

**ALLIANCE CHARTER ACADEMY  
GOVERNING BOARD MEETING**

**February 26, 2025**

**(Approved March 12, 2025)**

**A. CALL TO ORDER**

- a. The Governing Board of Alliance Charter Academy met in Work Session on February 26, 2025 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, Lori Rux, Jana Holland
- d. Tara called the meeting to order at 6:01pm.

**B. EXECUTIVE DIRECTOR EVALUATION (6:02pm)**

- a. Executive Session (Closed session - Google Break out room)
  - i. Executive session will be held in accordance to ORS 192.610 to 192.690 do not prevent the governing body of a public body from holding executive session during a regular, special or emergency meeting, after the presiding officer has identified the authorization under ORS 192.610 to 192.690 for holding the executive session.
    - 1. (2) The governing body of a public body may hold an executive session:
      - a. (i) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

**C. OLD BUSINESS (7:06pm)**

- a. Audit wrap up
  - i. Final documents
    - 1. [Financial Report](#)
    - 2. [Management Letter](#)
    - 3. [Board Letter](#)
    - 4. [Plan of Action fact sheet](#)
    - 5. [Plan of Action](#)
  - ii. Tara gave a summary of the Audit Opinion Letter - ACA was given a “clean opinion with no reservations.” Good report.
  - iii. Board had the opportunity to review, ask questions about, and comment upon the Plan of Action
  - iv. Tara moved to approve the audit Plan of Action to send to the Secretary of State; Robert seconded; all ayes; motion passed.

**D. NEW BUSINESS**

- a. ED Hiring Process
  - i. 17 people on the Hiring Committee (7 Board members, 7 from the 2023-2024 selection committee, 1 student representative, ED and HR) all are asked to sign and submit an NDA to protect candidate privacy.
  - ii. The Board reviewed the previously approved 2024 first round interview questions and agreed to utilize them for the 2025 interview questions. The questions will be sent to the candidate 24 hours in advance of the interview.
- b. Policy Review
  - i. [CB Executive Director](#)
    - 1. Edits - Capitalizing ED
  - ii. [CBB Recruitment and Appointment of the Executive Director](#)
    - 1. Edits - Capitalizing ED
  - iii. [CBG Evaluation of the Executive Director](#)
    - 1. Edits - Capitalizing ED
  - iv. [CCG Evaluation of Administrators](#)
  - v. [CHCA Handbooks](#)
    - 1. Change final sentence of second paragraph to “Executive Director” rather than administrator
  - vi. [DB Budget](#)
    - 1. Change final sentence of the document to “Executive Director” rather than administrator
  - vii. [DD Grant Funding Proposals and Applications](#)
  - viii. [DE Revenue from Private, State, and Federal sources](#)
  - ix. [DH Bonded Employees and Officers](#)
    - 1. Edit “Business Manage” to “Business Manager”

## E. ACTION ITEMS

- a. Tara moved to approve the audit Plan of Action to send to the Secretary of State; 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 and readopt the previous list of policies with edits made (CB, CBB, CBG, CCG, CHCA, DB, DD, DE, DH); Sarah seconded; all ayes; motion passed.

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

**F. ADJOURNMENT**

- a. Meeting was adjourned at 7:59pm by Tara

**G. NEXT MEETING**

- a. March 12, 2025 at 6:00pm  
b. [24-25 Meeting Schedule Link](#)

Respectfully submitted,  
Lindsey Skones, Board Secretary