



**Elko Institute for Academic Achievement Meeting Minutes
August 18, 2010**

Elko Institute for Academic Achievement Multi-Purpose Room

Meeting Called to Order: 5:39 PM

Governing Body Members Present

Jacque Sloan
Mary Glaser
Brenna Malone
Carrie Allard (teleconference)

Board Not Present

Pat Sheehan
Maria Harris

Public Present

Tamberly Jueschke
Denise Edwards
Tammy Clack
Charmaine Jefferson
Ginni Mariluch
Karen Ash
Mark Paris
Daryl Kuiper
Lucy Downer

Meeting minutes from August 11 unanimously approved.

PUBLIC COMMENT

Fundraising ideas for the PTSO were brought to the board. They would like to do a Fall Harvest Festival and would like to invite the public. It is scheduled for October 28, 2010, 5:30 PM to 9:00 PM. Duck pond, football throw, mystery walk, scarecrow sponge throw, tattoos, beanbag toss, bowling, ring toss, sell pizza, hot dogs, cookies. 5 tickets for \$1. AGENDA ITEM for next week.

August 20, the PTSO would like to come to the meet-and-greet barbeque and have a sign-up sheet.

For Parent Orientation night on September 1, 2010, PTSO would like to have a table with cheese, fruit, muffins, crackers and water.

PTSO asked about a microwave and water percolator for hot lunches in the classroom. Carrie reported that the cost of a percolator that meets code is around \$300. It is also a potential burn hazard and time concern.

AGENDA ITEMS

New Business

There are no new board members to present tonight. Dorothy Hull said she would be happy to return after school starts.

Action item to vote to amend the charter for the addition of two board members. ACTION ITEM.

Vision and Values Statement. Mary Glaser moved to accept the vision and values statement as presented. Jacque seconded. All approved.

Breach of Contract. Mark Paris said the Governing Body all received a copy of the Alicia Grosz Breach of Contract letter to send to the state from the lawyer. The Governing Body needs to approve sending the letter. It was June 1st, she walked out, which would be 12 days. Jacque Sloan moved to send a letter to the State Superintendent of Public Instruction. Mary seconded. Mark Paris will type it up on letterhead, have Carrie sign it and send it off.

Old Business

Staff Hiring. Jacque Sloan to approve hiring Angela Crane, Tracy Richtmer, and Brittany Sarmen for 5th, 6th and Kindergarten grades. Mary Glaser seconded. All approved.

Staff contracts will be presented for approval for next meeting.

Mary motioned to approve Handbooks and revisions up to the Parent Orientation night, Jacque seconded. All approved.

The Governing Body the annual salary for the Secretary position. TABLED under staff contracts.

Mark Paris presented a total bills detail of \$20,902. Mary moved to approve Unpaid Bills. Jacque seconded. All in favor.

The Professional Development week agenda was presented by Kim Paris.

- Monday – trainer from Washington on College of William and Mary language arts curriculum - \$1200 – PUBLIC WELCOME
- Tuesday – Administration presentation in morning, math training in afternoon
- Wednesday – consultant on differentiated education 9 AM - 3:45 PM, \$2000 - PUBLIC WELCOME

- Thursday – Responsive Classroom training – DVD’s and books , Karen Ash doing writing traits across the curriculum.
- Friday – Kim to do presentation on how to apply differentiation in the classroom, afternoon classroom prep for teachers

Lucy Downer suggested we could do it at the Museum.

Tammy Clack suggested we could videotape.

Jacque moved to accept the Professional Development week agenda as presented by Kim Paris. Mary Glaser presented. All approved.

Brenna said we will add Curriculum Development to the reports.

Next meeting, there should be approving a miscellaneous spending account for Administration on the agenda. AGENDA ITEM .

Reports

Administrator’s Report

Last week’s accomplishments:

- Administrator passed around handbooks for K-3, 4-8, and Parents for review.
- He had an Employment Agreement prepared for all the teachers. Karen has an independent contract that he will prepare.
- He provided a vision a statement which included changes recommended by Karen Ash.
- Teachers were selected: Angela Crane and Tracy Richtmer, and Brittany Sarmen.
- Jen Schuler has agreed to continue to be the lunchroom monitor.
- Front door lock was fixed.
- Secretary/Receptionist contract. She is not a certified staff member. She is now paid on a 12-month basis. She is concerned that she did not get a raise. He said he would bring it to the board.
- Administrative Assistant job description was created.
- Janitorial contract – Two people applied. When he requested insurance, and a business license, neither were interested. He will gather more bids.

Next week’s plan:

- Create a teacher and volunteer handbook.
- Interviewing for an Administrative Assistant.
- Looking for Teacher’s Aide, and will be posted. This position is preferred to be certified.

Recommendations for Governing Board:

- He recommends that the kindergarten after-school enrichment program discussed at the last meeting be put on hold until it is better defined.
- Would like to approve \$1200 to install air duct into the Administrative Offices. AGENDA ITEM.
- He recommends considering a sink in the upper teacher's lounge for the future.
- With the adoption of the county pay scale, EIAA should consider how after-degree class hours be compensated
- Daryl will reinform Connie Forstrom that she is approved. He will write up a contract if needed.

It was reiterated that the last day of school is August 16th. There was an extra day of school in the original school calendar printed.

Financial Report

\$570,000 in the bank.

Facilities

Basketball backboard is broke. PTSO will donate a backboard. Jen Schuler will call Stephen Romero and check on gas lines before placing tetherballs.

Contractors are supposed to be painting this weekend. Electrical still needs to be installed.

PTSO will help move furniture in. They will plan on Saturday, August 28th, with an additional day on Monday the 30th.

Communications

Daryl will contact Julie Wooten and ask her to include the September 1st Parent Orientation date change in her article .

Next meeting is scheduled for August 25, 2010, Wednesday, 5:30 PM.

Mary moved to adjourn meeting at 7:05 PM. Jacque seconded. All approved.