

ALLIANCE CHARTER ACADEMY
GOVERNING BOARD MEETING
December 11, 2024
(Approved January 8, 2025)

A. CALL TO ORDER

- a. The Governing Board of Alliance Charter Academy met in Regular Session on December 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, Lauree Ortman, Ann Heppner
- c. Also present were Shelly Smith, Meg Snyder, Renee Elting, Nhia Yang, Shallon Smith, Robert Bello, Lorelei Bruders, Lori Rux, Tutti Souders, Kate Hansen, Jana Holland
- d. Tara called the meeting to order at 6:00pm.

B. CONSENT AGENDA

- a. Vote to approve
 - i. Previous Meeting Notes
 1. November 13, 2024 - Regular Session
 2. November 20, 2024 - Work Session
 3. November 20, 2024 - Executive Session
 - ii. Today's Agenda
 - iii. Tara moved to approve our consent agenda; Lauree seconded; all ayes; motion passed.

C. RECOGNITION/APPRECIATION

- a. Tara wanted to recognize and thank our amazing administrative team for getting our enrollment up to the full 425!
- b. Shelly recognized Shallon for her incredible work in enrollment and all the work that each new enrollee entails.
- c. Shelly thanked the ACA music department for the wonderful concert weekend!
- d. Shelly acknowledged Tara for her work in moving the ball forward with developing ACA's strategic plan.
- e. Robert also wanted to thank everyone for the amazing music concerts. An extra thank you to the students for sharing their talents, the staff for the extra work, and for all the volunteers that made everything possible!
- f. Darla wanted to thank Shelly for encouraging everyone to log their volunteer hours. There were parents helping at the K-5 event this morning!

D. EXECUTIVE DIRECTOR UPDATE

- a. Shelly Smith - [Slides](#)

- b. ACA is at full enrollment - 425! Thanks to the entire team for their hard work. There are still 5 on the waitlist and the next enrollment meeting is January 15th.
- c. Grant Compliance - Strategy changes submitted to ODE with Q1 and Q2 budgets, and they are approved! Funds are now available to transfer and utilize.
- d. Grant applications - survey questions, board input, culture committee, public input critical, OC partnership for community input
- e. Good News!
 - i. The Sunshine Committee put on a beautiful staff holiday party!
 - ii. Concert weekend was a huge success!
 - iii. Student Leadership Spirit Week and K-5 A Snowy Day event were fun and festive!
 - iv. Thank you to our amazing volunteers, the day to day, faithful helpers and also those who have pitched in with recent events.
 - v. Thanks to our PTO for their creative fun for the community and the special holiday gifts for the staff.

E. STUDENT REPRESENTATIVE

- a. Introductions of two applicants - Robert Bello and Lorelei Bruders
 - i. Tara motioned to bring on both Robert Bello and Lorelei Bruders as our student representatives for the 2024-2025 school year; Robert seconded; all ayes; motion passed.

F. FINANCIAL UPDATE

- a. [Slides](#) - Nhia Yang
 - i. Profit and Loss Statement
 - ii. Cash Flow Projection - projections are showing a positive trend for the end of FY 24-25.
 - iii. Audit status and updates - Auditors requested (on December 5th) additional information regarding documentation for the grants
 - iv. Music Department Fundraising - The Winter Showcase saw \$1,936.63 in donations and sales
 - v. Dirks scholarship fund overview - Overview of Dirks Fund from 2013/2014-2024/25
 - vi. Four types of instructional costs - at home learning (materials and curriculum), on site learning at ACA (class fees and materials), online courses at home (other learning services), 3rd party facilities (vendor allotment)
 - 1. Online courses and 3rd party facilities have not been accurately tracked, historically. For 24-25, we're tracking to monitor for potential trends per grade band.
 - vii. Capital investment reminder - Electrical work in the kitchen will take place on January 2nd.

- viii. Business cards - The Community Outreach Committee created ACA business cards for distribution at the Holiday Bazaar and everyday use.

G. COMMITTEE REPORT

- a. Resource Development
 - i. Potential Fundraiser opportunity - Postcards to alumni
 - 1. QR code included for direct donations
 - 2. Will be sent to the last 10 years of alumni families (approximately 200) by the end of December
 - 3. Package of 250 with postage total cost was less than \$200.

H. OLD BUSINESS

- a. Staff-Board meeting - January 29, 2025 at 5:00pm at ACA
 - i. Pizza and beverages will be provided in the cafeteria
 - ii. Will discuss staff results of Community Engagement Survey for the Strategic Plan
 - iii. It will be an open forum for staff to ask questions. Questions can also be submitted in writing prior to meeting or at the meeting with an anonymous Google Form.

I. NEW BUSINESS

- a. Financial Investment
 - i. [Resolution 20241211-001](#) - Requesting approval to invest \$50,000-100,000
 - 1. CD with % return through US Bank - use funds for growing contingency and use this process to build an investment policy
 - 2. Discussion of resolution wording and numbers - decided to stick with \$100,000 as that is what was allocated in the 24-25 budget for the contingency fund
 - 3. Tara moved to approve Resolution 20241211-001; Robert seconded; all ayes; motion passed.
- b. Begin Strategic Planning process
 - i. Schedule Board Retreat - Saturday, February 1, 2025 - In-person meeting (4+ hours) to discuss Community Engagement Survey to guide Board decisions. Finalized items will be ready for the 2/26/25 public meeting.
 - ii. Documents to be completed - Portrait of a Graduate, SWOT analysis, Goal alignment, short term plan, long term plan
 - iii. Survey to be worked on this week (Tara, Shelly, Lindsey, Nhia) to be brought back to the Board at the Work Session on 12/18
- c. ORC3 financial support request - The Board decided to pass on this request for this year but did decide to create a line in the 25-26 budget for donations.
- d. OSBA Elections - The Board decided to not participate.

J. BOARD RESOURCE AND EDUCATION

- a. Creating An Effective Governing Board Guidebook - Discussion of Chapter 7, "Board-Staff Relations"
 - i. Discussion of observations and resources

K. ACTION ITEMS

- a. Student Representative - Tara motioned to bring on both Robert Bello and Lorelei Bruders as our student representatives for the 2024-2025 school year; Robert seconded; all ayes; motion passed.

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

- b. Tara moved to approve Resolution 20241211-001; Robert seconded; all ayes; motion passed.

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

L. ADJOURNMENT

- a. Meeting was adjourned at 8:10pm by Tara

M. NEXT MEETING

- a. Work Session - December 18, 2024
- b. [24-25 Meeting Schedule Link](#)

Respectfully submitted,
Lindsey Skones, Board Secretary