



**Elko Institute for Academic Achievement Meeting Minutes  
October 19, 2009**

**Elko Institute for Academic Achievement Multi-Purpose Room**

**Meeting Called to Order:** 5:36 PM

**Board Present:**

- Leslie Creel
- Carrie Allard
- Mary Glaser
- Iris Scott
- Brenna Malone
- Cheryl Hecht

**Board Not Present:**

- Jon Wahrenbrock
- Kathe Linnell

**Public Present:**

- Karen Ash
- Mark Paris
- Pat Tsunemori

***MISCELLANEOUS***

Cheryl moved to approve October 12, 2009 meeting minutes. All approved.

For next year, if we will be sending such students to the high school, we need to make sure they start early.

11<sup>th</sup> Street Deli has not responded to calls regarding school lunches.

***BUILDING***

Stephen Romero said we can hang the doors as long as we have a contractor who knows how to hang doors. They need to be "In and Out" doors

Karen said Western Nevada Supply said we could use it on their property. Carrie reminded Stephen he said we could put it somewhere. Mark may have a contact who has space.

Karen talked to Dell and couldn't get a written quote for the board via computer, but Max said he would send one. Mark talked to Joe Cotton, a CDW rep, and he said a CDW-g rep would better represent us. Karen will pursue this. Pat will give Karen the district's CDW contact. The software Jon mentioned getting donated will not work.

Pat will add to the punch list of items that need to be fixed in the building so Carrie can give it to Stephen Romero.

### **STAFF**

Office Aide. Carrie suggested using a temporary agency for a while. Cheryl will call ManPower and find out the minimum number of hours for which we can hire someone. Leslie Creel moved to authorize Pat to use a temporary agency to hire an Office Aid to help Lori Miner.

Classroom Aide. Pat is waiting on the person he asked last week. Pat Tsunemori has an issue that if the teacher has to prep for an aid, he doesn't think we're buying them prep time. Karen Ash said she would consider it a break. Pat also feels potential candidates might have the issue that they are getting paid as an aid for doing a teachers job. Pat will call candidates and if not successful, he will advertise it. ECSD paraprofessional pays around \$20,800.

Lunchroom and Recess Aide. Pat will ask a selected candidate tomorrow for 15 hours a week, \$10 per week. All approved.

Janitorial Services. Mark Paris will provide Pat with a summary of what is required for a contractor to work in the school. Pat says we will need to raise her compensation to \$850. Stephen Romero's janitor also does maintenance. AGENDA ITEM for next meeting.

Next meeting, the board will approve staff appreciation expenditures. AGENDA ITEM.

### **BUDGET**

The Accounting Committee met on Thursday, the 18<sup>th</sup>. They identified the need for an Accounting Procedures manual. Once this is determined, the role of McMullen-McPhee can be determined. Mark Paris handed out a Summary of Accounting Meeting Discussion. They recommend setting up a petty cash account of \$1000, setting spending authority levels designating signatures required for spending limits. Brenna, Cheryl and Mark are going to look for example accounting procedures. This will be a separate document from the Policies and Procedures manual. Discussion of Accounting Procedures will continue. AGENDA ITEM

There was discussion focused on the difficulty of getting two signers for recurring payments. Mary Glaser moved we placed Mark as a single signer on the account. All were in favor.

Cheryl moved we start paying accounting services to McMullen-McPhee beginning August 1, 2009.

TSA Plan (403b). EIAA has to adopt a plan. Since Greg Lawrence uses PlanwithEase.com, the board understands that employees can use their preferred broker (i.e. Dorothy Hull, Greg Lawrence or Shawn Bledsoe). Upon confirmation that the school will not be charged for the TPA and other brokers can be used, the board. Brenna moved to use PlanwithEase pending review that the commitment is no longer

than a year, other brokers can be used and there is no charge even if no one selects ING. AGENDA ITEM to adopt the 403b plan upon review of the document.

Mark handed out an Unpaid Bills Detail page summarizing reimbursements due. A student is taking an online geometry class for which the school will pay. Mark ordered five tables for the cafeteria . Mary moved to approve list of unpaid bills as presented by Mark Paris, totaling \$25,715.39. Cheryl seconded. All were in favor.

A teacher is accompanying students to KettleBells.

### ***FUNDRAISING***

Newmont is to review community investment application this week.

### ***BOARD DEVELOPMENT***

Jon Wahrenbrock submitted a letter of resignation. Accepting this will be an AGENDA ITEM.

The by-laws were never changed and still state seven members shall be on the board, so the board will remain at seven.

The board will go to monthly meetings. The next meeting will be in two weeks and then go to monthly.

Suggested Committees:

- Facilities: Playground
- Fiscal
- Fundraising (PTO involvement)
- Staff
- Systems: Curriculum Implementation
- Communication: Newsletter, Web Maintenance, Community Relations (PTO involvement)
- Volunteers (PTO involvement)

### ***PRINCIPAL'S REPORT***

The city will give us the school zone. Stephen Romero would like to have the School Zone sign up closer to our school than at the 11<sup>th</sup> Street intersection. Stephen Romero's higher priority is getting a crosswalk approved, maybe even a wide speed bump.

Gene Russell is donating 100% of profits to the school. Due to absences from the flu bug, classes will have composite photos. During the Spring we can do class photos.

14 students were gone on Friday.

Flag placement. The city doesn't like where we tried to place the flag.

Attendance codes are finalized today.

Almost all Special Ed files have been received. We are missing one.

Enrollment numbers are maintaining.

We need to order Adobe Acrobat, Pro for \$160. He will also purchase Publisher.

Meeting adjourned at 7:50 PM.

Next meeting is 5:30 PM on Monday, November 2<sup>nd</sup>, 2009.