



Elko Institute for Academic Achievement
 Agenda for 1st Board of Director's Open Meeting
 Monday, December 15, 2008, 5:30 PM
 McMullen-McPhee Accounting board room

Time	Action Item	Action Proposed
5:30 PM	Meeting Begins <ul style="list-style-type: none"> <input type="checkbox"/> Introductions <input type="checkbox"/> Assign Minutes taker <input type="checkbox"/> Note persons present 	
5:35 PM	Open Action Items <ul style="list-style-type: none"> <input type="checkbox"/> Final board member selection 	<p>Jon Wahrenbrock to talk with candidates for final Board Member position</p> <p>Carrie Allard to deliver already signed Board Members' forms to State Dept of Education</p> <p>Jon Wharenbrock to check on and inform Board of fingerprinting procedure</p>
	<ul style="list-style-type: none"> <input type="checkbox"/> Environmental assessment on building 	<p>Lucy Downer to talk with Stephanie Alberts-Weber</p>
	<ul style="list-style-type: none"> <input type="checkbox"/> Fund raising efforts <ul style="list-style-type: none"> o Personal Contacts. Leslie submitted donation request to all e-mail addresses from October informational meeting. o Newmont and Barrick packets (Stephanie Alberts-Weber and Lucy Downer) o Grants (Stephanie Alberts-Weber) 	<p>Cheryl Hecht to submit donation request letter to website e-mail contacts.</p> <p>Lucy Downer to discuss status of packets and grants with Stephanie Alberts-Weber</p>

	<input type="checkbox"/> Clarification on enrollment protocol (Cheryl Hecht)	Any more clarification needed?
	<input type="checkbox"/> Meet and Greet Informational Event (Cheryl Hecht) <ul style="list-style-type: none"> ○ Brochure on “What is a Charter School?” and “Why choose EIAA?” (Lucy Downer) ○ Prepare information sheet on Board Members’ qualifications ○ Breakdown of start-up funds needed. <ul style="list-style-type: none"> ▪ Does rent include utilities? ▪ Break down into line items so that donors can say I paid for a specific item 	<p>Cheryl to check on using potential building</p> <p>Every Board Member to e-mail personal summary to Leslie by Monday</p> <p>Mark Paris and Cheryl Hecht to meet with Jeff Zander to gain clarity on break down and costs</p> <p>Carrie Allard to draft Letter of Intent to enroll for April 1 enrollment</p>
	<input type="checkbox"/> Open Meeting Law (Leslie) <ul style="list-style-type: none"> ○ Assign person to post open meeting time, location, , agenda, statement regarding accommodations for physically handicapped, 4 working days prior to meeting, in 3 recorded locations ○ Board Members receive Compliance Checklist for review 	<p>Jon Wahrenbrock, with assistance from Mary Glaser, to post minutes and new meeting time in public place</p> <p>Every Board Member to read Open Meeting Checklist (ag.state.nv.us) by January 1st.</p>
	<input type="checkbox"/> Conference Call (or Skype) option for Board Members	Anyone interested in this option?
	<input type="checkbox"/> Donation handling	Carrie Allard to purchase receipt book and create donations and pledge forms
6:05PM	New Action Items <ul style="list-style-type: none"> <input type="checkbox"/> Obtain Official Resignation from existing Board members (charter founders) <input type="checkbox"/> Assign offices for Board Members <input type="checkbox"/> Approve by-laws as set forth by David Stanton of Goicochea et al Law Firm <input type="checkbox"/> Board to decide where to bank and approve opening of bank account in the name of the “Elko Institute for Academic Achievement” <input type="checkbox"/> Discuss all-day Kindergarten option 	Mark Paris to provide Board Members with copies of by-laws via e-mail

6:20 PM	Public Comment	
6:30PM	Action Item Recap	
6:35 PM	Meeting Adjourned	

Prepared by Leslie Creel, December 9, 2008

Posting by Jon Wahrenbrock