

ALLIANCE CHARTER ACADEMY
GOVERNING BOARD MEETING
September 11, 2024
(Approved October 9, 2024)

A. CALL TO ORDER

- a. The Governing Board of Alliance Charter Academy met in Regular Session on September 11, 2024 at 6:00pm via Google Meet
- b. Present from the Board were Tara McLaughlin , Sarah Reck-Secunda , Robert Bruders , Lindsey Skones, Darla Hall, Ann Heppner, and Lauree Ortman
- c. Also present were Shelly Smith, Meg Snyder, Renee Elting, Lori Rux, Nhia Yang, Kate Hansen, Shallon Smith, William Flemming, Kathleen Cantrell, Jana and Drew Holland
- d. Tara called the meeting to order at 6:00pm.

B. CONSENT AGENDA

- a. Vote to approve:
 - i. Previous Meeting Notes - August 14, 2024
 - ii. Today's Agenda
- b. Tara moved to approve the consent agenda; Robert seconded; all ayes; motion passed.

C. RECOGNITION/APPRECIATION

- a. Tara thanked Lindsey for taking time to create a Board Meeting Minutes archive with her. It is available on the webpage and to the Board on the shared Board drive.
- b. Shelly thanked the "summer crew" (Shallon, Nhia, Meg, Renee, Karen) for their work all summer; thank you to the ESs, the set up of 124 new students is a challenge they have met; thank you to the teachers for going above and beyond to make sure students get what they need; thank you to the curriculum room, Karen and Kari, who is doing more work than ever before.
- c. Lindsey thanked the staff for a great first week of school, especially the admin team that has been very visible to the community. And for Shallon for stepping in to sweep and wipe tables down! Thanks for serving our community.
- d. Lauree thanked Shelly and the admin team, she has noticed the joyful and happy spirit in the building this year!

D. EXECUTIVE DIRECTOR UPDATE

- a. Shelly Smith - [Slides](#)
 - i. Enrollment is full at 420 (K-5 - 152, 6-8 - 137, 9-12 - 131)
 - ii. ACA has 124 new students this school year - A huge thank you to Shallon for juggling all of the required responsibilities to make it happen!

- iii. New Front Office staff - Darian and Jenny have been wonderful
- iv. LinkUp with ACA - Still a work in progress, but positive momentum
- v. Sponsor Relations - At the OC Football Game Shelly met the School Resource Officer, Officer Plummer, and he is going to come visit ACA
- vi. OCSD Board update from September 9th meeting
- vii. Losing \$30K from HSS Grant and the SIA grant gained about \$60K - Changes to grant allocations will be presented next month
- b. Meg Snyder - [Slides](#)
 - i. Overview and presentation of the Organizational Structure of ACA and new positions filled
 - ii. Brief introduction of committees
 - 1. Sunshine, SEL, ACA Culture, Community Outreach, Safety, Graduation, School Improvement Plan
 - iii. Questions from Board members

E. COMMITTEE REPORT

- a. Financial Updates - Nhia Yang - [Slides](#)
 - i. Current P&L as a % of Budget
 - 1. Income - Received 21.84% of budget (payments from FY 23-24)
 - 2. Expenses - Spent 5.25% of budget (first FULL payroll will be on 9/24)
 - ii. FY 24-25 Sub-Budgets
 - 1. All sub-budgets for onsite classes and committees have been distributed
 - 2. Budgets for onsite classes will be reviewed and finalized after the 2 week drop window
 - 3. Dept Heads have access to all class budgets within their respective departments
 - 4. Budgets will be updated monthly or by request
 - 5. Business Office has a summary view of all class/committee budgets for monitoring
 - iii. Budgets & Forecasting
 - 1. Salary to Cost Ratio
 - a. FY 20-21 - 47.18%, FY 21-22 - 42.80%, FY 22-23 - 43.05%, FY 23-24 - 40.63%
 - b. PERS Employer Contribution 22.86%, Health and Dental 9.86%, SS/Taxes 7.95%, PFML/UI/WC 1.49%
 - c. The Salary-to-Cost Ratio is an average across the entire staff population. The average is important for purposes of budgeting

- d. Future budgets - knowing these critical metrics enables ACA to create tighter budgets in the future where we are in line with both competitiveness and affordability
- e. Preliminary M&S/Curriculum - Onsite Classes
- iv. Capital Investments of Importance
 - 1. Oven Ranges (2-3) needed by second semester
 - a. Critical for the cooking classes, need to be purchased sooner rather than later. OCSD removed defective appliances but have not addressed wiring
 - 2. Floor standing printers/copy machines
 - a. ACA has 4 (with service contracts) - 3 out of 4 are coming to the end of their life (purchased in 2017) and may need to be replaced after 24-25 school year
 - b. Recommends staggering purchases so we can plan/budget for them year after year
 - 3. ACA Heavy Duty Washer/Dryer
 - a. Cleaning rags and mops must be washed to be reused. Historically, the janitor was taking them home to wash, but that has stopped. Currently a parent has volunteered to wash the rags. Options are: find a laundry service or purchase washer/dryer

F. OLD BUSINESS

- a. [Resolution 2024911-001](#) - Purchasing Resolution
 - i. Now that the entire business team is in place and functioning, we are going to rescind the previous resolution of Board involvement in spending
 - ii. Tara moved to approve Resolution 2024911-001; Robert seconded; all ayes; motion passed.
- b. Additional Background Checks for Board members
 - i. Preliminary background check \$11.50-\$13.50/person
 - ii. Fingerprinting \$12.50/person, \$60+ processing fee for ACA
 - iii. The Board agreed to use the Board budget to fulfill these checks
 - 1. Background checks and fingerprinting for new Board members
 - 2. Current members will have only preliminary checks done next school year
- c. [Calendar Document](#)
 - i. Tara moved to approve the calendar document as written; Sarah seconded; all ayes; motion passed.

G. NEW BUSINESS

- a. OEBC Benefits clarification

- i. Nothing was removed by Board vote, these are not new benefits or a reinstatement of anything removed. The reason for review is because language needs to be clarified and included in employee benefits
 - ii. ACA will offer eligible employees (those eligible for Health, Dental, Vision coverage) Long Term Disability and a \$50K Life Insurance policy, through OEGB.
 - iii. All employees qualify for an Employee Assistance Program (EAP), regardless of individual OEGB enrollment.
- b. Sick leave policy
 - i. Important Notes for Salaried Exempt employees
 - 1. If a salaried exempt employee calls in sick for a portion of the day (e.g. leaves early), they still get paid for the day and no sick time is deducted.
 - 2. If a FT salaried exempt employee calls in sick for the day, 8 hrs of sick time is charged against their balance.
 - ii. Relationship between Paid Family Medical Leave and Sick Leave
 - 1. If the employee is expected to be out sick for longer than 5 consecutive days, they should contact the Head of Teachers or Head of Eses (whichever is applicable) as well as HR for FMLA paperwork.
 - 2. If the Head of Teachers or Head of ESes realize that an employee is going to be out sick for 5 or more consecutive days, they should notify HR ASAP for FMLA paperwork.
 - iii. Questions needing to be addressed in policy
 - 1. What defines a “year” for ACA?
 - a. Recommendation - Fiscal Year (July 1-June 30)
 - 2. What is the minimum increment of sick time that can be used?
 - a. Recommendation - 30 min increments (hourly employees)
 - 3. What is the maximum sick time accrual cap per year?
 - a. Recommendation - Current policy states 40 hours (Note: This is the per year accrual cap and not the total accrual balance. Total accrual balance takes the rollover hours into consideration.)
 - 4. What is the maximum accrual balance that employees can hold?
 - a. Recommendation - 80 hours
 - 5. Can sick time be carried over to the next year? If so, how many hours can be carried over?
 - a. Recommendation - Maximum of 40 hours can be carried over into the next year
 - 6. What is the maximum number of hours that can be used per year?
 - a. Recommendation - 56 hours (that leaves 24 hours that can roll over to the next year)
 - iv. Board decided to table the discussion on points 5 and 6 for a work session
 - v. Tara moved to define a “year” for ACA as a Fiscal Year (July 1-June 30), the minimum increment that can be used is 30 minutes, the maximum sick time

accrual cap per year is 40 hours, and the maximum accrual balance that employees can hold is 80 hours; Sarah seconded; all ayes with one abstention; motion passed.

- c. Tutoring Policy
 - i. Review of current policy (GBC), OCSD Policy (and AR) for comparison
 - ii. Board discussion of specifics - music vs. academic, on/off campus, allotment usage, how are students connected to tutor
 - iii. Board decided to move this discussion to the work session
- d. Substitute Teacher Policy
 - i. Can a Board member be a sub? Would this interfere with Board work or be an ethics violation?
 - ii. Board discussion - decided to amend the previous resolution to be further defined as “contracted employee” vs. occasional substituting, to be brought to the work session
- e. Board Representatives
 - i. Student Representative
 - 1. Board member to lead search - Ann and Tara to move this forward
 - ii. Staff Representative
 - 1. Discussion moved to next regular session in October

H. BOARD RESOURCE AND EDUCATION

- a. Creating an Effective Board
- b. OSBA Conference registration
- c. ORC3S Conference

I. ACTION ITEMS

- a. Vote on Resolution 2024911-001 - Tara moved to approve Resolution 2024911-001; Robert seconded; all ayes; motion passed.

	Aye	Nay	Abstained	Absent
Tara	X			
Sarah	X			
Robert	X			
Lindsey	X			
Darla	X			
Ann	X			
Lauree	X			

- b. Vote to determine Sick Policy details - Tara moved to define a “year” for ACA as a Fiscal Year (July 1-June 30), the minimum increment that can be used is 30 minutes, the maximum sick time accrual cap per year is 40 hours, and the maximum accrual balance that employees can hold is 80 hours; Sarah seconded; all ayes with one abstention; motion passed.

	Aye	Nay	Abstained	Absent
Tara	X			
Sarah	X			
Robert	X			
Lindsey	X			
Darla			X	
Ann	X			
Lauree	X			

- c. Vote to approve Board Meeting Calendar - Tara moved to approve the calendar document as written; Sarah seconded; all ayes; motion passed.

	Aye	Nay	Abstained	Absent
Tara	X			
Sarah	X			
Robert	X			
Lindsey	X			
Darla	X			
Ann	X			
Lauree	X			

J. ADJOURNMENT

- a. Meeting was adjourned at 9:13pm by Tara

K. NEXT MEETING

- a. Work Session - September 25, 2024 at 6:00pm
- a. [24-25 Meeting Schedule Link](#)

Respectfully submitted,
Lindsey Skones, Board Secretary