



**Elko Institute for Academic Achievement Meeting Minutes
January 19, 2010**

Elko Institute for Academic Achievement Multi-Purpose Room

Meeting Called to Order: 5:34 PM

Board Present:

- Leslie Creel
- Carrie Allard
- Mary Glaser
- Cheryl Hecht

Board Not Present:

- Kathe Linnell
- Iris Scott
- Brenna Malone

Public Present:

- Pat Tsunemori
- Mark Paris
- Dawn Courtney
- Wyatt Courtney
- Celeste Rawson
- Karen Ash
- Amanda Hylton
- Alicia Groso
- Dalana Tognini
- Todd Togninin
- Tammy Clack
- Kim Maclado
- Jackie Powell
- Lita Piffero
- Julie Wooton
- Melinda Quillia
- Kim Paris

Cheryl Hecht moved to approve the minutes from December 30, 2009. All were in favor.

PUBLIC COMMENT PERIOD

Mark Paris read a letter rebutting Pat Tsunemori's December 30th accusations against McMullen-McPhee. He requested the letter be included with the minutes. Mr. Tsunemori was provided a copy of this letter and supporting documents.

Lita Piffero relayed a concern about her son failing math. She does not know where to start with helping him; he does not know where to start. She wrote a letter to the board. She wants to know how many

students are failing math and has talked to several other parents with the same frustration. She thinks it is a big problem. She has with a boy who doesn't want to come to school anymore,

Jackie Powell has a 6th grader and an 8th grader. The work is overwhelming. He has never had an F, ever. Her 8th grader struggled at Adobe. She feels he has lost ground since when he attended Adobe.

Tammy Clack wanted to express her pleasure with having a son who is excelling beyond belief in 5th grade.

Kim Maclado. The level that they're learning at is great.

Jackie added that they seem to be getting a lot of paperwork. The school was presented as an interactive, hands-on environment.

BUDGET

TSA discussion deferred.

Potential funding opportunities. Carrie received some information from the Federal Government about grants that we could apply for now that we are in our second year. She will be researching the information and asked for volunteers. Karen suggested we e-mail anrequest from Erin Pfelz an example of a successful application. Kim Huckins asked if we looked into the Gateway grants.

PR fundraising opportunities. The PTSO is going to do a Green Eggs and Ham breakfast mini-fundraiser with the Kiwanis, during Dr. Seuss week. There is going to be another meeting tomorrow at 6:00 PM. The first Wednesday of the month will be at 4:00 PM and the third Wednesday meeting at 6:00 PM. It is a PTSO so that students will be involved; dues for 5th through 8th graders are \$1.

Reimbursements. Mark presented the board with a printout of the bills for approval, totaling \$37,394.06. Leslie Creel moved to approve payment of unpaid bills report as presented by Mark Paris. All approved.

Carrie presented Team Green's estimate for the sod and planting. In the original proposal there was no cost to install the sod. Leslie moved to pay the unpaid portion of the Team Green bill of \$1,160. All approved.

Carrie apprised the board of a proposal from Bill Slentz, from Oasis online, to provide IT and Powerschool support. At this point, it would be beneficial to use them. It's in negotiation. The original proposal is \$1,666/ month with the cost dropping after the first year. The Systems Committee met with Mark over the budget; it appears do-able . Mark Paris explained how a similar service works for his firm.

Carrie has the invoices for the doors from Stephen. His e-mail said we could pay him or the company . Carrie prefers to pay Stephen. Carrie handed the bill to Mark so it can be voted on next meeting.

Mark Paris presented a Statement of Net Assets. On December 31, 2009, EIAA received the third of four installments for DSA money. Originally , the budget submitted to the Department of Education was \$1.5 million. We are only going to receive \$1,437,610. The Statement of Activities is attached. Our cash flow is good, but he recommends caution as there are always unforeseen expenses. The state government is talking about cutting DSA funds for next year. We need to be looking forward as to what is budgeted for next year, too.

STAFF

Teacher requests. Karen presented a math manipulative book from National Council on... She would like to know if they could put together an order. Kim Paris asked who would be training the teachers to use the manipulative; sometimes these materials get ordered and aren't used. Karen said several teachers have used them before. Some of them are fairly straight-forward. Mary Glaser moved to purchase the Math Manipulatives up to \$3000. Mark suggested Administration comes up with a list of additional materials we'll need by the end of the year, for approval at the Feb 1 meeting.

Carrie asked Karen what hasn't been purchased from her request list. She requested Karen review the list. She thought it would be nice for the school to have a camcorder. Dawn Courtney expressed how excited her kids were with the math manipulative that Cheryl Hecht presented at the information meeting.

3rd, 4th and 5th grade would like to have a spot at the Convention Center for next Thursday for Cowboy Poetry. Karen Ash's class is going tomorrow and 3rd grade is going on Thursday to the Youth Festival, where they do crafts. Kim Huckins suggested checking into the Trolley instead of the bus, since it might be cheaper. Mary Glaser moved to pay for buses to transport to the program. Karen Ash and Deb Howard will pay for the attendance.

Kim mentioned that we're trying to order science kits and they are running about \$1000/grade or two.

Carrie said she has access to the IGLOO. She suggested teachers work up a schedule so we can schedule transportation. They are going to work on the schedule to get it set tomorrow. Pat had a lot of good input today. Pat would like to have it by Friday.

Kim Paris ordered playground equipment three weeks ago. She doesn't know why it's not here, but it should be here any time.

Policies and Procedure manual. Cheryl has not worked on it.

PRINCIPAL'S REPORT

- Aide Schedule is being revised.
- Cowboy Poetry field trips Western Folklife Center and Convention Center are planned.
- Leaks in roof are being fixed. Staff heard footsteps on the roof today and Pat checked with Stephen Romero to make sure the roof was being worked on.
- Pat went to accountability report card training in Carson City on Friday. It was very hands-on. The accountability report card says we made things like AYP, basically demographic information.

COMMUNICATIONS

Website. Joan Terry is going to keep the PTSO web page up to date.

Amanda requested some deadlines from the PTSO Newsletter Committee so she can plan. Karen asked if the newsletter committee would be interested in student writing.

Sytems Committee is working on Kim Paris' job description.

Volunteers. We have a database. We need to start using it. A big part of charter school success is parent and community volunteerism. Mr. Tsunemori is going to work with the staff to help use that list. The Schoolwide Enrichment Model makes extensive use of volunteerism. Carrie thinks we have more interest out there than what is getting used.

PERSONNEL SESSION

Pat Tsunemori waived his right to a closed personnel session.

Carrie went through the timeline and discuss if it was completed and if it was completed up to the standards of an administrator.

December 31, discipline log returned to school . We were provided a discipline log. Carrie expressed that we needed better documentation. It just states the kids' name, a brief description of what took place and most, but not all, state if there was a consequence. We've talked with you before about the need for documentation. We talked with you before about discipline that is appropriate for the student. She needs to see statements of how he is assisting these students. He requested a form, which Carrie said she brought with her. The legal pad on which incidences are written is not acceptable. He can get those updated by February 1st.

Report to the state about immunizations. We still aren't sure about NRS codes. The timeline item is complete and compliant as the requirement is clear.

All visitors must sign in. This has been followed through well by Lori Miner. The signs were a good idea.

The reprimands were complete, but one needs to be followed up on as discussed in a meeting.

Develop a plan and articulate a plan on the 2nd to 3rd grade move. All there is a narrative. It places a lot of blame, but is not a plan. Carrie requested documentation, dates, e-mails. She would like documentation of the research which supports at which point you cause emotional harm, as stated before, when moving students from classrooms. And what are we doing moving forward? If students are 80% or more proficient in 3rd grade, do they need to redo it? This still needs to be clarified.

Immediate enforcement of dress code. The posters are awesome. Pat made sure it was in the next letter. The letters home are great. This effort is greatly appreciated.

The panic bars. Pat said we need to change the cores, still. He doesn't know if the students that are late are still sneaking into the back door. The issue is being actively addressed.

Complete list of Special Ed needs. Carrie received an updated list of our current needs as far as the IEP's. This is complete.

The discipline log was requested through Pat's attorney, and was received January 19th. Teacher communication agendas, weeks' agenda during the start-up week were also requested. Carrie received a start-up week list of agenda items. It's complete. We need to discuss why so much wasn't completed as far as contracts, policies and procedures, understanding of curriculum.

20:1 student:teacher ratio discussion. Carrie received some lists of student names. Carrie wants documentation on how that is going to be handled in the future. A better explanation of why it took place and how to handle such issues next year is needed.

2nd to 3rd grade move. We have yet to receive documentation on dates, times, and parents talked to. We received a narrative on why, but not explanation.

Documentation on PowerSchool. The Systems Committee received a short narrative. We want e-mails, times, information to dispute Mark's letters that was presented today. All PowerSchool information was given to him on April 27, but the only information Carrie has is from September 15. We need to know what happened between those dates. Carrie read e-mails from the state. She doesn't want a narrative that places blame. The e-mails where Pat previously placed blame, doesn't jive with those e-mails.

Ongoing daily support of curbside drop-off attempts. We appreciate his efforts and it's nice he has recruited teacher help in that. This is something that could be passed on to volunteers.

Updated calendar. We need to have the drop-downs printed out. The monthly Outlook Calendar view with Task 1 and Task 2 is not meaningful.

Kelly Dumont's file. Done.

Verbal reprimands are done.

Principal presentation in each classroom. Pat presented on the January 8th. He needs to follow-through and reiterate this.

Teacher files are complete with absences, purchases and observations. She is glad to see that he is starting to use the calendars, instead of Lori's log. Community Service is a personal leave day and this needs to be corrected in an employee's file.

We are over budget in the sub category. A teacher that has requested a sub so that she can do testing is not appropriate. Other teachers with fewer classroom teaching hours manage to fit in testing time.

Teacher files. Mark will meet with Robert Story regarding teacher contracts. There are several issues with how our teacher contracts are written, possibly in violation of NRS statutes.

It is the employer's responsibility to track any employee's overtime. Labor law takes unpaid overtime very seriously.

CPR and First Aid training has been scheduled.

Teacher Code of Conduct. They are complete.

Teacher evaluations and observations as per NRS statute. Observation and evaluations don't state what text books were being used. They need to be updated.

At least two teachers have stated that they would like more constructive input rather than that they are doing great. As presented by parents tonight, many students aren't receiving information appropriately.

Teacher Handbook was printed and the last page of each is in their personnel file. Thank you.

Implementation of schoolwide cleaning program. We don't have anything on that.

Report card templates. After the training Pat went to in Boston, we talked about the importance of a standards-based report card. Carrie provided Pat with several examples of this type of report card. She prefers standards-based, not just a PowerSchool printout.

Provide documentation with Special Education. What did you ask the secretary to tell the parents when she called them?

Pat: To revisit their IEP's and understand what their needs and wants are?

Carrie: You didn't tell them that you are having an IEP meeting. We need to make it clear in communication that it is not an IEP meeting, as this would have to be noticed appropriately, and a Special Ed consultant present.

Carrie received letter from a potential consultant who Pat had review the Special Ed files. The information that the consultant made the determination of our school's requirements from is not correct with the December list that Pat gave Carrie. Has Pat followed up with anything since the 13th? No. As things are coming up, please keep Carrie informed of who has been contacted.

Clear needs that are aligned with expectations. The list provided is not clear on their needs.

Health checks and back checks are being done. Hearing checks could start as early as Thursday.

Pat gave Carrie the sign-in sheets. We need a narrative. Not a plan.

A written explanation for a plan to integrate SEM into the curriculum. Pat gave Carrie the written explanation. We have to have more information about students, interest inventories that Kim Paris has, which needs to be part of that plan. The Principal needs to make sure that runs.

Teacher lounge plan was given to Carrie. Thank you.

OSHA requirements are being addressed.

As requested through Pat's attorney, the e-mails from teachers are requested, not just those from Pat.

In our letter to you, you will apprise the board of cultural issues with the staff that impact the school. EIAA's professional culture is a concern.

Pat left at 2:00 PM on Thursday and no one was aware that he was going to leave. It's not asking for permission, it's knowing where he is. Pat also needs to leave in writing the plan for the rest of the day. There was confusion on how to shut down the school and deal with a discipline issue that carried over.

We talked about using the curriculum. Make sure you're using it and talk to Kim about it if you're having difficulty with it. How is this different from what we've been doing?

Pat: I'll keep a watch on that and make sure they're using it.

Reviewing of last board meeting's minutes:

Carrie quoted from last meeting's minutes, that he stated he received information from Tom McCormack regarding the school being in compliance. Did you receive information or did he direct you to it?

Pat: He directed me to that information.

Carrie: Tom McCormack sent the letter after the board meeting. The communication was misrepresented as a written, not verbal.

Misrepresentation of facts to the board has been an ongoing issue, which is a serious concern. Misrepresentation is a form of dishonesty, which is a violation of NRS 391.312 (p).

Is there another way of analyzing school performance?

Pat: More assessments, I suppose?

Assesments of who?

Pat: Students, I suppose.

What about getting surveys back from parents?

Pat: Okay.

Spending. We have some concerns with spending when we talk about budget. Fingerprinting. As you've asked the board to be apprised of all NRS codes, you too need to understand NRS 396. If you don't understand employment law, you need to request the opportunity to seek legal advice. We spent hundreds of dollars fingerprinting teachers who didn't need to be fingerprinting, over \$700. It is your responsibility.

Deep Freeze licenses. Talking to Oasis Online, there is no use for them. You were given the contact information back in April. You chose to go with a personal friend. More research needs to be done on your part. We can't get a breakdown, or contact information, of exactly what Robert Pratt did. We spent thousands of dollars on this. It is a violation of NRS code that he hasn't provided the breakdown.

We need timelines, not narratives.

Any questions? Any Assistance?

Pat: No.

Meeting adjourned at 8:18 PM.