



**BOARD OF DIRECTORS MEETING**  
**MONDAY, SEPTEMBER 9, 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 August 12, 2024
    - ii. Meeting Minutes from August 22, 2024
5. Public Comment
6. Principal's Report
  - a. Enrollment Report
  - b. Alumni Update
7. Vice Principal's Report
  - a. Activities & Discipline Report
8. CFO/Business Manager Report
  - a. SIS Update - Action Item
  - b. Custodial/Maintenance Budget Revision - Action Item
  - c. Cleaning Bid - Action Item
  - d. Employee Flagging Stipend - Action Item
  - e. Snow Plow Bid - Action Item
  - f. Policy Updates E-30 And E-31
9. Regular Committee Reports
  - a. Finance/LRP
  - b. Scholarship
  - c. Education Excellence
  - d. Fundraising
10. ASB Report
11. CPO Report
12. Executive Session/Roll Call - Action Items  
Idaho Code 74-206 (A) & (B)
13. Unfinished Business
14. New Business
  - a. Board Resignation - Action Item
  - b. Committee Assignments
    - i. Education Excellence Committee
    - ii. Treasurer
15. 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 AUGUST 12, 2024

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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, Dan Redline, Cheri Rose-Kociela, Britni Turkenburg  <b>Board members absent:</b> Nicole Montgomery  Director Rose-Kociela confirmed a quorum was present.  <b>Other attendees:</b> Laura Beyer, Dan Nicklay, Aaron Lippy, Angela Durick, Virginia Hammond, Edmund Bardwell, Adam Johnson
<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 Rose-Kociela, the motion carried.</i>  Chairman MacPhee called for an approval of the consent agenda, containing the minutes from June 2024 and July 2024.  <i>Motion: Director Turkenburg moved to approve the minutes from June 17, 2024, June 18, 2024 and July 8, 2024 as presented. Seconded by Director Rose-Kociela, the motion carried.</i>
<b>PUBLIC COMMENT</b>	Mrs. Hammond shared that Jared Melton ('21) will be student teaching this year, and Riley Jo Anderson ('21) is pursuing a degree in accounting. Mrs. Hammond also showed off the school's new geometry books which were purchased in part with a donation made by a parent. The previous geometry books have been in use at Coeur d'Alene Charter Academy since 2001!
<b>PRINCIPAL'S REPORT - D. NICKLAY</b>	<b><u>Enrollment Report</u></b> Mr. Nicklay presented the enrollment report. There are currently 621 students enrolled in grades 6-12.  <b><u>Alumni Update</u></b> <ul style="list-style-type: none"><li>Lauren Faulkner ('21) recently accepted a full time position in the Lakeland school district teaching government and history.</li></ul>
<b>BUSINESS MANAGER'S REPORT - A. DURICK</b>	Mrs. Durick has been busy preparing for the audit. The new Coeur d'Alene Charter Academy website launched on August 2 - thanks to Michelle Bredeson and Laura Beyer for their hard work over the summer! Mrs. Durick gave a heads-up that the school will likely need to look for a new Student Information System (SIS) due to new state reporting requirements that are not currently possible with our homegrown system.

A list of facilities projects has been underway this summer! The front of the middle school has been redone, the art room has been cleaned up and revamped, the school is getting new phones and a new bell system, and things are moving forward with the soccer field and tennis courts. Mrs. Durick presented a list of action items requiring approval:

**South Building Interior Construction Bid**

Ace Construction completed some work in the south building including drywall work and repairs.

*Motion: Director Rose-Kociela moved to approve the payment to Ace Construction for interior work in the south building. Seconded by Redline, the motion carried.*

**South Building Masonry Bid**

Pyramid Masonry completed rock work on the front of the south building.

*Motion: Director Redline moved to approve the bid from Pyramid Masonry to re-do the front of the south building. Seconded by Director Turkenburg, the motion carried.*

**South Building Electric Bid**

Rady's Electric will be removing lighting and the old light poles from the front of the south building, replacing them with updated lighting.

*Motion: Director Turkenburg moved to accept the bid from Rady's Electric to remove lighting and old light poles from in front of the south building, replacing them with updated lighting. Seconded by Director Rose-Kociela, the motion carried.*

**South Building Window Bid**

Modern Glass will be replacing the windows in the front of the south building.

*Motion: Director Turkenburg moved to approve the bid from Modern Glass to replace windows in the south building. Seconded by Director Redline, the motion carried.*

**Personnel Policies E-14, E-15, E-17**

Personnel policies E-14, E-15 and E-17 received minor revisions to their verbiage.

*Motion: Director Redline moved to accept the changes to policies E-14, E-15 and E-17 as presented. Seconded by Director Turkenburg, the motion carried.*

**Disposal of Electronic Assets**

Mrs. Durick presented a list of electronic assets for disposal and asked for board approval.

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

**North Building Countertop Replacement**

Quartz countertops will be installed in the girls' bathroom of the north building.

*Motion: Director Rose-Kociela moved to approve the installation of quartz countertops in the north building girls bathroom. Seconded by Director Turkenburg, the motion carried.*

**REGULAR COMMITTEE  
REPORTS**

**Finance & Long-Range Planning Committee**

The committee met and reviewed the action items that were approved tonight, and discussed the potential soccer field.

**Scholarship Committee**

A list of scholarships awarded by the Academy this year was included in board packets.

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

Entered executive session at 5:26 PM.

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

Returned to open session at 5:33 PM.

**NEW BUSINESS**

**New Board Members**

*Motion: Director Redline moved to add Adam Johnson and Christine Mabile to the Coeur d'Alene Charter Academy Board of Directors. Seconded by Director Rose-Kociela, the motion carried.*

**Personnel Changes**

*Motion: Director Turkenburg moved to accept the personnel changes presented during executive session. Seconded by Director Redline, the motion carried.*

**ADJOURNMENT**

Chairman MacPhee called for a motion to adjourn at 5:35 PM.

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

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Cheri Rose-Kociela, Secretary



**COEUR D'ALENE CHARTER ACADEMY, INC.**  
**BOARD OF DIRECTORS SPECIAL MEETING MINUTES**  
**AUGUST 22, 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 5:01 PM.
- Board members present:** Adam Johnson, Christine Mabile, Scott MacPhee, Dan Redline, Britni Turkenburg
- Board members absent:** Nicole Montgomery, Cheri Rose-Kociela
- Director Redline confirmed a quorum.
- ACTION ITEMS** **Agenda Approval**
- Motion:* Director Turkenburg moved to approve the agenda for August 22, 2024. The motion was seconded by Director Redline.
- OPERATIONS** **Approval of North Building Paint Bid**
- Mrs. Durick would like to create a unified look on campus. This will potentially include painting the north building to match the south building, replacing windows in the north building, and updating the signage on both buildings and on the sign at the corner of Kathleen Avenue and Building Center Drive. Mrs. Durick received three bids for painting and would like to use Ace Construction, who has done work over the summer for the Academy. Ace Construction is owned by a Charter parent, and this project will use funds raised at the gala.
- Motion:* Director Redline moved to accept the bid from Ace Construction to paint the north building. The motion was seconded by Director Turkenburg and passed unanimously.
- Approval for Contact for Evening Cleaning Service**
- With the departure of a custodian at the start of the school year, Mrs. Durick would like to hire a cleaning service to do nighttime cleaning at the Academy. Mrs. Durick would like to hire Superior Cleaning which is owned by an Academy parent.
- Motion:* Director Turkenburg moved to approve the contract with Superior Cleaning. The motion was seconded by Director Redline and passed unanimously.
- ADJOURNMENT** Chairman MacPhee called for a motion to adjourn the meeting at 5:14 PM.
- Motion:* Director Redline moved to adjourn the meeting. The motion was seconded by Director Turkenburg seconded the motion and it passed unanimously.

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Cheri Rose-Kociela, Secretary



**To:** Coeur d'Alene Charter Academy Board of Directors  
**From:** Vice-Principal Aaron Lippy  
**Re:** Activities Report/Disciplinary Report  
**Date:** Sep 9, 2024

## ACTIVITIES REPORT:

- **High School**
  - Boys & Girls soccer
  - Cross country team is small, but competitive
- **Middle School**
  - Volleyball tryouts today
  - Cross country off and running and will compete this week

## DISCIPLINE REPORT:

Violations		Consequences	
Uniform Violation		Verbal Warning	
Insubordination			
Physical Aggression/Rough Play		Detention- 30 min.	3
Cell Phone/Electronic Device Violation		Detention- 1 hour	1
Inappropriate Language		Detention- 2 hours	1
Disrupting Class		Detention- 3 hours	
Inappropriate Behavior	1		
Destruction of Property		Loss of the device for the rest of day	
Disrespect of Staff Member			
Leaving a Mess		Suspension 1 day	1
Not prepared	2	Suspension 2 day	
PDA		Suspension 3 day	
Stealing		Suspension 5 day	
Possession or use of alcohol/drug/tobacco			
Tardy	3		
Academic dishonesty			
<b>Total</b>	<b>6</b>	<b>Total</b>	<b>6</b>

## PERSONNEL

### Certified Staff Salary Index

**Policy #:** E-30

**Adopted:** March 3, 2004

**Revised:** June 4, 2006; November 21, 2006; April 10, 2007; April 23, 2008; Suspended 2010; Suspended May 2011; May 20, 2013; April 15, 2019

The certified staff salary index dated 2013-2014 (herein referred to as “the index”) represents the salary schedule for the teaching staff of the Coeur d’Alene Charter Academy beginning in the 2013-2014 school year. It does not represent previous contractual agreements with the employees of the Academy.

#### **The following definitions apply to the index:**

**Grade** -the entry point and vertical movement of employees on the index. Grade entry point is based on qualifications, years of experience in the field of education and prevailing labor market conditions as determined by the Principal, CFO and Board of Directors of the Academy. Vertical movement (increase in grade number) after the entry point is annual AS determined by performance.

**Level** -the achievement rank of the employee as determined by the previous year’s performance evaluation.

**Deficient**- employee is not performing at an acceptable standard for the Academy as determined by the previous year’s evaluation. Two years on this level may result in grounds for dismissal or non renewal of contract.

**Standard**- employee is performing at the standard expectations for the Academy’s teachers as determined by the previous year’s evaluation.

#### **BA, BA+12, BA+24, etc.**

The last seven columns of the index represent the education level achieved by the certified employee simultaneously with or after Idaho State certification. Movement and placement on the education scale is based on the Idaho State Department of Education rules for funding placement with the following exception: After “BA+36” any further horizontal movement to the right requires a Master’s degree. The Administration reserves the right to disallow the inclusion of certain continuing education credits for horizontal movement on the scale if the Administration judges them to be of no effective value to the mission of the Academy.

Additions to the amounts in the index are awarded based on the following criteria: Masters Degree= \$1,795

Doctorate Degree= \$3,595

Longevity- greater than 15 years certified teaching experience at the Academy or as approved by the Board of Directors = \$1020

Nothing in this policy is intended to imply or create an annual guarantee or contractual right to a salary increase.

#### **Certified Staff Career Salary Ladder 2019-20**

##### **2019-20**

##### **Pay**

**Residency 1\*** 38,500

**Residency 2\*** 39,000

**Residency 3** 39,500

**Professional 1** 44,000

**Professional 2** 50,000

**Professional 3** 53,000

**Professional 4** 53,750

**Professional 5** 55,625  
**Professional 6** 56,800  
**Professional 7** 59,000  
**Professional 8** 59,700  
**Professional 9** 62,000  
**Professional 10** 62,800  
**Charter Master\*** 64,000 New level in 2019-20

**Education addition:** 2019-20  
(Professional level only, not accumulative)  
**BA +24** 2,000  
**Masters** 3,500

Teachers currently receiving the Doctorate or longevity addition will continue to get it (grandfathered), but will not get the above amounts too.

**Master Teacher Premium (2020):**

- Minimum of 8 years teaching with 3 mastery immediately preceding the awards. · 3 of the previous 5 years demonstrated Mastery of Instructional Techniques (individualized plan with artifacts).
- Majority of students meet the measurable student achievement standards 3 of last 5 years. · Other goals/methods allowed, must be done by committee and approved by SBOE (including plans by department and groups).
- \$4000 per year for 3 consecutive years, thereafter annually if validated.
- Master premium is requested by teachers directly to the state, not to the school. · Master premium not set to go into effect until 2020.
- Professional status defined in code with mentoring requirements.



**PERSONNEL**

**Classified Staff Salary Index**

**Policy #:** E-31

**Adopted:** July 1, 2005

**Revised:** April 23, 2008; Suspended 2010; Suspended May 2011; May 20, 2013; April 15, 2019

**Support Staff (Classified) Salary Index 5/20/2024**

Grade	Hourly Index		
	Class 1	Class 2	Class 3
0	17.34	18.42	23.83
1	17.69	18.80	24.32
2	18.06	19.18	24.81
3	18.42	19.57	25.32
4	18.80	19.97	25.84
5	19.18	20.38	26.36
6	19.58	20.80	26.90
7	19.98	21.22	27.45
8	20.38	21.65	28.01
9	20.80	22.10	28.58
10	21.22	22.55	29.17
11	21.66	23.01	29.76
12	22.10	23.48	30.37
13	22.55	23.96	30.99

**Class 1 Custodians**

**Class 2 Front Office Secretary, Activity Asst.**

**Class 3 Counselor, Marketing, AP/PR, A/R, Registrar, Cust Sup**

**Class will be defined in the employee's job description.**

Starting salary for new employees or employees changing job positions will be negotiated by the CFO/Business Manager. The salary will be no less than grade 0 and no more than grade 13 for the assigned class.

All Index amounts are based on full-time 8 hour-260 day assignments. Part-time or partial year assignments will be determined based on the appropriate hourly or daily fraction.

Raises/change in grade will be determined by the CFO/Business Manager after the annual evaluations of the staff. Grade levels are not "years of service."

Once an employee reaches grade 13 they are no longer eligible for an increase in salary unless approved by the Board of Directors.

Nothing in this policy is intended to imply or create a guarantee or contractual right of employment or change in salary.

**Support Staff (Classified) Salary Index**

4/15/2019

**Index**

**Class 1 Class 2 Class 3**

**0** 23,024 23,473 30,747

**1**

**2**

**3**

**4**

**5**

**6**

**7**

**8**

**9**

**10**

**11**

**12**

**0**

Examples:

23,715
24,426
25,159
25,914

26,691	28,558	35,644
27,492	29,701	36,714
28,317	30,889	37,815
29,166	32,124	38,949
29,166	33,409	40,118
29,166	34,746	41,321
29,166	36,136	42,561
29,166	37,581	43,838
23,024	23,473	30,747

Front Office Secretary-Class 1

Custodian-Class 2

Admin. Asst., Board Clerk, etc.-Class 3

Class will be defined in the employee's job description.

Starting salary for new employees or employees changing job positions will be negotiated by the Principal or Business Manager. The salary will be no less than grade 0 and no more than grade 12 for the assigned class.

All Index amounts are based on full-time 261 day assignments.

Part-time or partial year assignments will be determined based on the appropriate hourly or daily fraction.

Raises/change in grade will be determined by the Principal and Business Manager after the annual evaluations of the staff. Grade levels are not "years of service."

Once an employee reaches grade 12 they are no longer eligible for an increase in salary unless the Board of Directors approves a new index.

Nothing in this policy is intended to imply or create a guarantee or contractual right of employment or change in salary.