



**Elko Institute for Academic Achievement Meeting Minutes  
August 25, 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  
Pat Sheehan  
Carrie Allard (teleconference)

**Board Not Present**

Maria Harris

**Public Present**

Tammy Clack  
Karen Ash  
Daryl Kuiper  
Leslie Creel  
Lucy Downer

Mary Glaser moved to approve August 18, 2010 minutes, Pat Sheehan seconded. All in favor

***PUBLIC COMMENT***

Tammy Clack asked what does a Parent Orientation consist of? If parents want to bring their kids, is it ok? Discussion was that it was a time for parents to confidentially discuss concerns. There will be activities on the playground for students. Tammy suggested kids assist with cleanup day so they can meet their teachers.

***AGENDA ITEMS***

Misc spending account. Carrie moved to approve transfer credit card from Leslie Creel to Daryl Kuipoer for petty cash use. Mary seconded. All in favor.

Air Duct ventilation. Mary moved to approve the installation of air ducts to the administrative offices. Carrie seconded. All in favor.

Amend charter to increase governing body to nine members. Carrie moved to amend charter to add two more board members.

Discussion: Daryl Kuiper asked if we are aware that the quorum number will change. Can the by-laws say a maximum of nine. Mark was going to forward Mary the by-laws. She will follow through on reviewing the by-laws and checking to see if they can state a maximum of nine.

Mary moved to FORWARD to the next meeting. Pat seconded. All in favor

Attendance incentive policy. Jacque gave the attendance incentive policy to Mark and Daryl. They have not had a chance to review it. FORWARDED to the next meeting on September 22, 2010.

Mary moved to FORWARD new board members to next agenda. Jacque seconded. Carried.

Handbooks. Brenna and Mary read through and are comfortable with the Handbooks. Jacque moved to approve the Handbooks as written by Mr. Kuiper. Mary seconded. All in favor.

Staff Contracts. All Certified Staff have signed their contracts. Anyway LLC is the only unique contract. Mary Glaser moved to approve the teacher's contract as submitted and that the unsigned contracts for the Secretary, Administrative Assistant, and Teachers Aide are approved based on the schedule provided by Mark. Jacque seconded. All in favor.

Mary Glaser moved to approve the payment of bills for \$9910.27. Carrie seconded. All in favor.

Administrator Report.

***Last week's accomplishments:***

Contracts were completed, except for the Secretarial Contract

Mr. Kuiper has received 30 or 40 resumes for Administrative Assistant posting.

Janitorial Contract – received five, based on bids, he is recommending Ebenezer cleaning

PTSO volunteered to do a super clean up on Monday

Teacher Education week – He has been participating in it. It has been very enlightening. The teachers have developed more cohesiveness and a more unified approach, particularly in the reading program. Scheduling was hammered out. Math is a little bit of an issue in his mind.

Denise Edwards has volunteered to help out for an hour every day around lunchtime to facilitate student movement between playground and lunchroom.

Connie Forstrom has been contacting parents regarding speech services.

Letter to parents.

***Next week's plan:***

PTSO will help set up and arrange classrooms

General Contractor has done a good job of cleaning the building. Painting is complete. The data cables were not in the contract. Daryl will contract with NNE to complete cabling for computers.

Carrie Allard moved to give Administrative oversight of Janitorial Services and CAT-5 cables. Jacque seconded. All in favor.

Parent Open House is next Wednesday.

He is developing a Staff Handbook and Volunteer Handbook

He will be interviewing for Administrative Assistant.

Recommending that the next meeting is September 22<sup>nd</sup>.

Jen Schuler checked with Stephen Romero and he informed her how to place the tetherball poles. He said we can paint the blacktop as we need to. Brenna explained the Peaceful Playgrounds discussion from past Playground Committee meetings.

Teachers have voted to make a marker that indicates their classroom along the blacktop so that students line up before they enter the building.

The Administrator will approve the PTSO's proposed Harvest Festival.

The Governing Body will leave it to the Administrator to create guidelines as to what post-degree classes are applicable to the pay-scale. Jacque had to have her Graduate Level classes approved for her position. They should be applicable to EIAA's mission.

Enrollment is ongoing. We are short five eighth-graders.

Jacque Sloane moved to adjourn the meeting at 6:30 PM. Mary Glaser seconded.

### **Old Business**

Next meeting is scheduled for September 22, 2010, Wednesday, 5:30 PM.

Mary moved to adjourn meeting at 6:30 PM. Jacque seconded. All approved.