



**COEUR D'ALENE CHARTER ACADEMY, INC.
BOARD OF DIRECTORS MEETING MINUTES
AUGUST 11, 2025**

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: <input checked="" type="checkbox"/> Adam Johnson <input checked="" type="checkbox"/> Dan Redline <input type="checkbox"/> Christine Mabile <input type="checkbox"/> Britni Turkenburg <input checked="" type="checkbox"/> Scott MacPhee Director Johnson confirmed a quorum was present. Other attendees: Dan Nicklay, Stacey Peppin, Virginia Hammond, Angela Durick, Laura Beyer, Dr. Bill Proser
PLEDGE TO THE FLAG	Chairman MacPhee led the pledge of allegiance to the flag.
ACTION ITEMS	<u>Approval of Agenda</u> Chairman MacPhee called for a motion to approve the agenda. <i>Motion: Director Johnson moved to approve the agenda for August 11, 2025. Seconded by Director Redline, the motion carried.</i> <u>Approval of Meeting Minutes</u> Chairman MacPhee called for a motion to approve the board meeting minutes from June and July. <i>Motion: Director Redline moved to approve the minutes from June 9, 2025, July 14, 2025, and July 25, 2025. Seconded by Director Johnson, the motion carried.</i>
PUBLIC COMMENT	None.
ASB REPORT	None.
CPO REPORT	CPO will be providing lunch next Friday for staff.
PRINCIPAL'S REPORT	Mrs. Peppin is excited about the upcoming year. There is no enrollment report this month. <u>Policy Updates</u> Mrs. Peppin presented policies for review and approval. <u>Policy B-2: Promotion Requirements</u> The Promotion Requirements policy has been updated to include updated requirements for passing sixth grade, including passing at least one social studies or science class, in addition to the current requirements of a language arts and math class.

Motion: Director Johnson moved to approve adopting Policy B-2: Promotion Requirements. Seconded by Director Redline, the motion carried.

Policy B-4: High School Graduation Requirements

This policy has been tabled to next month.

Policy C-8: Attendance/Tardies

The attendance policy is being streamlined, and account for student tardies better during the day. Tardies for students now count per class, not per day.

Motion: Director Redline moved to approve Policy C-8: Attendance/Tardies. Seconded by Director Johnson, the motion carried.

**VICE PRINCIPAL'S
REPORT**

Mrs. Hammond and Mr. Rigg wish to express the gratitude for the new sheds. Mrs. Hammond also sorted through old Charter basketball uniforms and if any alum or staff would like one, they can contact her.

Sports are beginning – high school now, and middle school in the fall. Mrs. Hammond and Mrs. Peppin went through Skyward training on the discipline modules today.

**CFO/CHARTER
ADMINSTRATOR
REPORT**

Skyward is live as of today! Great job to Michelle Bredeson and Rob Bass.

The auditors will be coming next week. This is the final year with Alpine Summit, and there are several firms interested in bidding for next year.

Employee Paid Life Flight Benefit

Mrs. Durick would like to offer a school-paid Life Flight membership for all employees.

Motion: Director Redline moved to approve a paid Life Flight membership for all employees. Seconded by Director Johnson, the motion carried.

Policy Updates

Mrs. Durick presented policies for review and approval.

Policy E-2: Hiring Process and Criteria

This new policy will tighten-up the hiring process for new staff members.

Motion: Director Johnson moved to approve Policy E-2: Hiring Process and Criteria. Seconded by Director Redline, the motion carried.

Policy E-3: Criminal History Background Checks

This policy refers to background checks for employees. The board opted to table a vote on this policy until September.

Policy E-30: Certified Staff Salary Index

This policy has been updated to reflect the salary index that was approved in the spring.

Policy E-31: Classified Staff Salary Index

This policy has been updated to reflect the salary index that was approved in the spring.

Motion: Director Johnson moved to approved Policies E-30 and E-31 as presented. Seconded by Director Redline, the motion carried.

Mrs. Durick reviewed the list of summer projects that have been completed, including, but not limited to, upgrades to the fire system, new flooring and siding for the patio, new tile in the south building entry and all staff bathrooms, new sheds, new office furniture, banners, and room numbers.

**REGULAR COMMITTEE
REPORTS**

Finance & Long-Range Planning Committee

The committee met and reviewed the information in Mrs. Durick's report. Director Redline noted that the fund balance is higher than last year.

Scholarship Committee

No report.

Fundraising Committee

The private catered dinner by aspiring chef Lochlann Bailey that was auctioned at the gala happened in July and was a great success. The gala location for 2026 has been changed to the Hagadone Event Center due to a scheduling conflict at the Coeur d'Alene Resort.

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 Johnson moved to enter into executive session as authorized by Idaho Code 74-206 sub sections A & B.

Director Johnson led a roll call vote:

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

Entered executive session at 5:28 PM.

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

Returned to open session at 5:32 PM.

**ACTION ITEMS FROM
EXECUTIVE SESSION**

Motion: Director Redline moved to approve adding a new member to the Board of Directors, and the hiring of a new teacher. Seconded by Director Johnson, the motion carried.

UNFINISHED BUSINESS

None.

ADJOURNMENT

Chairman MacPhee called for a motion to adjourn at 5:33 PM.

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

Britni Turkenburg, Secretary