



**COEUR D'ALENE CHARTER ACADEMY, INC.
BOARD OF DIRECTORS MEETING MINUTES
JANUARY 24, 2024**

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: Scott MacPhee, Nicole Montgomery, Britni Turkenburg, Dan Redline Board members absent: Cheri Rose-Kociela Director Montgomery confirmed a quorum was present. Other attendees: Laura Beyer, Dan Nicklay, Aaron Lippy, Angela Durick, Drew Burfeind, Virginia Hammond, Mitchell Copstead
PLEDGE TO THE FLAG	Chairman MacPhee led the pledge of allegiance to the flag.
ACTION ITEMS	Chairman MacPhee called for an approval of the agenda. <i>Motion: Director Turkenburg moved to approve the agenda as presented. Seconded by Director Montgomery, the motion carried.</i> Chairman MacPhee called for an approval of the consent agenda, containing the minutes from December 18, 2023. <i>Motion: Director Turkenburg moved to approve the minutes from December 18, 2023 as presented. Seconded by Director Montgomery, the motion carried.</i>
PUBLIC COMMENT	Virginia Hammond shared an alumni update – Sara Lane ('17) is currently working at a local eye clinic and was recently accepted to a program called The Dartmouth Clinic (not affiliated with the University) and is heading back east to continue her education soon. Drew Burfeind is attending the meeting because he is currently in the middle of an internship for an educational leadership degree and wanted to see what a board meeting was all about. Mitchell Copstead is attending just to see what goes on at CDA Charter Academy board meetings.
PRINCIPAL'S REPORT - D. NICKLAY	<u>Enrollment Report</u> Mr. Nicklay presented the enrollment report. Current enrollment is 617 in grades 6-12 which is a net loss of 13 since December. Last year at this time the enrollment was 592. There are currently 66 applicants for the 2024-2025 school year.
VICE-PRINCIPAL'S REPORT - A. LIPPY	<u>Activities & Discipline Report</u> The drama department is putting on their annual Wednesday Night Live comedy show. Band students are heading to Nampa for All-State. There was a bit of a discipline uptick in the past month.

ASB Report

ASB is getting ready for their February dance, and will have a food drive coming up.

CPO Report

CPO provided snacks for the students during finals week to keep them nourished. The committee met last week and will be giving money for the school's rebranding project and money for scholarships. They are also launching a parent volunteer incentive program.

[Ben Meine entered the meeting at 5:11 PM]

BUSINESS MANAGER'S REPORT - A. DURICK

Ms. Durick reviewed the financials and expenditures, along with the operations report. Ms. Durick also asked for an amendment to the budget which would increase the security budget to assist with long-term safety and security goals.

Motion: Director Montgomery moved to approve the budget amendments as presented. Seconded by Director Turkenburg, the motion carried.

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

Website & Rebranding

A contract was signed with Finalsite for the website. Ms. Durick also asked for board permission to change the logo and branding. The committee would like to go with Whitestone Design Werks. CPO contributed \$5000 towards the project.

Motion: Director Redline moved to accept the estimate from Whitestone Design Werks for rebranding. Seconded by Director Turkenburg, the motion carried.

Safety

The "Securing our Future" grant is not open yet but will be used for the phone system, intercom, bell, clocks, new lights for the exterior, etc. The Safety Committee met with Officer Gilbert from CDAPD about the safety of our buildings and a process in the event of an emergency.

The Idaho legislature is also looking at HB415 which would allow school employees to concealed carry with an enhanced concealed carry permit without the knowledge of other employers. The bill passed committee and moved to the House today.

Facilities

The ADA button needs to be repaired, and the staff lounge was painted over Christmas break.

REGULAR COMMITTEE REPORTS

Finance & Long-Range Planning Committee

The committee met and reviewed financials and the safety grant.

Scholarship Committee

The committee did not meet this month.

Education Excellence Committee

The committee did not meet this month.

Fundraising Committee

The gala committee met this afternoon. There is a parent providing video for the gala, and 50 tickets have been sold so far, with 12 sponsors. There are still sponsorships available.

Safety Committee

The committee met and discussed school security as was discussed previously.

EXECUTIVE SESSION

There was no need for executive session.

NEW BUSINESS

Approval of Emergency Closure on January 17, 2024

School was closed on January 17, 2024 due to a winter storm.

Motion: Director Redline moved to approve the emergency closure on January 17, 2024. Seconded by Director Turkenburg, the motion carried.

Enrollment Caps 2024-2025

Principal Nicklay shared the following proposed enrollment caps for the 2024-2025 school year:

6th – 162
7th – 135
8th – 125
9th – 100
10th – 75
11th – 73
12th – 45
Total: 715

Motion: Director Montgomery moved to approve the enrollment caps as presented. Seconded by Director Turkenburg, the motion carried.

Student Policies

Principal Nicklay presented revisions to five student policies as part of the ongoing policy revisions. The revisions are all small tweaks to wording to clean up and clarify the policies. The policies up for discussion include:

- A-14: Credit Acceptance
- C-1-1: Full-Time Students
- C-1-2: Part-Time Students
- C-4: Exchange Students
- D-1: Tardies

Motion: Director Redline moved to approve the five policies as presented. Seconded by Director Montgomery, the motion carried.

UNFINISHED BUSINESS

None.

ACTION ITEMS

None.

ADJOURNMENT

Chairman MacPhee called for a motion to adjourn at 5:53 PM.

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

Cheri Rose-Kociela, Secretary