



**COEUR D'ALENE CHARTER ACADEMY, INC.  
BOARD OF DIRECTORS MEETING MINUTES  
FEBRUARY 22, 2023**

---

<b>LOCATION</b>	Coeur d'Alene Charter Academy 4904 N. Duncan Drive Coeur d'Alene, ID 83815
<b>CALL TO ORDER</b>	Chairman MacPhee called the meeting of the Board of Directors to order at 5:00 PM.  <b>Board members present:</b> Scott MacPhee, Nicole Montgomery, Cheri Rose-Kociela  <b>Board members absent:</b> Dan Forsgren, Dan Redline, Britni Turkenburg  Director Rose-Kociela confirmed a quorum was present.  <b>Other attendees:</b> Laura Beyer, Dan Nicklay, Aaron Lippy, Angela Durick, Dr. Bill Proser
<b>PLEDGE TO THE FLAG</b>	Chairman MacPhee led the pledge of allegiance to the flag.
<b>ACTION ITEMS</b>	Chairman MacPhee called for an approval of the agenda.  <i>Motion: Director Montgomery moved to approve tonight's agenda. Seconded by Director Rose-Kociela, the motion carried.</i>  Chairman MacPhee called for an approval of the consent agenda.  <i>Motion: Director Rose-Kociela moved to approve the consent agenda. Seconded by Director Montgomery, the motion carried.</i>
<b>PUBLIC COMMENT</b>	None.
<b>PRINCIPAL'S REPORT - D. NICKLAY</b>	<b><u>Enrollment Report</u></b> Principal Nicklay provided the enrollment report. There are currently 588 students enrolled, which is down 5 from last month. The lottery is a couple weeks away and numbers are a little higher than last year. The master schedule for the upcoming year is in progress.  <b><u>Alumni Update</u></b> Rachel Anderson ('13) moved to Los Angeles recently and began an unexpected new jazz music career. She has had opportunities to perform with well-known jazz musicians and to perform at places such as the Disney Concert Hall.
<b>VICE PRINCIPAL'S REPORT - A. LIPPY</b>	<b><u>CPO Report</u></b> The CPO did not meet this month.  <b><u>Activities &amp; Discipline Report</u></b> Spring sports begin on Friday. Middle School MathCOUNTS took 8 of the top 10 spaces and has 5 students advancing to State. Senior presentations are next Wednesday. Kayla Tenney, 8 <sup>th</sup> grade, is heading to the National Spelling Bee in Washington, D.C.

*[Ben Meine entered the meeting at 5:08 PM]*

### Discipline

The discipline report was reviewed. There was an uptick in discipline this month.

### **BUSINESS MANAGER'S REPORT - A. DURICK**

Ms. Durick reviewed the financials, as well as upcoming action items requiring approval.

a. **Stairs**

Ms. Durick would like to get estimates for replacing the stairs outside the north building.

*Motion: Director Rose-Kociela moved to approve getting bids, not exceeding \$50,000, to replace the high school stairs. Seconded by Director Montgomery, the motion carried.*

b. **Carpet**

There are three areas on the north side of the street that need new carpet. Ms. Durick proposed getting bids for each area separately so it does not exceed \$50,000 at any one time, and not to exceed \$100,000 in total.

*Motion: Director Montgomery moved to approve the request for carpet estimates as presented, not to exceed \$50,000. Seconded by Director Rose-Kociela, the motion carried.*

c. **Roof**

Parts of the roofs on the north building modular buildings are leaking and need repairs. Ms. Durick would like to go out to bid for the roof project.

*Motion: Director Rose-Kociela moved to approve getting estimates for roof replacement, not to exceed \$50,000. Seconded by Director Montgomery, the motion carried.*

d. **Chairs**

Many of the chairs in the north MPR are ripped and stained. Ms. Durick would like to purchase new chairs.

*Motion: Director Montgomery moved to approve the purchase of 250 chairs for a total of approximately \$11,233. Seconded by Director Rose-Kociela, the motion carried.*

e. **Tree Removal**

Trees along the fence line and by the north building offices need to be removed. Ms. Durick received four bids for this process. The contract was signed in order to get on the calendar.

*Motion: Director Rose-Kociela moved to accept the tree contract as presented. Seconded by Director Montgomery, the motion carried.*

f. **\$20,000 for Miscellaneous Repairs**

Ms. Durick would like to allocate \$20,000 from the general fund for miscellaneous maintenance and repairs, as there are many things that need to be taken care of on campus.

*Motion: Director Montgomery moved to allot \$20,000 for to address maintenance issues and repairs. Seconded by Director Rose-Kociela, the motion carried.*

### **Approval of Financials**

*Motion: Director Montgomery moved to approve the financials as presented. Seconded by Director Rose-Kociela, the motion carried.*

REGULAR COMMITTEE  
REPORTS

**Finance & Long Range Planning Committee**

The Finance & Long Range Planning Committee met and reviewed financial statements.

**Scholarship Committee**

The scholarship committee did not meet this month.

**Education Excellence Committee**

Director Montgomery held her first meeting of the Education Excellence Committee. The committee plans to meet on the first Friday of each month. Discussion focused on retention and college and career links. The committee is adjusting some of the questions for the Annual Family Survey which will be going out soon.

**Fundraising Committee**

The gala committee secured a \$10,000 sponsor (Critical Power) and has already sold 100 tickets. Director Rose-Kociela called for board involvement with the gala, which could come in the form of a match donation as was done last year. She also encouraged attendance at the event. Board involvement will be discussed next month when more directors are present.

**Safety Committee**

No report this month. Mr. Ginorio and Chairman MacPhee will be meeting with staff on April 28 during Staff Development Day.

EXECUTIVE SESSION

There was no need for executive session.

POLICY MANUAL  
UPDATES

**First Reading**

Ms. Durick would like to go through the policy manual for any policies that need to be added or updated. She presented two policies from the Idaho School Board Association relating to the board for a first reading:

- Policy 1000 – Legal Status & Operation
- Policy 1010 – Organization & Classification

The members of the board will review the policies, along with the current bylaws, and revisit the potential policies in March.

UNFINISHED BUSINESS

None.

ACTION ITEMS

a. **Selection of 23-24 Auditor**

Ms. Durick only received one bid for the 2023-24 audit, from Anderson Bros. The rate has increased from previous years. The bid can be accepted for one year, to potentially send it out to bid again, or for five years. Director Montgomery requested Ms. Durick contact Anderson Bros. to ask if we can stay with a lower increase in our rate, and the approval of the bid was tabled until March.

b. **Selection of Internet Provider**

The Academy has been using FatBeam for internet and with a new contract, FatBeam can now give 2x the speed for less money per month.

*Motion: Director Montgomery moved to approve a new internet contract with FatBeam for June 2023 – June 2028. Seconded by Director Rose-Kociela, the motion carried.*

c. **Approval to Transfer Student Funds**

Ms. Durick requested to move \$890 from the Outdoor Club fund to the Ski Club fund, and move \$4250 from the International Travel fund to the Art fund.

*Motion:* Director Rose-Kociela moved to approve the transfer of activity funds as presented. Seconded by Director Montgomery, the motion carried.

d. **Approval of Drama Production Stipends**

Due to the additional work that comes along with producing a musical, Principal Nicklay requested an additional \$1000 stipend for the drama, and an additional \$1000 for one assistant, or \$500 each for two assistants, when the department produces a musical. The money will come from the drama fund. The board agreed they would like to give Ms. Fleming a \$2000 stipend instead, when a musical is produced.

*Motion:* Director Rose-Kociela moved to approve a drama stipend of \$2000 for the instructor and \$1000 for an assistant for the production of a musical, each year. Seconded by Director Montgomery, the motion carried

[Ben Meine exited the meeting at 6:15 PM]

e. **Approval of Policy G-18 - Payroll Policy**

Ms. Durick presented a new payroll policy, which will now clarify when payday occurs.

*Motion:* Director Montgomery moved to approve the payroll policy as presented. Seconded by Director Rose-Kociela, the motion carried.

f. **Approval of 2023-2024 Calendar**

A draft of the 2023-24 calendar was presented. There was much discussion regarding the placement of Christmas break, which was scheduled to align with the Coeur d'Alene School District.

*Motion:* Director Rose-Kociela moved to approve the 2023-2024 calendar as presented. Seconded by Director Montgomery, the motion carried.

**Items g-k were discussed and approved earlier in the meeting.**

**ADJOURNMENT**

Chairman MacPhee called for a motion to adjourn at 6:36 PM.

*Motion:* So moved by Director Montgomery and seconded by Director Rose-Kociela, the motion carried.

---

Cheri Rose-Kociela, Secretary