



**COEUR D'ALENE CHARTER ACADEMY, INC.
BOARD OF DIRECTORS MEETING MINUTES
SEPTEMBER 9, 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, Dan Redline, Cheri Rose-Kociela, Adam Johnson Board members absent: Britni Turkenburg, Christine Mabile, Nicole Montgomery Director Rose-Kociela confirmed a quorum was present. Other attendees: Laura Beyer, Dan Nicklay, Aaron Lippy, Angela Durick, Virginia Hammond, Edmund Bardwell, Ben Meine
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 Redline moved to approve the agenda as presented. Seconded by Director Rose-Kociela, the motion carried.</i> Chairman MacPhee called for an approval of the consent agenda, containing the minutes from August 12, 2024 and August 22, 2024. <i>Motion: Director Redline moved to approve the minutes from August 12, 2024 and August 22, 2024 as presented. Seconded by Director Rose-Kociela, the motion carried.</i>
PUBLIC COMMENT	None.
PRINCIPAL'S REPORT - D. NICKLAY	<u>Enrollment Report</u> Mr. Nicklay presented the enrollment report. There are currently 598 students enrolled in grades 6-12. <u>Alumni Update</u> None. Mr. Nicklay shared that a donation was made by a longtime supporter that provided the funds to re-do the front of the south building.
VICE PRINCIPAL'S REPORT - A. LIPPY	<u>Activities & Discipline Report</u> Fall sports are underway and going well. Mr. Lippy also reviewed the discipline report.
BUSINESS MANAGER'S REPORT - A. DURICK	Mrs. Durick has begun a countdown to when the school will be debt free! Mrs. Durick briefly reviewed the financials. <u>Student Information System (SIS)</u> Mrs. Durick has been reviewing Student Information Systems to replace the home-grown system that the Academy has been using for many years, and recommends that the

Academy select Skyward for a new SIS, which is the same system that the Coeur d'Alene School District uses.

***Motion:** Director Redline moved to accept the bid for Skyward at \$65,000. Seconded by Director Rose-Kociela, the motion carried.*

Custodial/Maintenance Budget Revision

Due to the loss of two custodians, a cleaning service has been hired to assist with the cleaning of classrooms. Mrs. Durick is also hiring a snow removal company.

***Motion:** Director Rose-Kociela moved to accept the custodial/maintenance budget revision as presented. Seconded by Director Johnson, the motion carried.*

Cleaning Bid

Mrs. Durick asked the board to approve a bid from Superior Cleaning for cleaning classrooms.

***Motion:** Director Rose-Kociela moved to approve the addendum to the classroom cleaning bid from Superior Cleaning as presented. Seconded by Director Redline, the motion carried.*

Employee Flagging Stipend

Mrs. Durick would like to offer a stipend to employees who provide flagging services in the crosswalks after school.

***Motion:** Director Redline moved to approve a stipend of \$25 for employees to provide crosswalk flagging services. Seconded by Director Rose-Kociela, the motion carried.*

Snow Plow Bid

The school received bids and would like to hire Country Girl Gardens to provide snow removal services.

***Motion:** Director Rose-Kociela moved to approve the bid from Country Girl Gardens for snow removal services. Seconded by Director Johnson, the motion carried.*

Policy Updates E-30 & E-31

Mrs. Durick presented updates to policies E-30 and E-31, which encompass the salary schedules for certified and classified staff.

***Motion:** Director Redline moved to approve the updates to policies E-30 and E-31 as presented. Seconded by Director Rose-Kociela, the motion carried.*

ASB REPORT

Edmund Bardwell (11th grade) provided the ASB Report. Spirit Week plans are underway, along with a Homecoming Dance. The ASB also hosted a Club Fair for students so they could find out how to get involved on campus.

CPO REPORT

The CPO contributed money for the new lockers on campus and allowed parents the opportunity to sponsor a locker. They also threw a Back to School Breakfast for the staff during the first week back.

**REGULAR COMMITTEE
REPORTS**

Finance & Long-Range Planning Committee

The committee met and reviewed the items discussed during Mrs. Durick's report.

Scholarship Committee

Did not meet.

Education Excellence Committee

Did not meet.

Fundraising Committee

The Gala is scheduled for March 1, 2025 at The Coeur d'Alene Resort. Also, the Soup & Chili Cook-Off is scheduled for October 12 at 5:00 PM. Director Rose-Kociela will be a judge this year!

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:

Chairman MacPhee – yes, Director Montgomery – absent, Director Redline – yes, Director Rose-Kociela – yes, Director Turkenburg – absent, Director Johnson – yes, Director Mabile – absent, the motion carried.

Entered executive session at 5:42 PM.

Motion: Director Rose-Kociela moved to return to open session, seconded by Director Redline, the motion carried.

Returned to open session at 5:59 PM.

NEW BUSINESS

Board Member Resignation

Motion: Director Redline moved to accept the resignations of a custodian and a board member. Seconded by Director Rose-Kociela, the motion carried.

Action Items from Executive Session

Motion: Director Rose-Kociela moved to approve new wage adjustments as presented for two staff members with excellent performance. Seconded by Director Redline, the motion carried.

Motion: Director Redline moved to approve the salary adjustment presented for middle school and high school coaches as presented in executive session. Seconded by Director Rose Kociela, the motion carried.

Committee Assignments

Motion: Chairman MacPhee nominated Dan Redline as treasurer of the Coeur d'Alene Charter Academy Board of Directors. Seconded by Director Rose-Kociela, the motion carried.

Motion: Director Rose-Kociela nominated Scott MacPhee as chair of the Education Excellence Committee. Seconded by Director Johnson, the motion carried.

ADJOURNMENT

Chairman MacPhee called for a motion to adjourn at 6:05 PM.

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

Cheri Rose-Kociela, Secretary