



**COEUR D'ALENE CHARTER ACADEMY, INC.  
BOARD OF DIRECTORS MEETING MINUTES  
DECEMBER 19, 2022**

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<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, Dan Redline, Cheri Rose-Kociela, Britni Turkenburg  <b>Board members absent:</b> Dan Forsgren  Director Rose-Kociela confirmed a quorum was present.  <b>Other attendees:</b> Laura Beyer, Angela Durick, Aaron Lippy, Dan Nicklay, Dr. Bill Proser, Ralph Ginorio, Virginia Hammond
<b>PLEDGE TO THE FLAG</b>	Chairman MacPhee led the pledge of allegiance to the flag
<b>ACTION ITEMS</b>	Chairman MacPhee called for a motion to approve the agenda.  <i><b>Motion:</b> Director Redline moved to approve the agenda for the December 19 Board of Directors meeting. Seconded by Director Rose-Kociela, the motion carried.</i>  Chairman MacPhee also called for a motion to approve the Consent Agenda which includes the meeting minutes from November 14, 2022 and the Finance & Long-Range Planning Committee minutes from December 15, 2022, along with the financial statements. The board asked that financial statements be approved separately after being reviewed in the meeting.  <i><b>Motion:</b> Director Montgomery moved to approve the meeting minutes from November 14, 2022 and the Finance &amp; Long-Range Planning committee minutes from December 15, 2022. Seconded by Director Redline, the motion carried.</i>
<b>PUBLIC COMMENT</b>	None.
<b>CPO REPORT</b>	The CPO did not meet this month; everything is rolling along.
<b>PRINCIPAL'S REPORT - D. NICKLAY</b>	<b><u>Enrollment Report</u></b> Principal Nicklay shared that there are currently 598 students enrolled which is a net loss of 3 since November.
<b>VICE PRINCIPAL'S REPORT - A. LIPPY</b>	<b><u>Activities &amp; Discipline Report</u></b> Vice Principal Lippy provided the athletic & discipline report. Drama students brought home the 3A state championship after the state competition. There are lots of clubs on campus this year. Ski club is getting geared up for trips in January and February. Knitting club has been quite popular this year, especially among the middle school students. There has been an uptick in tardies.

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

**Financials**

Ms. Durick added \$6600 in a budget revision for board education, which could include training, conferences, etc. She also noted that Idaho code has changed annual meetings to January from July. She has added a "Board Questions" document to the board packet for any questions that the board may have as they review the financial statements. Toni Hackwith from Anderson Bros. will attend the January meeting to review the audit and do some board training on financials.

Ms. Durick reviewed the month's financials with the board.

*Motion: Director Redline moved to approve the financial statements. Seconded by Director Montgomery, the motion carried.*

**REGULAR COMMITTEE  
REPORTS**

**Finance & Long Range Planning Committee - D. Redline**

The Finance & Long Range Planning committee met on Thursday and will continue holding a posted meeting to allow a quorum of board members to attend.

**Scholarship Committee - D. Forsgren**

The Scholarship committee did not meet.

**Education Excellence Committee - N. Montgomery**

The Education Excellence committee did not meet.

**Fundraising Committee - C. Rose-Kociela**

The Gala & Auction sub-committee will be meeting in the new year.

**Safety Committee - R. Ginorio**

Chairman MacPhee invited Ralph Ginorio, head of the Safety committee, to share some updates. Mr. Ginorio reviewed the school's current plan regarding school shootings, which is to run, fight, hide. He is asking the board to consider options for armed response. Mr. Ginorio reviewed several options including hiring an SRO, hiring armed guards, or allowing teachers to be trained and armed. The board thanked Mr. Ginorio for his time and the information and will be considering what the best option is.

*[Ralph Ginorio exited the meeting at 6:33 PM]*

**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.

**RFP for Annual Audit**

Ms. Durick would like to send the audit out for bid to see what options are available. There was some discussion.

*Motion: Director Redline moved to approve the RFP (Request For Proposal) for an auditor. Seconded by Director Rose-Kociela, the motion carried.*

**Reversal of Fund Balance Classification for FY 2022**

The fund balance that was approved in August needs to be reversed.

*Motion: Director Rose-Kociela moved to reverse the fund balance classification from August, 2022. Seconded by Director Turkenburg, the motion carried.*

**Approval of Enrollment Caps for 2023-2024**

Principal Nicklay presented the proposed enrollment caps for the 2023-24 school year. The proposed caps are as follows:

6<sup>th</sup> Grade - 162    7<sup>th</sup> Grade - 150    8<sup>th</sup> Grade - 150  
9<sup>th</sup> Grade - 135    10<sup>th</sup> Grade - 85    11<sup>th</sup> Grade - 75    12<sup>th</sup> Grade - 61

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

**Approval of Snow Day Closure on ~~December 7, 2022~~ November 30, 2022**

The date noted on the agenda for the snow closure was incorrect. The snow closure occurred on Wednesday, November 30.

*Motion:* Director Montgomery moved to approve the snow day closure on Wednesday, November 30, 2022. Seconded by Director Turkenburg, the motion carried.

**Approval of Stipend for Title IX Coordinator**

Principal Nicklay noted that the school is required to name a Title IX coordinator. That person is now required to do training, etc. throughout the year and the administration would like to give the Title IX coordinator (currently Julie Wasson) an additional stipend each year.

*Motion:* Director Rose-Kociela moved to approve the stipend for the Title IX Coordinator. Seconded by Director Turkenburg, the motion carried.

**Retention Pay Stipend Revision**

On the recent retention pay stipends, the counselors were listed as classified but should have been listed under the certified rate due to being salaried employees. Chairman MacPhee noted that their stipend amounts should be updated to reflect this correction.

*Motion:* Director Redline moved to approve the retention pay revisions as presented. Seconded by Director Rose-Kociela, the motion carried.

**ADJOURNMENT**

Chairman MacPhee called for a motion to adjourn at 7:14 PM.

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

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Cheri Rose-Kociela, Secretary