



**Elko Institute for Academic Achievement Meeting Minutes
September 14, 2009
McMullen McPhee Board Room**

Meeting Called to Order: 4:38 PM

Board Present:

- Leslie Creel
- Dorothy Hull
- Carrie Allard
- Mary Glaser
- Cheryl Hecht
- Iris Scott
- Kathe Linnell
- Jon Wahrenbrock

Board Not Present:

Public Present:

- Karen Ash
- Kim Paris
- Mark Paris
- Pat Tsunemori
- Brenna Malone

FACILITIES

Pat said it's loud. For the multi-purpose room, swinging doors are \$800 per set and a parent volunteer said he would install them. Staff discussed sound boards. Carrie suggested we need to teach kids to keep voices down. Kim suggested a common quiet work time. Carrie noticed the back third of the students are being lost.

60 kids on the playground is too many. Kids shouldn't be in the multi-purpose room kicking balls and throwing hula hoops. Cheryl suggests the Mile Club to take pressure off the playground.

Karen Ash suggested if we need a global parental permission slip for walking field trips, including the planters in the corridor, the train park, swimming pool, and park. Carrie suggested we get specific permission from families of students who might need a ride in the case of a walking field trip.

Pat will solicit bids for janitorial services to be voted on next meeting. AGENDA ITEM

ENROLLMENT

Current head count is 195.

We do not currently know how many Special Ed children we have.

STAFF

Class numbers will be redistributed. Cheryl said teachers are worried about students of varied abilities in their classrooms. This will be addressed after assessments. A committee composed of Carrie, Cheryl, and Kathe will assist Pat with getting the ratios down and redistributing students to a multi-level class.

7th (14) and 8th (12) – 26

6th – 26

5th -24

4th -24

3rd – 22

2nd – 18

1st - 18

Kindergarten AM – 19

Kindergarten PM - 16

Pat went over the teacher contract which includes the reasons to be dismissed from service. Carrie moved to approve the contract as amended by Pat. Mark suggests a legal review of the contracts.

Mark needs contract start date and how much teachers make. He needs to know how much to deduct for health insurance. Mark requested information from Emily at McMullen so he can deduct the appropriate amount based on the amount they signed up.

Life Insurance policy discussion is tabled. Pat will canvas employees on their preferences.

Health Insurance – We haven't had an actual rate from Principal Health. Pat has seen the quote, but doesn't know what employees signed up for as far as ages and dependents. Emily at McMullen just finished some questionnaires today. Agenda Item TABLED

AFLAC no longer has a representative in this area. Dorothy did some research and does not think there is a local 125 plan provider. American Fidelity is out of Reno and handles the ECSD. Jon will contact AFLAC about a rep for the area. Dorothy will find out when American Fidelity will be here.

TSA plan or 403b. Open sharing agreement allows for several approved vendors without third party fees. Dorothy recommends tabling. She suggests we consider several vendors. Carrie suggests soliciting information from a list of vendors. Pat will have staff provide him with a list preferred by staff and Dorothy will augment if necessary. Top of agenda ACTION ITEM

BUDGET

Reimbursements to staff:

Amanda Hylton – \$70.63

Lori Miner - \$353.08

Rosio Cortez - \$604.31

Celeste Rawson - \$281.41

Robert Pratt (computer technician) - \$82.58 for gas

Robert Pratt's labor bill is \$2960.00

Pat Tsunemori– \$4652.02

- Plungers, Bags, Anchors - \$26.23
- Bars, screws - \$xx.xx
- USB to PS2 adapter - \$21.36
- Touch Labeler and USB adaptor for wireless connection - \$74.77
- Chairs to meet OSHA requirements , general office supplies - \$687.95
- Waste Connections - \$182.45
- Wireless Connections - \$1492.29
- Deepfreeze which protects computers - \$1908.00

Pat will bring gas company deposit request for \$1094 to Mark.

Mark provided a contract for providing accounting services to the school. He recommends a different auditor. Down the road, staff may provide some or all of these services in-house. Contract approved unanimously.

Mark suggests reviewing Lori's status as a contract versus hourly employee. Mary will ask Dave Stanton if a non-professional person can be contracted. Brenna has the name of an HR lawyer in Reno if we need to use . Mary Glaser will ask Dave Stanton to review the at-will wording in the teacher contracts, too.

Mark provided forms for Personal Information Change Form, Payroll Deduction Authorization, Travel and Expenses Reimbursements, Acknowledgement of Receipt of Public Property, New Employee, Salary Increase. Approval of these forms is an AGENDA ITEM for next week.

FUNDRAISING

Pat will put out an e-mail requesting parents return forms for the laptop lunch fundraiser

Carrie will calculate the cost of the sod per square and request donations to pay for it.

PUBLIC RELATIONS

Carrie will find the EIAA Banner for daily placement on the front rails of the school.

Carrie and Jon talked to Antoinette Cavanaugh and she requested we talk to her as a point person.

Charter school students will contact the ECSD Site Administrator to participate in extracurricular activities. This issue will be revisited at the next ECSD board meeting.

Kim Paris encountered folks who had heard that the charter school took the “troublemakers” from other schools. The board chose not to address such comments

BOARD DEVELOPMENT

Dorothy Hull submitted a letter of resignation from the board. AGENDA ITEM

Brenna Malone was approved as a board member.

Mark will look for the signed by-laws and post them to the portal.

POLICIES AND PROCEDURES

Pat will finish the policies and procedures manual for presentation at the next meeting.

Meeting adjourned at 7:00 PM.

Next meeting is 5:30 PM on Monday, September 21st, 2009.