



**Elko Institute for Academic Achievement Meeting Minutes
October 06, 2009**

Elko Institute for Academic Achievement

Meeting Called to Order: 5:36 PM

Board Present:

- Leslie Creel
- Carrie Allard
- Mary Glaser
- Cheryl Hecht
- Iris Scott
- Brenna Malone
- Jon Wahrenbrock (arrived 5:45PM)

Board Not Present:

- Kathe Linnell

Public Present:

- Dorothy Hull
- Karen Ash
- Kim Paris
- Mark Paris
- Pat Tsunemori

MISCELLANEOUS

Standing item for next agenda is the principal's report.

Carrie requested the board suggest people that we need to send Thank You's to people. Karen has cards and suggests the board fills out five each. A list will be compiled and those appropriate for board members and those appropriate for students will be identified.

Parents will meet in two weeks to discuss PTO or PTA organizing preferences.

Brenna got a note from her sons' teacher outlining expectations, which she was happy to receive.

Next week, Carrie will present lunch take out options that might be provided by 11th Street Deli. -
AGENDA ITEM

BUILDING

Brenna brought a catalog in which she highlighted activities that emphasize gross motor schools and open-ended play. Pat had some catalogs that a supplier provided for him, but they were spendy; for example, a cheap, but potentially desirable product, is a climbing wall 8'x20' for \$4790.

ADT service. Pat didn't realize that we need to contact them when we have a fire drill. He now knows and has the password.

For walls, the city expects proper egress, so we will need to submit plans to the city soon if we are going to raise some over Christmas break.

STAFF

She heard a teacher openly complain about mother's hanging around on the playground. Comments such as these need to be addressed.

Switching students went well, outside of the fact that some of Karen Ash's students did not want to switch. Karen Ash provided the board a letter taking responsibility for the 20:1 student:teacher ratio.

Pat does not have the Special Ed files yet. Susan Lawrence sent out a newsletter to ECSD Principals and VPs informing them they need to provide the Special Ed files. Jon said we should follow this up with Antoinette Cavanaugh.

A lot of teachers have come to Pat with concerns about speech. Pat is in contact with someone who will provide us with speech and hearing screening at the rate of \$60/hour for 3 hours per week. There are additional materials cost of \$125 for articulation test and \$250 for another test. A total cost of \$8000/year is anticipated. Jon moved to approve a contract with Jill Phillips, Leslie amended for 10 hours/week for the first month. Motion and amendment passed, with Jon opposing.

Classroom Aid. We have \$60,000 left in salary budget. Carrie suggests we need to have an aid that can relieve a teacher for prep. People liked the Spanish instruction students received prior to retooling Rocio's position. It would be nice to have a person with the Spanish endorsement that could do lessons in Spanish for that time. Pat, for our agenda on Monday, What are the requirements to be a classroom aid? If full time, they can get PERS.

Lunchroom and recess aid. Put out to parents in a newsletter, 15 hours/week. Jon moved we advertise hiring a lunchroom aid at \$10/hour from 11:30 – 2:15PM M-F, no benefits. Pat will send it out in a parent newsletter first and then advertise if there is no response.

BUDGET

Sherry, Brenna, Mary and Mark met last Friday in a fiscal meeting. They prepared a handout: Discussion Items for Accounting Contract. There are a lot of issues that need to be resolved as far as who will keep track of things. Carrie requested subs be added to the list. EIAA needs a list of the approved subs. Pat is working on that. Brenna feels like most of these are things that can be handled internally.

EIAA could switch accounts from Nevada State Bank to Elko Credit Union. Pat said he talked to the Credit Union. Mark said we need a credit card and it is possible. Mark said we have about \$650,000 that should be earning interest.

More TSA presentations will made at 5:30PM on Oct 12.

AFLAC called Mark to report on their administrative fees for Flexible Spending Account. Mark says Principal also administers them. Mark made a motion to use AFLAC for the 125 plan. Mary seconded. Three people have to sign up for this service. Passed unanimously. Jon will have Brandy contact Pat to make the arrangements.

Mark handed out a health insurance cost comparison to the board. Mark's analysis shows an overall cost saving of \$23,050 with Principal. Mark suggests we have a great plan; the cost is reasonable and he suggests we drop this until next year. Cheryl disagrees and wants to hear presentations as set up with Ann McMullen Oct 12.

Could Pat put out in a newsletter, "Are there any parents that are interested in grant writing?"

Jon moved to approve the Barrick and Newmont applications for donation, with two small changes. Passed unanimously.

Mark had an invoice from Stephen Romero to present for approval. He finalized the rent payment to be \$9012.33 monthly. We have payed \$8100. Jon moved to pay the additional rent .

Kim Paris ordered \$7,600 worth of leveled reading materials, more math and science textbooks for 6,7,8th .

Mark Paris had issues with Houghton-Miller requiring more information prior to releasing our order.

Pat presented janitorial contracts for consideration:

Rent-a-wife - \$1000/month

D&B –charge \$2180/month, plus \$175/month for cleaning supplies.

Stephen Romero's Janitor- \$300/week, 1-5PM M-F

Veronica Flores - \$800/month. Kim, Karen and Pat feel she is doing a good job. She is bonded.

Jon moved to approve contracting with Veronica Flores, provided she provides proof of Workers' Comp and bonding.

Stephen Romero wants a laundry list of things that need to be fixed. Carrie has a list started and requested Pat assemble a list.

Mark passed out the EIAA wish list compiled from the teachers' requests. Leslie moved to approve everything on the list except the computer technology (including printers and Smartboards) , microwave and doors. Motion passed. Karen will inform teachers of the purchases.

Pat showed the Board an Airliner (\$400) that can be used in conjunction with the Smartboard or a projector. Karen purchased a Smartboard, projector, projector mount, and document camera for \$4000.

Purchase of doors will be on the agenda next week.

Computer requirements for an integrated system need to be summarized for presentation to the board. We need quotes for the station and computers prior to approval. AGENDA ITEM

The microwave use is excessive and using the lunch room time. Pat will ask parents to not send lunches that require microwaving.

Karen said we didn't get any grant money for which she applied.

FUNDRAISING

The Federal grant application that Karen submitted was unsuccessful.

BOARD DEVELOPMENT

No board members were recommended.

ENROLLMENT

Enrollment numbers are maintaining.

Pat reports 41 students absent today, with 3 confirmed swine flu cases. Vogue introduced foam hand sanitizer to him and we may purchase it.

POLICIES AND PROCEDURES

The Policies and Procedures manual is finished. A committee needs to go through them and the Student Handbook prior to approval, keeping an eye to make sure it is in line with our charter.

Meeting adjourned at 7:45 PM.

Next meeting is 5:30 PM on Monday, October 12th, 2009.