



**Elko Institute for Academic Achievement Governing Body Meeting Minutes
September 22, 2010**

Elko Institute for Academic Achievement Multi-Purpose Room

Meeting Called to Order: 5:47

Board Present

Brenna Malone
Maria Harris
Mary Glaser
Carrie Allard (via telephone)
Denise Edwards (new board member)

Board Not Present

Pat Sheehan
Jacque Sloan

Public Present

Mark Paris
Kim Paris
Lucy Downer
Karen Ash
Ed O'Donnell
Jen Schuler
Dawn Courtney
Tamberly Jueschke
Kellie O'Carroll
Joan Terry

Mary moved to approve the minutes from August 25, 2010. Maria seconded. No further discussion. All in favor.

New Business

Authorization to open new bank account for Student Activity funds. Recommended signers are Lori Miner, Daryl Kuiper, Debby Elvin. All in favor. Motion carried.

Vote to approve a capitalization threshold for Fixed assets. Mark Paris recommends that the school adopt a \$500 threshold for fixed asset additions. He suggests this for the purpose of tracking inventory. All capital outlay is considered an expenditure for state budget purposes, but for accounting this is the level where we have to capitalize and depreciate. One set of books is for the state budget in which all expenditures are tracked. Mary moved to approve a \$500 threshold for Fixed assets. All in favor.

Old Business

Amend charter to increase governing body from seven to nine members. Carrie Allard moved to amend the bylaws to increase the board from seven to nine. Mary Glaser seconded. All in favor.

For the vacant position, Carrie Allard would like Denise Edwards to replace Leslie Creel since she has a good pulse of what happens in the school. Mary Glaser moved to approve Denise Edwards to fill the position vacated by Leslie Creel, to amend the by-laws to nine members, and to seat Ed O'Donnell subject to state board approval of increase. Maria seconded. All in favor.

Mark Paris presented the Unpaid Bills Detail. Two bills were e-mailed to the board totaling \$18,183.22 and one for \$14,215.76. Mary moved to approve the bills as presented, minus the \$5877.47 to Vaughn Industrial Park. Maria seconded. All in favor. There will be further investigation into the extra charges from Vaughn Industrial Park.

Public Comment

Jen Schuler wanted to express to the Governing Body as a staff member, PTSO member and parent how much she appreciates the new administrator. Thank you for bringing this positive professional into our school. Please keep in mind to support Mr. Kuiper in his decisions. If he feels that his decisions are going to be second-guessed, he will not feel supported.

Dawn Courtney commented that it's a completely different feeling in the school. It is positive. Anything they can do to support him, to make him feel supported is wanted and welcome.

Brenna reiterated that in the Governing Body workday it was stated that the chain of command starts with the Administrator. The Governing Body had also discussed a Parent Complaint policy. Brenna had submitted at one time as a draft. Mark Paris thinks it was approved. She will try to find it and work with Mr. Kuiper to ensure the Parent Complaint policy is in place.

Tamberly Jueschke reported on a Fluid Dynamic structure in the playground. Pacific Steel will be delivering a 4x10 galvanized sheet metal in the next couple of weeks. She is working to get PVC pipe donated. There will be magnets on the back of the pipe so it can be reconfigured.

Karen Ash would like to bring a compost bin to the school. Brenna said it sounds great as long as she can work it out with the Administrator.

Reports

Mr. Kuiper commented on the countless hours that the PTSO volunteered to help get the school ready for the year.

They would like to do a Food and Toy drive from the 29th of November to the 15th of December, allowing time for students to wrap the gifts on the 16th.

They would like to sell milk, chocolate milk and milk substitutes for \$0.50 as a fundraiser.

They would like to sell copies of "Clementine the Monkey Princess" from the front office. The book was created by a local family. The Governing Body suggested sending home a flyer, so that the school does not have to deal with sales tax and to avoid setting a precedence for supporting private enterprises.

The PTSO talked about a Spirit Day t-shirt, with potential later for polo shirts.

The PTSO would like to put up a sign on the building. Mark Paris said we need to get permission from Stephen Romero.

The Harvest Festival will be more of a science-oriented festival. There will be activities such as pin-the-bone on the skeleton.

Morning drop-off supervision on Railroad St. is being accomplished by Dawn Courtney.

Louri Lesbo and Teresa Shinpaugh are helping in the front desk in the morning.

Denise Edwards is helping in the lunchroom.

There are four or five field-trip activities that the teachers are planning.

Debby Elvin is the Administrative Assistant.

Katie Pitts would like to petition the board for a higher salary as she has responsibilities that are in addition to a teacher assistant. Mark Paris said the budget is very, very tight. He went on to explain that we are on a hold harmless clause in which we have 11 students that we may not receive funds for next year.

Incentive Pay program. Mr. Kuiper needs to do more research. Mark Paris suggested Robert Story would be able to tell him about the legalities.

Facilities. Some trash needs to be hauled. Some desks need to be hauled upstairs. Some shelving still needs to be anchored to the walls. Tetherballs and hopscotch have been installed.

Nevada Department of Health and Human Services had some specific requests with the drinking fountains. Those have been addressed. They wanted better quality sand by the tetherball poles. They want the mop sink secured to the wall. There has to be 18" from the ceiling to items on the top shelves.

Not all the computers are functional, but Oasis is working on it. We need to get current licensing for the computers. Several were wiped of all software.

Public Relations. There is a Governing Body training conference on November 18, 19, and 20 in Las Vegas. AGENDA ITEM.

The school passed the fire drill with the Fire Department.

The Fire Department says we need a fire alarm update which will cost about \$10,000.

Annual Performance audit by NDOA. Corrective Action plan was prepared by Sheri Espinoza and sent to Rorie Fitzpatrick. She trained staff on Special Ed requirements.

The PPEA (Pupil Enrollment and Attendance Audit). There were no dings. The official count sits at 172. We have enrolled 2 since then, for a total of 174.

Next Tuesday there will be a meeting on the testing for students.

Asbestos management program. The school needs to have a semi-yearly inspection by a designated person, and a 3-year analysis.

WWSP – Written Workplace Safety Plan. Now we have over eleven employees, so we have to have a safety plan.

Curriculum Report

Kim Paris wants the board to know about how the school spends it's money and what the school is about.

Professional Development. To implement the units appropriately, we need to buy more novels. One instructor emphasized you can be a flexible thinker or a fixed thinker. There was a lot of theory and background on Differentiation as well as specific tools. Kim asked one presenter how to keep the momentum going to ensure the training is used. The instructor responded to make teachers are aware of what you are looking for when you come in the classroom. Mrs. Ash presented a writing session in which teachers were the writers. She spent a lot of time on technical writing. The last day was on Responsive Classroom training. Unfortunately they got to one component of one kit. Staff meetings on Wednesdays will be used to further that training. Mr. Kuiper commented that there was great value in the morning meeting in creating a community feel.

Kim Paris stated that it is difficult to help some teachers implement the curriculum. The curriculum is not being implemented 100%.

Williams and Mary doesn't cover Kindergarten and 1st Grade for reading. M^3 doesn't cover all the standards. There is another supplemental unit for this, which uses manipulatives.

AGENDA ITEMS for next week

- The board needs to think about beginning the process to hire an administrator.
- Teacher Aide
- Sick leave incentive/sharing
- NASB conference – who

Meeting adjourned at 7:40 PM.