



**COEUR D'ALENE CHARTER ACADEMY, INC.  
BOARD OF DIRECTORS MEETING MINUTES  
OCTOBER 13, 2025**

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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 meeting of the Board of Directors to order at 5:00 PM.<br><br><b>Board members:</b><br><input type="checkbox"/> Adam Johnson <input type="checkbox"/> Dan Redline<br><input type="checkbox"/> Christine Mabile <input checked="" type="checkbox"/> Britni Turkenburg<br><input checked="" type="checkbox"/> Scott MacPhee <input checked="" type="checkbox"/> Bonnie Crandall<br><br>Director Crandall confirmed a quorum was present.<br><br><b>Other attendees:</b><br>Dan Nicklay, Stacey Peppin, Virginia Hammond, Angela Durick, Michelle Bredeson, Dr. Bill Proser, Ben Meine, Laura Meine, Angela Sullivan |
| <b>PLEDGE TO THE FLAG</b> | Chairman MacPhee led the pledge of allegiance to the flag.  |
| <b>ACTION ITEMS</b>       | <b><u>Approval of Agenda</u></b><br>Chairman MacPhee called for a motion to approve the agenda.<br><br><i>Motion: Director Turkenberg moved to approve the agenda for October 13, 2025. Seconded by Director Crandall, the motion carried.</i><br><br><b><u>Approval of Minutes</u></b><br>Chairman MacPhee called for a motion to approve the minutes from the September 08, 2025 meeting.<br><br><i>Motion: Director Turkenberg moved to approve the minutes from the September 8, 2025 meeting. Seconded by Director Crandall, the motion carried.</i>   |
| <b>PUBLIC COMMENT</b>     | None.   |
| <b>ASB REPORT</b>         | Mrs. Hammond reported that Spirit Week wrapped up with the Homecoming Dance last Saturday night.  |
| <b>CPO REPORT</b>         | Laura Meine and Angela Sullivan reported the CPO is doing well. CPO has held three successful uniform sales and hosted a record breaking Triple play night. They have paid out eight staff stipends and also approved a grant for the Skeet Shooting Club. Currently they have over \$24,000 in checking and \$10,000 in savings.   |
| <b>PRINCIPAL'S REPORT</b> | <b><u>Enrollment Report</u></b><br>Mrs. Peppin reported an enrollment of 599 students. Which is an increase from the previous school year.<br><br><b><u>Alumni Update</u></b><br>Mrs. Peppin reported on Rachel Jordan ('13) who presented her book at the Academy on September 26th.   |

**VICE PRINCIPAL'S  
REPORT**

**Activities Update**

Mrs. Hammond reported on the success of the soccer teams Homecoming games in which both teams won. Both the boys & girls teams are seeded in 1<sup>st</sup> place in the district and will play on Friday, October 17<sup>th</sup> at 11:00 am.

Senior cross country runner Annabelle Carr is one of two full ride scholarship winners to University of Oregon.

The Academy hosted a middle school cross country meet at the Kootenai County Fairgrounds with approximately 375 participants.

Speech & Debate is starting their season with their first meet, Rookie Rumble.

Model UN is also starting, so more news to come.

**Discipline Update**

Mrs. Hammond reported there were three suspensions, one of which was due to behavior and the other two were due to truancy.

**CFO/CHARTER  
ADMINISTRATOR  
REPORT**

Mrs. Durick presented the following:

**Closing of Inactive Financial Accounts**

Mrs. Durick would like to close unused Financial Accounts.

*Motion: Director Crandall moved to approve the closing of the inactive financial accounts. Seconded by Director Turkenberg, the motion carried.*

**Transfer of \$200,000 to Capital Project Fund**

Mrs. Durick would like to transfer the \$200,000 to cover the improvements for the paving and project in front of the south building.

*Motion: Director Crandall moved to approve the transfer of the \$200,000 to the capital project fund. Seconded by Director Turkenberg, the motion carried.*

**Policy E-19 School Holidays & E-25 Complaints and Grievances:**

The E-19 policy updates the classified staff policies for School holidays and E-25 policy clarifies the complaint and grievance policy specifically for classified staff.

*Motion: Director Crandall moved to approve policies E-19 and E-25. Seconded by Director Turkenberg, the motion carried.*

**Kathleen Sign Rebranding**

Mrs. Durick reported on the progress of the Kathleen Sign and the payment information that was submitted by Silver Creek Signs.

*Motion: Director Crandall moved to approve the Silver Creek Signs payment. Seconded by Director Turkenberg, the motion carried.*

**Athletic Budget Changes**

Mrs. Durick reported that after meeting with Mrs. Hammond they would like to include some additional funds for the athletic department to for ancillary purchases, fuel costs and stipends for those who act as required administration at athletic events.

*Motion: Director Turkenberg moved to approve the athletic budget changes to allow for the ancillary purchase, fuel and stipends. Seconded by Director Crandall, the motion carried.*

**Ednetics South Building Clock/Ednetics Office Lockdown Button**

Mrs. Durick reported that the South office was missed in the original Ednetics security update, so a new clock is needed. Lockdown buttons for all office staff also was requested.

*Motion: Director Turkenberg moved to approve the Ednetics bid for the additional clock and lockdown buttons. Seconded by Director Crandall, the motion carried.*

**Renewal of Security Camera Contract**

Mrs. Durick reported on renewing the security camera contract with 8 additional cameras. This would be a 3 year renewal contract.

*Motion: Director Turkenberg moved to approve the renewal of the security camera contract. Seconded by Director Crandall, the motion carried.*

**Fire System Upgrade**

Mrs. Durick reported on the proposed fire system upgrade for the north building. This upgrade would be the same as the south building and then the systems would be linked. This would put us on the schedule for the summer 2026. The amount is very similar to what was paid for the south building.

*Motion: Director Crandall moved to approve the fire system upgrade. Seconded by Director Turkenberg, the motion carried.*

**South Building Lighting**

Mrs. Durick reported on changing the lighting in the south building's changing rooms and bathrooms to can lights to avoid additional damages.

*Motion: Director Crandall moved to approve the south building lighting to be updated to can lights. Seconded by Director Turkenberg, the motion carried.*

**Staff Christmas Gifts**

Mrs. Durick reported that she would like to offer a \$75 coupon for the staff/board to purchase swag for Christmas gifts.

*Motion: Director Turkenberg moved to approve the \$75 coupon for staff/board to purchase swag for Christmas gifts. Seconded by Director Crandall, the motion carried.*

**REGULAR COMMITTEE  
REPORTS**

**Finance & Long-Range Planning Committee**

The committee met and reviewed the information in Mrs. Durick's report.

**Scholarship Committee**

No report.

**Fundraising Committee**

The Gala planning committee met on October 7.

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

Director Crandall led a roll call vote:

Chairman MacPhee – yes, Director Turkenburg – yes, Director Crandall - yes, the motion carried.

Entered executive session at 5:25 PM.

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

Returned to open session at 5:27 PM.

**ACTION ITEMS FROM  
EXECUTIVE SESSION**

*Motion: Director Turkenburg moved to approve the consent items as discussed in executive session. Seconded by Director Crandall the motion carried.*

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

**Charter Registered Agent**

Dr. Proser is the current Registered Agent for the Academy. No action was taken.

**ADJOURNMENT**

Chairman MacPhee called for a motion to adjourn at 5:29 PM.

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

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Britni Turkenburg, Secretary