning ambiance sessions at 8:45am
 - 2. PTO - many new events - Pizza Thursdays, Valentine's bags, "Nacho" Average staff lunch, Game Night, Read-A-Thon
 - 3. Youth Symphony Festival at Newport - positive parent testimonials about the hard work and dedication of Anna Mersereau and her planning to make it happen
- ix. Flag donation
 - 1. Thank you to Nikki Graybeal for her generous gift to ACA of her father's memorial flag. ACA will be proud to display it in the gym.

E. COMMITTEE REPORTS

- a. Student Representative - Julia Dillon
 - i. Thank you to the PTO for the amazing pizza day, the students approve!

- ii. PTO and Student Leadership are working on a Family Game Night - Leadership will be providing fun activities for children
 - iii. Winter Formal was a great success
 - iv. CRLE Seminars available every other Friday for Juniors and Seniors
 - v. Graduation preparations are underway
 - vi. Comment Box - starting next Tuesday, Julia will have a box in the front office for student comments/appreciation
 - vii. Could we have student shadowing or develop social media that is focused on students (Instagram/Tik Tok) to help with enrollment?
- b. Treasurer Report - Robert Bruders
- i. Request to approve release of funds for conference attendance for two Associate Admin and Rosemary B. to attend ASCD Conference in March
 - 1. \$1575 was already spent for registration
 - 2. Requesting \$3000 for hotel accommodations
 - 3. The Board expressed concern and requested further information before considering
 - ii. Cell phones
 - 1. Putting this on our radar for next month - setting up the phone for the Finance Office and second phone for ED
 - iii. Add/Remove US Bank signers
 - 1. Robert moved to add Shelly Smith and Shallon Smith as signers and remove Lindsay Coombes as a signer; Tara seconded the motion; all ayes; motion passed.
- c. Policy Committee - Sarah Reck-Secunda
- i. Emergency Response policy draft
 - 1. Has been reviewed and approved by the school nurse; we hope to have this in place to be voted in at our next meeting
 - ii. EHB and EHB-AR update - previously discussed and will be looked at and presented at the next meeting
- d. Board Chair Update
- i. Tonight is Cecilia's last Board meeting. She has come to the end of her 2 year term. Thank you so much for your work on the Board and for your hard work with the PAT, helping to form our current PTO!
 - ii. Wrapping up the individual staff interviews - We desire to hear from everyone so that the decisions we make are based on all staff perspectives
 - iii. We are continuing the work on making adjustments to contracts so we can reconnect with staff members in follow up meetings.
 - iv. The Board discussed who should sign the final contracts; Shelly was willing to sign, but the consensus was that the Board should carry on the task to completion. The Board Chair will sign contracts.

- v. Sarah shared that there is plenty of negative in these contract meetings, but expressed thankfulness that we followed through with these individual meetings so we could hear the staff and make corrections.
- vi. Lindsey shared appreciation for the staff who have continually said in these meetings that they love their jobs and love ACA. Thank you for persevering this year.
- vii. Shannon proposed a written statement that explains/clarifies FTE calculations that could accompany the revised contract. Both can be provided to employees and if they are comfortable with signing, they can do so, or they can request a follow up meeting.
- viii. Darla suggested that someone from the Board address the staff at the PD day (Friday 2/23).
- ix. The goal is to create mockups of contracts for next year to present to employees in May so they can walk away for the summer, confident.

F. ACTION ITEMS

- a. Tara moved to approve the consent agenda; Lindsey seconded; all ayes with Sarah and Darla absent; agenda has passed.

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

- b. Robert moved to add Shelly Smith and Shallon Smith as signers and remove Lindsay Coombes as a signer; Tara seconded the motion; all ayes; motion passed.

	Aye	Nay	Abstained	Absent
Tara	X			
Sarah	X			
Robert	X			

Lindsey	X			
Shannon	X			
Cecilia	X			
Darla	X			

G. ADJOURNMENT

- a. Meeting was adjourned at 7:59pm by Tara

H. NEXT MEETING

- a. February 21, 2024 at 6:00pm

Respectfully submitted,
Lindsey Skones, Board Secretary