



**COEUR D'ALENE CHARTER ACADEMY, INC.  
BOARD OF DIRECTORS MEETING MINUTES  
NOVEMBER 13, 2023**

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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, Cheri Rose-Kociela, Britni Turkenburg, Dan Redline  <b>Board members absent:</b> Dan Forsgren  Director Rose-Kociela confirmed a quorum was present.  <b>Other attendees:</b> Laura Beyer, Dan Nicklay, Angela Durick, Mitchell Copstead, Toni Hackwith, 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 an approval of the agenda.  <i>Motion: Director Turkenburg moved to approve the agenda as presented. Seconded by Director Redline, the motion carried.</i>  Chairman MacPhee called for an approval of the consent agenda, containing the minutes from October 16, 2023 and October 30, 2023.  <i>Motion: Director Rose-Kociela moved to approve the minutes from October 16, 2023 and October 30, 2023, as presented. Seconded by Director Redline, the motion carried.</i>
<b>PUBLIC COMMENT</b>	Virginia Hammond shared a couple of alumni updates – Lauren Young ('21) is now the Deputy Regional Director for Senator Crapo's office. Lauren Holecek ('23) is attending Montana State and has switched her major to microbiology (which she is now finding very easy!). Mrs. Hammond also ran into Kent Kastning ('09) who is now working in cybersecurity and has started a podcast with another alum.
<b>AUDIT PRESENTATION - TONI HACKWITH, ANDERSON BROS.</b>	Toni Hackwith with Anderson Bros. presented the findings from the 2022-2023 audit. The audit findings were clean. There was some discussion between the board and Ms. Hackwith.  <i>[Ben Meine entered at 5:05 PM; [Toni Hackwith exited at 5:20 PM]</i>
<b>PRINCIPAL'S REPORT - D. NICKLAY</b>	<b><u>Enrollment Report</u></b> Mr. Nicklay presented the enrollment report. Current enrollment is 634 in grades 6-12 which is a net loss of 1 since October.
<b>VICE-PRINCIPAL'S REPORT - A. LIPPY</b>	The drama department wrapped up their production of <i>All My Sons</i> over the weekend. It was a tear-jerker! 6 <sup>th</sup> grade volleyball camp is underway with 18 girls. High school math students are heading to a competition tomorrow.  There has been an uptick of discipline recently.

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

Ms. Durick reviewed the financials and expenditures. There is a new grant safety and security (the Securing Our Futures grant).

A new curtain has been ordered for the south MPR, and Ms. Durick received a quote for asphalt in the parking lots – it is quite expensive.

**REGULAR COMMITTEE  
REPORTS**

**Finance & Long-Range Planning Committee**

The committee met, reviewed financials, and discussed the audit. They also discussed the Securing Our Futures grant and ideas for gala funding.

**Scholarship Committee**

No report.

**Education Excellence Committee**

The committee will be meeting soon.

**Fundraising Committee**

Gala plans continue to be underway.

**Safety Committee**

The committee is meeting on Thursday.

**EXECUTIVE SESSION**

Chairman MacPhee called for a motion to hold an executive session as authorized by Idaho Code 74-206 sub section A & B.

*Motion: Director Rose-Kociela moved to enter into executive session as authorized by Idaho Code 74-206 sub sections A & B.*

Director Rose-Kociela led a roll call vote: Director Forsgren – absent, Chairman MacPhee – yes, Director Montgomery – yes, Director Redline – absent, Director Rose-Kociela – yes, Director Turkenburg – yes, the motion carried.

Entered executive session at 5:40 PM.

*Motion: Director Turkenburg moved to return to open session, seconded by Director Redline, the motion carried.*

Returned to open session at 5:52 PM.

*[Ben Meine exited at 5:52 PM]*

**NEW BUSINESS**

**Committee Assignments**

*Motion: Director Redline moved to appoint Britni Turkenburg as chair of the Scholarship Committee. Seconded by Director Montgomery the motion carried.*

*Motion: Director Montgomery moved to accept Director Forsgren's resignation from the Board of Directors. Seconded by Director Montgomery, the motion carried.*

**UNFINISHED BUSINESS**

**Policy Manual Update**

Ms. Durick presented updates to the financial policies. There was some discussion. The board did request to update the Expense Reimbursement policy (G-6) to raise the daily meal reimbursement rate to \$50, and that change was made.

*Motion: Director Turkenburg moved to approve the updated financial policies. Seconded by Director Montgomery, the motion carried.*

**Policy Revision E-17 Sick Leave**

The policy has been updated to allow sick leave to be taken for illness or sickness of direct family members, which now includes grandparents.

***Motion:** Director Montgomery moved to approve the wording of the sick leave policy. Seconded by Director Rose-Kociela, the motion carried.*

**ACTION ITEMS**

None.

**ADJOURNMENT**

Chairman MacPhee called for a motion to adjourn at 6:12 PM.

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

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Cheri Rose-Kociela, Secretary