



**Elko Institute for Academic Achievement Meeting Minutes
February 16, 2010**

Elko Institute for Academic Achievement Multi-Purpose Room

Meeting Called to Order: 5:38 PM

Board Present:

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

Board Not Present:

- Kathe Linnell
- Iris Scott

Public Present:

- Pat Tsunemori
- Kellie Carroll
- Tamberly Jueschke
- Kim Paris
- Karen Ash
- Denise Edwards
- Joan Terry
- Dawn Courtney
- Brandy Cooper
- Chuck Peterson
- Josh Park
- David Chamberlin
- Richard Barrows – arrived at 7:30 PM

Breanna Malone moved to approve the minutes from February 1, 2010. All in favor.

PUBLIC COMMENT PERIOD

Joan Terry, PTSO president wants to present a Read-A-Thon to the Governing Body. The PTSO wants to do a skit, an assembly tomorrow to explain to students what sponsors are and not to go door-to-door. Correction to the last meeting minutes, is that it's not a Book-A-Thon, it's a Read-A-Thon.

PTSO has a Thank You letter ready to send to the SmartBoard donor.

Denise said PTSO has a few businesses that have donated for teacher appreciation gifts.

PTSO has scheduled a PTSO Green Eggs and Ham breakfast for March 12, 2010.

Tamberly Jueschke brought in a tree for a Giving Tree.

Mr. Parks offered to donate five shirts of each size, printed for Spirit Shirts.

Chuck Peterson asked how best to gain clarification on policy. Carrie suggested he send inquiries to the Governing Body secretary, Leslie Creel.

BUDGET AND FINANCE

Oasis online. Leslie Creel moved to approve the Oasis online contract for \$15,000/year, payable monthly. All in favor.

Leslie Creel moved to approve the Unpaid Bills Detail as presented by Mark Paris. All approved.

Pat Tsunemori said teachers brought up purchasing United Streaming for \$1700. Carrie asked about quotes for headsets. Karen Ash bought six headsets for around \$130.

Cheryl suggested that Pat try to get a refund for the \$1600 spent on Deep Freeze licenses. If our IT infrastructure can handle it, such money could be used to pay for the United Streaming license.

Mark Paris presented a FY2010 Reduction scenario to the board, emphasizing caution.

Mark Paris presented statement of net assets. Mark would like to see from Administration, as asked for in the last Governing Body meeting, a budget of what is needed before the end of the year.

Fiscal Procedures will wait until later.

PUBLIC RELATIONS

Cheryl mentioned that EIAA should plan an 8th grade end-of-year event.

Carrie responded to an editorial and will have it in the minutes for the public to refer to. She emphasized to those present at the meeting to come to Governing Body members if they require clarification. She gave examples of the support provided.

STAFF

EIAA staff is probationary. Carrie said we have until May 1, 2010 to notify EIAA teachers of the intent to rehire next year.

Carrie passed out the Curriculum Specialist job description, prepared by the Systems Committee, to provide clarification for staff. Cheryl explained how the job description came about. Brenna said that she is not seeing specific job duties, but an evaluation tool. Brenna suggested that with any position,

give an outline to the employee to fill in for the tasks they do every day. Brenna offered to create the outline and send to Kim. AGENDA ITEM

POLICIES AND PROCEDURES MANUAL

The Governing Body started with 2.529_P.

Carrie added that it needs to be representative of the ages concerned, and how it affects other children in the school.

Brenna suggested a check off list for the 2.529_P, Programs on School Time, component of the Policies and Procedures.

Mary and Brenna will look through the Policies and Procedures manual and provide the Governing Body with input.

PRINCIPAL'S REPORT

Carrie asked Pat if he had any information on transporting students to any Physical Education opportunities . *No.*

The cubbys are helpful.

We have six drops and two adds.

Smartboards are up.

Brenda asked Pat to include as part of the principals report, enrollment, attendance and wait list. Carrie said that we have to make an attempt to fill vacant spot. This was brought up on January 4 that we need to do that. There's a process as to how to notify students on the wait list that needs to be followed.

STAFF

EIAA is going to send four teachers to training in Williamsburg, VA. It is a College of William and Mary, three day conference.

Carrie read teacher appreciation letters from Governing Body members to Kelly Dumont and to Rocio Cortez.

CLOSED PERSONNEL SESSION

Mr. Tsunemori chose to keep his personnel session open.

Mr. Tsunemori did not want to add anything to the February 1, 2010 evaluation.

SEM Implementation - A cohesive organized plan has yet to be presented . The plan has no timeline, dates, or specifics. Carrie presented him last meeting with a document explaining what a plan is. She has been available every day, except one, for him to ask questions. Carrie stated Mr. Tsunemori needs to develop a plan. He will meet with Kim Paris and Carrie Allard to do so.

Volunteer Plan – Carrie went through the volunteer plan; a plan has objectives and outcomes. The one submitted does not. January 16 was the due date and it was asked for January 4, 2010.

Special Ed – Mr. Tsunemori gave a list of the needs of the students, met with the parents, but has not given the list of what the parents want to Carrie.

Schedule for the Aide – An aide was hired on Nov 17. Her schedule required revisiting, which Mr. Tsunemori did not do. Carrie and Cheryl adjusted the schedule based on teacher load.

Missed deadline for Frontier opportunity. David Malarchik informed Mr. Tsunemori of an opportunity to upgrade EIAA's internet connectivity, with probable financial assistance. He did not follow up on this. Mr. Malarchik contacted the accountant as to why this was not being pursued. The school needs to address in a timely manner next year.

Employee Files. Carrie read the requirements for employee files as stated in the DOE charter school manual . This was asked for December 30, 2009 with a deadline of January 8, 2010.

Off-campus physical education opportunities. None have been scheduled. First deadline was January 8, 2010; next one is February 22, 2010.

Not responding to e-mails. This is the third time being notified that e-mails are not responded to in a timely manner.

Grade-skipping plan. January 11, 19, 20, February 16. By February 22nd, we would like a plan. Not a narrative of who is at fault. This needs to be put in files and followed through with.

Dishonest communication and misrepresentation. Mr. Tsunemori went classroom to classroom and informed students that Spirit Week was canceled, and he doesn't know why. The last misrepresentation was December 30, 2009, with Mr. McCormack.

Racial Issues. A staff member has been placed in a difficult position with parents who have racial issues. This issue has sat there and not been addressed.

In-school-suspension. If students are going to be in ISS for punishment, they can't be walking around. Teachers need to provide work for those students.

Dress Code Issue – The children of teachers and governing body members are subject to the same rules as the rest of the student body.

Teacher Lounge – He stated at a PTSO that he would have the teacher lounge cleaned out. It was not done when they arrived to organize it as scheduled.

Enrollment for February 1, 2010 – Nothing was done with that. He thought Carrie was doing that.

Use of the waiting list – January 4, 2010 he was told to fill the spots. He has filled a couple of them. He has called one parent. He does not have that documentation. He will do that.

The GB asked at the last meeting to create a survey to send out to teachers, parents and students. Pat provided a survey for parents and teachers that really doesn't get to the heart of what EIAA wants to know. Cheryl stated that some of the things are more subjective and need to be more clear. Cheryl has done some research and can sit down with him and work through it. Karen said she has a subscription to QUIAA, which we can use.

The Governing Body chose to retain Mr. Tsunemori as the Administrator for the 2009-2010 school year. The board voted unanimously to inform Mr. Tsunemori that he will not be rehired for the 2010-2011 school year.

Meeting closed at 8:40 PM.