

**ALLIANCE CHARTER ACADEMY**  
**GOVERNING BOARD MEETING**  
**November 13, 2024**  
**(Approved December 11, 2024)**

**A. CALL TO ORDER**

- a. The Governing Board of Alliance Charter Academy met in Regular Session on November 13, 2024 at 6:00pm via Google Meet
- b. Present from the Board were Tara McLaughlin , Sarah Reck-Secunda , Robert Bruders , Lindsey Skones, Darla Hall, and Ann Heppner
- c. Absent from the Board was Lauree Ortman
- d. Also present were Shelly Smith, Renee Elting, Nhia Yang, Tutti Souders, Karen Downing, Kate Hansen, Lori Rux, Margo Edinger, Jana and Drew Holland, Shallon Smith, William Flemming
- e. Tara called the meeting to order at 6:03pm.

**B. CONSENT AGENDA**

- a. Vote to approve:
  - i. Previous Meeting Notes
    1. October 8, 2024 - Finance Committee
    2. October 9, 2024 - Regular Session
    3. October 23, 2024 - Work Session
  - ii. Today's Agenda
  - iii. Tara moved to approve the consent agenda; Robert seconded; all ayes; motion passed.

**C. RECOGNITION/APPRECIATION**

- a. Tara thanked Shelly and Meg for hosting a successful visit with ODE.
- b. Shelly thanked Nhia and Renee for powering through a long audit process. She also thanked Megan Kimball (new intervention lead) for doing an amazing job and making connections with families. She also thanked the Board for taking time last weekend to attend the OSBA conference.

**D. EXECUTIVE DIRECTOR UPDATE**

- a. Slides - Shelly Smith
  - i. Enrollment at 420 with 11 on the waitlist
  - ii. Grant Compliance
    1. Intent to apply submitted on opening day (October 8)
    2. HSS/SIA/EIIS - Next biennium
    3. Data and Stakeholder input

- iii. October was full! (Note: A student rep could take on the role of sharing this fun information with the Board! The application deadline is extended!)
  - 1. The orchestra played at the Schnitz! It was an impressive show.
  - 2. PTO Trunk or Treat was a great success!
  - 3. Thank you to the science department and Mr. Toth for the amazing Spooky Science and Mad Math event!
  - 4. Student Government Spirit Week and the Harvest Dance/Haunted House... thanks to the chaperones and students for volunteering.
  - 5. ODE visit on October 30th was a great connection time
- iv. Sponsor Relations
  - 1. The orchestra performed at the OCSD Board meeting on November 4th and impressed the room.
  - 2. OSBA Conference Connections - Ginger Redlinger (founder of CASE), Larry Didway (administrator of LinkUp, now Superintendent of Clackamas ESD), Alex Halpern (OCSD board member)
- v. The Science of Reading seminar is coming up on Friday, a great day for staff and parents to share in professional development. Childcare is provided and there will be snacks! Check with your ES for more information.
- b. Grant Annual Report - Presented to the Board with opportunities for comment and questions.
  - i. [Slides](#) - Grant Reporting Board Requirements
    - 1. Performance Measures - Discussion and explanations, for example the Longitudinal Performance Growth Targets
    - 2. SIA Annual Report Requirements
      - a. Annual Report Narratives #1 and #2
- c. ACA Annual Report - Presented to the Board with opportunities for comment and questions. Thank you to Shallon for her work and for reporting to ODE.

## E. FINANCIAL UPDATE

- a. Slides - Nhia Yang
- b. Profit and Loss Statement as a % of budget
- c. Update on Audit Status
  - i. Ongoing, Field Day was completed on October 10/11 without major issues
  - ii. Auditors did request that we fix historical balances and clear up historical inaccuracies above and beyond FY 23-24. This involved re-reconciling various FY 23-24 bank accounts, reconstructing ACA's schedule of assets and depreciation, clearing historical payroll liabilities. Time consuming.
  - iii. Pending Items - Reconstruct the FY 23-25 Grants and provide supporting documentation. The heavy lifting has been completed.
  - iv. Key takeaways and actions - Updated reconciliation processes to verify that Register Balances match the Trial Balances (per account), created payroll

cover sheets (with signature lines) as documentation of approval, all related documents needed for audits are saved on the F drive for posterity

- d. Capital Investment Updates
  - i. Floor standing printer/copy machine purchased and installed
  - ii. Three oven ranges were purchased and delivered, 50/50 cost split between ACA and the district for wiring (scheduled for 1/2/2025)
  - iii. Upcoming - Curriculum printer - plan for next FY for hopeful final approval July 2025
- e. Payroll Metrics 2024 - The discrepancy between the historical metrics to actual is glaring. There may be funds that can be freed up for the rest of the FY, depending on the percentage trend.

## F. COMMITTEE REPORT

- a. Resource Development - Met recently and looked at what ACA policies say about grant funding proposals and applications (Policy DD).
  - i. Grant applications should be approved by the Board because of the extensive reporting and tracking that occurs to ensure that the funds are worth the time investment

## G. OLD BUSINESS

- a. Staff Consultant Proposal
  - i. Document - Discussion and questions from the Board
  - ii. Sarah is going to take time to add a section on Board responsibility to the consultant and a clearer process for how consultants are invited to meetings
  - iii. Discussion of difference between public comment and complaints
  - iv. Tabled for discussion at next Work Session
- b. 2025 ED Search Schedule - [Document](#)
  - i. Tara moved to adopt the 2025 Director search schedule; Robert seconded; all ayes; motion passed.

## H. NEW BUSINESS

- a. OSBA Conference Recap
  - i. Lindsey shared that the conference reminded her of the reason she joined the Board, the desire to improve ACA for students through means like a School Improvement Plan, goal setting, tracking data, etc. and the hope that we improve in these areas this year. Mentioned the idea of creating a "Portrait of a Graduate" for each grade band.
  - ii. Tara agreed on the need for goal setting to ensure we are all working in the same direction, excellence for our students.
  - iii. Shelly affirmed that ACA is thriving in the goal set by ODE and OCSD of knowing our students by name, strength, and need.

- iv. Darla was encouraged by the connections with other charter schools in the state and seeing their amazing programs. She attended a Suicide Prevention breakout and received helpful information that was distributed to all ESs.
- v. Robert was energized by the conference and the idea of being “All in for students” and the helpful information received.
- vi. Ann appreciated the CTE presentation and the Board goals seminar.
- b. Schedule Board-Staff meeting
  - i. January 29, 2025 at 5:00pm at ACA (no additional work session on 1/22)

**I. ACTION ITEMS**

- a. 2025 ED Search Schedule - Tara moved to adopt the 2025 Director search schedule; Robert seconded; all ayes; motion passed.

	<b>Aye</b>	<b>Nay</b>	<b>Abstained</b>	<b>Absent</b>
Tara	X			
Sarah	X			
Robert	X			
Lindsey	X			
Darla	X			
Lauree				X
Ann	X			

**J. ADJOURNMENT**

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

**K. NEXT MEETING**

- a. November 20, 2024 at 6:00pm
- b. [24-25 Meeting Schedule Link](#)

Respectfully submitted,  
Lindsey Skones, Board Secretary