



## **BOARD OF DIRECTORS MEETING**

**MONDAY, AUGUST 12, 2024**

COEUR D'ALENE CHARTER ACADEMY  
4904 N DUNCAN DRIVE, COEUR D'ALENE

### **5:00 PM BOARD OF DIRECTORS MEETING**

1. Call to Order
2. Quorum Check
3. Pledge to the Flag
4. Action Items
  - a. Approval of Agenda
  - b. Approval of Consent Agenda
    - i. Meeting Minutes from June 17, 2024
    - ii. Meeting Minutes from June 18, 2024
    - iii. July Meeting - Canceled
5. Public Comment
6. Principal's Report
  - a. Enrollment Report
  - b. Alumni Update
7. CFO/Business Manager's Report
  - a. Approval of South Building Interior Construction Bid - Action Item
  - b. Approval of South Building Masonry Bid - Action Item
  - c. Approval of South Building Electric Bid - Action Item
  - d. Approval of South Building Window Bid - Action Item
  - e. Approval of Personnel Policies E14, E-15, E-17 - Action Item
  - f. Approval of Disposal of Electronic Assets - Action Item
  - g. Approval of Girls HS Counter Top Replacement - Action Item
8. Regular Committee Reports
  - a. Finance/LRP
  - b. Scholarship
  - c. Education Excellence
  - d. Fundraising
9. Executive Session/Roll Call - Action Items  
Idaho Code 74-206 (A) & (B)
10. Unfinished Business
11. New Business
  - a. New Board Members - Action Item
12. Adjournment

NOTE: If any auxiliary aids or services are needed for individuals with disabilities, please contact the Clerk of the Board at 208.676.1667 no later than three (3) working days before the meeting. PERSONNEL MATTERS ARE ROUTINELY UNDERTAKEN IN EXECUTIVE SESSION. DISCUSSIONS ABOUT SPECIFIC PERSONNEL MATTERS ARE NOT AN APPROPRIATE PART OF AN OPEN MEETING AGENDA.



**COEUR D'ALENE CHARTER ACADEMY, INC.  
BOARD OF DIRECTORS MEETING MINUTES  
JUNE 17, 2024**

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**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, Cheri Rose-Kociela

**Board members absent:** Nicole Montgomery, Britni Turkenburg, Dan Redline

There was a lack of a quorum, so the regular meeting was postponed until Tuesday, June 18, 2024.

**ANNUAL BUDGET  
HEARING**

Ms. Durick conducted the annual budget hearing by reviewing the proposed 2024-2025 budget and the revised 2023-2024 budget. Approval of the budget and the budget revisions will be conducted during the next meeting of the board of directors.



**COEUR D'ALENE CHARTER ACADEMY, INC.**  
**BOARD OF DIRECTORS SPECIAL MEETING MINUTES**  
**JUNE 18, 2024**

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|   |  |
|---|--|
| <b>LOCATION</b>                           | Coeur d'Alene Charter Academy<br>4904 N. Duncan Drive<br>Coeur d'Alene, ID 83815   |
| <b>CALL TO ORDER</b>                      | Chairman MacPhee called the special meeting of the Board of Directors to order at 4:00 PM.<br><br><b>Board members present:</b> Scott MacPhee, Cheri Rose-Kociela, Britni Turkenburg<br><br><b>Board members absent:</b> Dan Redline, Nicole Montgomery<br><br>Director Rose-Kociela confirmed a quorum was present.   |
| <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.<br><br><i>Motion: Director Turkenburg moved to approve the agenda as presented. Seconded by Director Rose-Kociela, the motion carried.</i><br><br>Chairman MacPhee called for an approval of the consent agenda, containing the minutes from May 20, 2024.<br><br><i>Motion: Director Rose-Kociela moved to approve the minutes from May 20, 2024 as presented. Seconded by Director Turkenburg, the motion carried.</i>  |
| <b>PUBLIC COMMENT</b>                     | None.  |
| <b>VICE-PRINCIPAL'S REPORT - A. LIPPY</b> | <b><u>Enrollment Report</u></b><br>Mr. Lippy presented the enrollment report in Mr. Nicklay's absence. There was a loss of 47 students this month - due to their graduation! Congratulations to the Class of 2024. There are currently 131 students registered for 6 <sup>th</sup> grade in the 2024-2025 school year.<br><br><b><u>Activities &amp; Discipline Report</u></b><br>The end-of-the-year picnic was a great success.<br><br>Mr. Lippy asked for approval to enter a cooperative program between Coeur d'Alene Charter Academy and Lakeside High School, who does not have a soccer program. A former Charter student is now attending Lakeside and would like to play soccer for Charter. The co-op agreement should not affect Coeur d'Alene Charter Academy's 4A status.<br><br><i>Motion: Director Turkenburg moved to approve the application for a cooperative program for girls' soccer with Lakeside High School. Seconded by Director Rose-Kociela, the motion carried.</i><br><br><b><u>CPO Report</u></b><br>CPO provided lunch for seniors during their finals, and snacks for grades 7-11 during their finals. They also arranged for the 6 <sup>th</sup> graders to enjoy snowcones and for the rest of the students to be able to order from the Idahome Espresso coffee truck. |

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

The proposed 2024-2025 budget and amended 2023-2024 budget were presented during the budget hearing on June 17, 2024. Ms. Durick provided an update on upcoming projects and asked for approval of the following:

**Approval of 2023-24 Amended Budget**

*Motion:* Director Rose-Kociela moved to approve the amended budget for the 2023-2024 fiscal year. Seconded by Director Turkenburg, the motion carried.

**Approval of 2024-25 Proposed Budget**

*Motion:* Director Rose-Kociela moved to approve the proposed budget for the 2024-2025 fiscal year. Seconded by Director Turkenburg, the motion carried.

**May Financials**

*Motion:* Director Turkenburg moved to approve the May financial statements. Seconded by Director Rose-Kociela, the motion carried.

**ICRIMP Insurance Renewal**

*Motion:* Director Turkenburg moved to approve the renewal of the ICRIMP insurance policy. Seconded by Director Rose-Kociela, the motion carried.

**Disposal of Assets**

*Motion:* Director Rose-Kociela moved to approve the disposal of identified assets. Seconded by Director Turkenburg, the motion carried.

**Installation of New Phone Cabling and Bell System**

*Motion:* Director Turkenburg moved to approve the installation of a new phone cabling and bell system. Seconded by Director Rose-Kociela, the motion carried.

**New Lockers**

*Motion:* Director Rose-Kociela moved to approve the purchase and installation of new lockers. Seconded by Director Turkenburg, the motion carried.

**South Building Construction Bid**

*Motion:* Director Turkenburg moved to approve the construction bid for the South Building. Seconded by Director Rose-Kociela, the motion carried.

**HVAC on North Building Modular**

*Motion:* Director Rose-Kociela moved to approve the purchases and installation of an HVAC system on the north building. Seconded by Director Turkenburg, the motion carried.

**REGULAR COMMITTEE  
REPORTS**

**Finance & Long-Range Planning Committee**

The committee met and reviewed the budget.

**Scholarship Committee**

Scholarship winners were selected and a list of recipients was included in board packets. Every member of the Class of 2024 also received a \$500 scholarship.

**Education Excellence Committee**

No report.

**Fundraising Committee**

No report.

**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 - absent, Director Rose-Kociela - yes, Director Turkenburg - yes, the motion carried.

Entered executive session at 4:30 PM.

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

Returned to open session at 4:33 PM.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

**2024-2025 Meeting Dates**

The board set meeting dates for the 2024-2025 fiscal year. It was decided to move meetings to the second Monday of each month.

*Motion: Director Rose-Kociela moved to change monthly board meetings to the second Monday of the month at 5:00 PM for the 2024-2025 fiscal year. Seconded by Director Turkenburg, the motion carried.*

**ADJOURNMENT**

Chairman MacPhee called for a motion to adjourn at 4:36 PM.

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

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Cheri Rose-Kociela, Secretary



**COEUR D'ALENE CHARTER ACADEMY, INC.  
BOARD OF DIRECTORS MEETING MINUTES  
JULY 8, 2024**

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The July meeting of the Board of Directors was cancelled.



# Bid

16085 N Ramsey Rd  
Rathdrum, ID 83858

WA: CCACEDRDC886CS  
ID: RCE-20194

| Date      | Bid # |
|-----------|-------|
| 6/18/2024 | 2531  |

|                       |   |
|-----------------------|---|
| <b>Name / Address</b> | <b>Job Address</b>                          |
| CDA Charter School    | 4904 N Duncan Dr<br>Coeur d'Alene, ID 83815 |

| Qty   | Description   | Rate         | Total             |
|---|---|--------------|-------------------|
|   | Scope of Work:<br>Framing: frame wall up in classroom and frame window in | 1,360.00     | 1,360.00          |
|   | Drywall Repairs in classroom  | 1,830.00     | 1,830.00          |
|   | Covering the holes around the HVAC pipes up high                          | 2,680.00     | 2,680.00          |
|   | Materials   | 1,300.00     | 1,300.00          |
|   | Drywall fix and texture to match existing                                 | 0.00         | 0.00              |
| <b>The following bid is good for 30 days!</b> |   | <b>Total</b> | <b>\$7,170.00</b> |

|                |                   |                 |
|----------------|-------------------|-----------------|
| <b>Phone #</b> | <b>E-mail</b>     | <b>Web Site</b> |
| 2086515533     | acedwll@yahoo.com | www.acedca.com  |

- \*No heaters will be provided, they're the responsibility of the home owner, contractor, or builder.
- \*Preinstalled/premounted heater are to be covered/removed prior to sheetrock installation.
- \*ACE is not responsible for the operation of any heat source.
- \*Water, electricity, and restroom facility must be provided onsite prior to the start of project.
- \*Our prices reflect cash or check payment.
- \*If awarded the job, we require a 50% deposit before scheduling. Remaining balance is due within 7 days of job completion.



# Invoice

16085 N Ramsey Rd  
Rathdrum, ID 83858

WA: CCACEDRDC886CS  
ID: RCE-20194

| Date      | Invoice # |
|-----------|-----------|
| 7/29/2024 | 4425      |

| Bill To            |
|--------------------|
| CDA Charter School |

| Job Address                                 |
|---|
| 4904 N Duncan Dr<br>Coeur d'Alene, ID 83815 |

| Job No. |
|---------|
|         |

| Terms          |
|----------------|
| Due on receipt |

| Project |
|---------|
|         |

| Quantity                 | Description   | Rate                            | Amount                         |
|--------------------------|---|---------------------------------|--------------------------------|
|                          | Scope of Work:<br>Additional work done:<br>Work done for mason company to do their work.<br>Trim the front door, paint and install a back board<br>and fascia on the gable so the rock can be butted up<br>to it. Install flashing above the main door. | 1,650.00                        | 1,650.00                       |
| <b>Total: \$1,650.00</b> |   | <b>Payments/Credits: \$0.00</b> | <b>Balance Due: \$1,650.00</b> |

| Phone #    | E-mail            | Web Site       |
|------------|-------------------|----------------|
| 2086515533 | acedwll@yahoo.com | www.acecda.com |

**There will be a 3.5% interest charge per month on late invoices.**



# Radys Electric

11630 N Summit Loop  
Hauser ID 83854

# Estimate

| Date      | Estimate # |
|-----------|------------|
| 7/25/2024 | 13152      |

| Name / Address  |
|---|
| CdA Charter Academy<br>4904 N Duncan Dr<br>Coeur d Alene ID 83815 |

| Ship To |
|---------|
|         |

| Description   | P.O. No.     | Terms          |
|---|--------------|----------------|
|   | Del          | Due on receipt |
|   | Cost         | Total          |
| Remove Lighting and old Light poles from around the Flag Pole<br>Troubleshoot existing power locations, dig trenches and move power to new light locations<br>install Sauna Tubes for new lights and install Lights<br>2 lights on flagpole and 2 lights to shine on building |              |                |
| Material  | 2,324.34     | 2,324.34       |
| Journeyman Hourly Charges   | 95.00        | 1,900.00       |
| Apprentice Hourly Charges   | 75.00        | 1,500.00       |
| <b>Estimate Good for 30 Days</b>  |              |                |
| Thank you for your business.<br>Please call Mick Rady if you have any questions 208-659-0212  | <b>Total</b> | \$5,724.34     |

Signature \_\_\_\_\_

| Phone #      | Fax #        |
|--------------|--------------|
| 208-659-0212 | 208-777-9786 |

25775 North Rosemere Street  
Rathdrum, Idaho 83858  
(208)755-9579  
damonkistler@gmail.com



# PYRAMID MASONRY

**RECIPIENT:**

**Dell Shelden**

4904 North Duncan Drive  
Coeur d'Alene, Idaho 83815

**Quote #12282027**

Sent on Jul 17, 2024

**Total \$7,490.00**

| Product/Service                    | Description                                | Qty. | Unit Price | Total       |
|------------------------------------|--|------|------------|-------------|
| Exterior manufactured stone veneer | Stone around front entry and under windows | 214  | \$25.00    | \$5,350.00* |
| Materials                          | Mortar ,wall ties,tar paper,stone          | 214  | \$10.00    | \$2,140.00* |

**Total \$7,490.00**

Jul 17, 2024  
Date

*Angela Durick*  
Client Signature

\* Non-taxable

Square foot calculations are based on the stone work installed on the garage buildings before the demolition process or what I billed for work completed.  
since we did not finish the work before you decided to move the buildings

25775 North Rosemere Street  
Rathdrum, Idaho 83858  
(208)755-9579  
damonkistler@gmail.com



**PYRAMID**  
**MASONRY**

**Notes Continued...**

it is difficult to be precise so this is a best guess on the amount that it will take if it's less then I would just bill for actual footage,

This quote is valid for the next 30 days, after which values may be subject to change.



3727 W. Industrial Loop  
Coeur d'Alene, ID 83815

# Estimate

|           |            |
|-----------|------------|
| Date      | Estimate # |
| 6/17/2024 | E23198     |

ID RCE-2879  
WA MODERI\*203J5

|  |
|--|
| Name / Address   |
| Coeur d'Alene Charter Academy<br>4904 N. Duncan Dr.<br>Coeur d'Alene, ID 83815 |

|                  |              |
|------------------|--------------|
| Ship To          |              |
| Del 208-758-1164 |              |
| Customer Phone   | 208-676-1667 |

*Credit card charges are subject to a 3% fee. Debit cards are not surcharged.*

| Project | Terms                                     | Rep      | Input By |
|---------|---|----------|----------|
|         | (N30) Net 30                              | KR       | Kristin  |
| Qty     | Description                               | Amount   |          |
|         | 1" OA 1/8" LOF #2 Temp / 1/8" Clear Temp  |          |          |
| 6       | 20" x 20-3/4" mk. Middle School Entry     |          |          |
| 6       | 20" x 56-3/4" mk. Middle School Entry     |          |          |
| 1       | 20-1/4" x 56-7/8" mk. Soccer Field Side   |          |          |
|         | Total Installed                           | 2,992.00 |          |
|         | SALES TAX: IDAHO INSTALLATION NON-TAXABLE | 0.00     |          |

|  |                         |
|--|-------------------------|
| I authorize Modern Glass Company to proceed with the work outlined on this quote. I understand that labor is quoted at a flat minimum. Additional work is subject to prior approval.<br>Signature _____ Date _____ | <b>Total</b> \$2,992.00 |
|--|-------------------------|

1) Bids are based on preliminary inspection. Excludes permits, engineering, design, window wrap/flashing, and finish work (trim, paint, etc.), unless specifically noted. Also excludes unforeseen circumstances discovered after work is in progress. 2) No cancellations or returns once in production. Post-order changes, if allowed, may incur a fee. 3) Price, product availability, lead times, and installation schedules, may change without notice or compensation due to market volatility. 4) Manufacturer's standard warranty on products. One year installation warranty. 5) Large orders left over 30 days may be subject to a storage fee. Not responsible for customer's personal property left over 60 days. 6) Terms Net 30 OAC. May require non-refundable deposit. Named customer is responsible for payment of orders placed on behalf of a third-party. Failure to pay as agreed may incur interest, collection fees, and court costs. 7) Photos may be used in ads. 8) MGC full Terms & Conditions apply.

Questions? Call us at (208) 765-1644 or email [contactus@modern-glass.com](mailto:contactus@modern-glass.com)

## Policies

### **PERSONNEL POLICY**

#### **Personal Leave**

**Policy #:** E-15 (5400)

**Adopted:** May 24, 2000

**Revised:** December 14, 2010

Full-time employees are granted five (5) days of paid personal leave at the beginning of each fiscal year for all needs except those provided for by sick leave. Personal leave is non-accumulative at the end of the fiscal year and unused leave will not be compensated.

### **PERSONNEL POLICY**

#### **Sick Leave**

**Policy #:** E-17 (5420)

**Adopted:** January 12, 2000

**Revised:** May 24, 2000; December 14, 2010; October 17, 2016; December 18, 2017; October 21, 2019;  
November 18, 2019; October 16, 2023; October 16, 2023

The Coeur d'Alene Charter Academy provides all full-time employees with one (1) day of paid sick leave for every month of service. Sick leave is accrued at the beginning of each fiscal year. Sick leave for classified employees shall be calculated proportionate to the average hours worked per day.

Unused sick leave may accumulate without limits for retirement purposes (PERSI) as long as the employee remains continuously in service to the Academy. Termination of employment shall terminate sick leave rights except when said employee is employed by an Idaho Charter School or another state educational agency during the school year immediately following the year of termination. Compensation shall not be provided for unused sick leave.

Employees will be required to provide medical verification from a licensed Physician for proof of illness/sickness and ability to return to work following an illness /sickness that exceeds 4 working days. Employees will also need to provide the same verification of illness/sickness for direct family members in circumstances where the employee claimed sick leave exceeding 4 working days to care for said family members. Direct Family members include spouses, children, siblings, parents, grandchildren, and grandparents. Sick leave may also be used for bereavement related to the death of a direct family member and maternity or paternity leave of an employee.

Reference:

I.C. § 33-12258 Teachers - Severance Allowance at Retirement

### **PERSONNEL POLICY**

#### **Dress and Appearance**

**Policy #:** E-14 (5360)

**Adopted:** January 12, 2000

**Revised:** May 24, 2000; June 10, 2010; October 16, 2023

*“One of the reasons we have schools is for students to learn what is appropriate. Young people learn what is appropriate in society by looking at their adult role models. Your dress and your behavior are what young people will take to be appropriate.” Harry K. Wong*

As professionals in our schools, we realize and value the public’s perception of our roles as mentors and models for students. We, therefore, set in policy the following outline of “reasonable expectations” for all teachers, counselors, secretaries, and administrators throughout the Charter. It is to be applied for all of the days students are present, parent-teacher conferences, professional development days, and all school related activities.

### DRESSING UP IS ENCOURAGED

#### Appropriate Attire for Males

- Pinpoint or button-down dress shirts
- Dress knit shirts or polo shirts
- Dress/casual slacks
- Dress shoes, boots, casual shoes
- Neckties
- Business suits
- Sport coats or sweaters
- School shirts/attire that have been approved

#### Appropriate Attire for Females

- Business suits
- Jumpers, dresses, skirts, skorts (knee length)
- Dress/casual slacks or capris
- Dress shoes, boots, casual shoes
- Blouses, knit shirts, cotton shirts, sweaters (moderate neckline)
- School shirts/attire that have been approved

#### Inappropriate Attire

- 
- Backless, see-through, tight-fitting, or low-cut blouses, shirts, or dresses
- T-shirts, lycra, spandex, midriff, muscle shirts/tank tops
- Cut-off jeans or shorts
- sweatpants
- Athletic, spandex, lycra shorts/pants
- Mini-skirts
- Overalls
- Jogging suits
- Jeans
- Clothing showing bare midriffs, lumbar regions or cleavage

#### Exceptions

- Gym teachers (clothing shall be modest and appropriate to activity and is limited to knee length shorts, sweatpants/joggers, sweatshirts/hoodies, unaltered t-shirts)
- Field trips/days (clothing shall be modest and appropriate to activity and may include jeans, knee length shorts, sweatshirts/hoodies, unaltered t-shirts, modest swimwear/footwear when swimming)
- The building principal may grant exceptions based upon job related needs or health issues

### Enforcement

Charter staff members who do not, in the judgment of the Principal/Supervisor, reasonably conform to this dress code shall receive a verbal warning from the Principal/Supervisor. A second violation will result in a written notice from the Principal/Supervisor. Repeated violations could result in disciplinary action by the Principal/Supervisor against the staff member. In cases where a staff member refuses to comply with the directions of the Principal/Supervisor or the staff member's employment could be terminated. The decision of the Charter Administrator is final regarding administration of this policy.



Angela Durick <adurick@cdacharter.org>

## Propose quartz " majestic white "

7 messages

**Damian Chavez** <acedwll@me.com>  
To: Angela Durick <adurick@cdacharter.org>

Wed, Aug 7, 2024 at 2:47 PM

I would to offer you upgrade to quartz counter top with same for backsplash.  
\$4,200 installed .

Respectfully Damian Chavez, owner of count on it construction a subdivision of Ace construction.  
208-651-8874  
Have a great day!



**IMG\_1535.jpg**  
11251K

**Angela Durick** <adurick@cdacharter.org>  
To: Damian Chavez <acedwll@me.com>

Wed, Aug 7, 2024 at 3:05 PM

Thank you, I'll let you know what we decide.

The rock work is completed, were you going to paint the additional boards that were put up?

On Wed, Aug 7, 2024 at 2:48 PM Damian Chavez <acedwll@me.com> wrote:  
I would to offer you upgrade to quartz counter top with same for backsplash.  
\$4,200 installed .

Respectfully Damian Chavez, owner of count on it construction a subdivision of Ace construction.  
208-651-8874  
Have a great day!



**Angela Durick**  
Chief Financial Officer  
Coeur d'Alene Charter Academy  
208.676.1667 | www.cdacharter.org

