



**COEUR D'ALENE CHARTER ACADEMY, INC.
BOARD OF DIRECTORS MEETING MINUTES
NOVEMBER 14, 2022**

LOCATION	Coeur d'Alene Charter Academy 4904 N. Duncan Drive Coeur d'Alene, ID 83815
CALL TO ORDER	Chairman MacPhee called the meeting of the Board of Directors to order at 5:00 PM. Board members present: Britni Turkenburg, Dan Forsgren, Scott MacPhee, Cheri Rose-Kociela, Dan Redline, Nicole Montgomery Board members absent: None Director Rose-Kociela confirmed a quorum was present. Other attendees: Dan Nicklay, Aaron Lippy, Angela Durick, Laura Beyer, Bill Proser, Todd Craigie, Virginia Hammond
PLEDGE TO THE FLAG	Chairman MacPhee led the pledge of allegiance to the flag
ACTION ITEMS	Chairman MacPhee called for a motion to approve the agenda and amended agenda. The agenda was amended to add the approval of a Master Education Premium and the approval of ESSER III Retention Bonuses. <i>Motion: Director Forsgren moved to approve the agenda and the amended agenda. Seconded by Director Rose-Kociela, the motion carried.</i> Chairman MacPhee also called for a motion to approve the Consent Agenda which consists of the October 17 minutes and the financial report. <i>Motion: Director Redline moved to approve the consent agenda. Seconded by Director Rose-Kociela, the motion carried.</i> <i>[Ben Meine entered the meeting at 5:02 PM]</i>
PUBLIC COMMENT	None.
CPO REPORT	The CPO Report was included in board packets. The CPO recently hosted a very successful book fair in partnership with The Well-Read Moose.
PRINCIPAL'S REPORT - D. NICKLAY	<u>Enrollment Report</u> Principal Nicklay shared that there are currently 601 students enrolled which is a net gain of 3 since October.
VICE PRINCIPAL'S REPORT - A. LIPPY	Vice Principal Lippy provided the athletic & discipline report. The drama production of <i>The Nerd</i> went well. The debate team is currently in the middle of their season and has a strong team, and District Drama will be hosted at the Academy this upcoming weekend. The Academic Team is also having a successful year. There has been an uptick in discipline in part due to administration emphasizing to teachers the importance of logging discipline in the database so there is a record.
BUSINESS MANAGER'S	Ms. Durick included a financial analysis in the board packets and reviewed the audit.

REPORT - A. DURICK

REGULAR COMMITTEE
REPORTS

Finance & Long Range Planning Committee - D. Redline

The Finance & Long Range Planning committee met on Friday and reviewed the financial statements.

Scholarship Committee - D. Forsgren

The Scholarship committee did not meet.

Education Excellence Committee - S. MacPhee

The Education Excellence committee did not meet.

Fundraising Committee - C. Rose-Kociela

The Gala & Auction sub-committee will be meeting tomorrow to continue plans for the event in April.

EXECUTIVE SESSION

There was no need for Executive Session.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Action Items

Chairman MacPhee called for motions to approve the action items as listed on the agenda.

Approval of Audit

Motion: Director Rose-Kociela moved to approve the audit as presented. Seconded by Director Redline, the motion carried.

Coeur d'Alene Bank Signers

Motion: Director Redline moved to pass the Corporate Resolution and Account Authorization as presented. Seconded by Director Turkenburg, the motion carried.

Officer Election - Assistant Treasurer

Motion: Director Forsgren moved to elect Angela Durick as Assistant Treasurer. Seconded by Director Redline, the motion carried.

Committee Assignments - Education Excellence Committee

Motion: Director Rose-Kociela moved to appoint Nicole Montgomery as the Education Excellence Committee chair. Seconded by Director Forsgren, the motion carried.

Master Education Premium Approval

There was one Master Educator Premium to approve. This money is provided by the state and the teacher has qualified for it.

Motion: Director Turkenburg moved to approve the Master Education Premium as presented. Seconded by Director Forsgren, the motion carried.

Approval of ESSER III Retention Bonuses

These bonuses have been budgeted for, using ESSER II and ESSER III funds.

Motion: Director Montgomery moved to approve the ESSER II and ESSER III retention bonuses as presented. Seconded by Director Redline the motion carried.

Ms. Durick noted that the motion regarding bank signer needed to be updated to reflect the removal of the current Assistant Treasurer. Chairman MacPhee called for a new motion.

***Motion:** Director Forsgren moved to remove Gayla Fleming as an officer on the corporate resolution. Seconded by Director Rose-Kociela, the motion carried.*

There was some discussion among the board regarding the ESSER funds. It was noted that the presented list of staff receiving retention pay included staff members who are no longer employed by the Coeur d'Alene Charter Academy, and needed to be updated to reflect the current staffing. Ms. Durick left the meeting temporarily to make those updates.

Policy Update

Principal Nicklay shared a proposed update to the Enrollment Cut-Off policy (C-7) which would cut-off enrollment one week after the end of the first semester. Currently the policy cuts enrollment off at the end of the third quarter.

***Motion:** Director Rose-Kociela moved to update the enrollment policy to the new proposed policy as presented. Seconded by Director Redline, the motion carried.*

[The board took a brief break from 5:40 PM – 5:53 PM to allow Ms. Durick time to update the ESSER retention bonuses document.]

***Motion:** Director Montgomery moved to revoke the earlier motion regarding the ESSER II and ESSER III premium pay as well as the retention pay reconciliation schedule. Seconded by Director Forsgren the motion carried.*

Chairman MacPhee reviewed the changes to the ESSER and asked for board approval.

***Motion:** Director Redline moved to approve the amended ESSER II and ESSER III retention bonus document. Seconded by Director Forsgren, the motion carried.*

ADJOURNMENT

Chairman MacPhee called for a motion to adjourn at 5:59 PM.

***Motion:** So moved by Director Redline and seconded by Director Turkenburg, the motion carried.*

Cheri Rose-Kociela, Secretary