



**Elko Institute for Academic Achievement Meeting Minutes  
October 20, 2010**

**Elko Institute for Academic Achievement Multi-Purpose Room**

**Meeting called to order** at 5:35 PM

Board Present

Pat Sheehan  
Mary Glaser  
Carrie Allard  
Brenna Malone  
Jacque Sloan  
Denise Edwards

Board Not Present

Maria Harris

Public Present

Kim Paris  
Debby Elvin  
Mark Paris  
Brandy Cooper  
Karen Ash  
Mason Allard  
Lita Piffero  
Jonathan Gorman  
Ed O'Donnell  
Lucy Downer  
Dustin Lewis and Jason, auditors

Brenna Malone moved to approve minutes from September 22, 2010. All approved.

No public comment.

Approval of final financial audit. Mark distribute packets to the board. Auditors Dustin Lewis and Jason, via teleconference, presented a draft of the final statement along with a letter. There were no significant issues. Significant transactions have been properly recorded. Everything was straight forward. No difficulties encountered in performing the audit and staff was very helpful in performing the audit. There were a couple of adjustments that Dustin spoke to. There was an adjustment on the rent of the building. If there is an escalation clause, there is a phantom liability that needed to be accounted. No disagreements with management. Management representation was good.

The school has plenty of liquidity, good amount of cash in the book. Not a lot of debt. The school looks healthy and is performing well. The school retained \$239,000 from last year. Jacque Sloan moved to approve the audit, Pat Sheehan seconded. All in favor.

## Administrative Report

### **Volunteers**

- PTSO – Fall Festival on October 28, from 5:00 to 9:00 PM. There will be a costume day on that day. Some teachers will have a little party on that day.
- PTSO has designed shirts and sweatshirts with the EIAA logo and a picture of the school mascot, the Coyote, and has been selling them.
- There was a workday last Saturday.
- Desks were moved and some were removed from the building. Shelves were anchored. Some more still need to be done. They ran short on labor.
  - Janitors closet room is more in compliance with the Fire Department. Items are 18” below the ceiling. They have appropriate storage cabinet. The sink still needs to be anchored to the wall.
  - The supply closet was cleaned up to allow for space for Special Ed consultants.
  - Cubbies were furthered, but ran short on labor to complete.
  - Bike rack needs to be relocated.
- Desk chairs are needed.
- Staff Issues
- Sick leave accumulation and transfers.
- Purchased new vacuum and Shop Vac.
- Rubber mats are working well to remedy the wet spot in front of the drinking fountain.
- Have not heard anything from the second bid for fire suppression. Carrie reported that the company is not interested. The bidding company has to have certain certification.
- Still needs a tetherball. They have been ordered.
- Donation of FAX/copier/print scanner.
- Potential Donation of 45 new computers from the same donor that donated the SmartBoard. The proposals have been sent to the donor.
- We need to be aware of e-recover days when we can discard electronics. Ed O'Donnell may be able to take them when he travels out there.
- Did respond to last years' performance audit. Has not heard back from them yet.
- PowerSchool and Teacher are now working properly, thanks to Debby Elvin. All the reports submitted so far have been accurate.
- SAIN meetings are being attended by Debby.
- Lightspeed software was installed. Will be uninstalled for a little bit as it is creating problems for teachers in accessing websites. Once Dan Slentz, from Oasis Online, is out of the hospital, he will correct the problem. Oasis will be providing scan and printing capabilities form the copier out font.

## **Educational Issues**

- Second student suspended for hitting a teacher.
- Extensive IEP issues.
- Problems with students not completing homework.
- Weekly teacher meetings.
- Beginning teacher evaluations.
- Transportation for students for field trips. We have been using local transportation. The transportation must have seat belts. Statutes say the school can provide alternative transportation.
- Field Trip permission forms will be sent to the Governing Body.
- Students have gone on field trips to the Beowawe Geothermal Plant, Fossil Hill, Barrick Office Building geothermal heating system, and Recycling Plant. In-house, an Archaeologist talked about history of local people. A geologist talked about geology of the area. Barrick Engineers talked to kids. Ophthalmologist talked to 1<sup>st</sup> and 6<sup>th</sup> grade students. Lions Club gave Ms. Lattin's class dictionaries. Firefighters talked to students. Few students attended, but there were parents available to drive to the Chataqua re-enacting a member of the Donner Party at the California Trail Center.
- For future consideration, he would like to see panic bars on the swinging doors from the multi-purpose room to the classroom.
- It bothers him to see the piano sit there. It is not being used much.
- Shredding services. The school can't use a shredding service for fingerprinting.

## Curriculum Specialist

Kim Paris struggles between telling teachers they must use curriculum and how can she help them along in teaching students. She had a teacher that had difficulty implementing M<sup>3</sup>. The language is difficult for students and staff to comprehend. The worksheets are easier to pass out. Carrie asked Kim if doing the half-day sessions that they did last year would be helpful. Mr. Kuiper will also be doing a full day of math teaching for Professional Development on November 1. She will discuss how to better allow for mentoring staff further with Mr. Kuiper.

There are several curriculum items on backorder. There will be ongoing discussions about ability grouping. The Schoolwide Enrichment Model has not been furthered significantly this year. 7<sup>th</sup> and 8<sup>th</sup> grade students have a "zero" hour in which some students will be doing individual study. There is a student who will be going to the courthouse. She is working to get one attend a biology class. One Friday a month, there will be a biology professor coming into the school to present to 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students.

## New Business

**Selection Committee.** Leslie will start the advertising. Carrie said it is spelled out how it has to be advertised.

Mary Glaser presented the selection committee: Alan Mariluch, Jen Schuler, Kim Paris, Chuck Petersen, Mary Glaser, Tamberly Jueschke, possibly Melinda Quillia. Denise moved to approve the selection committee and all approved.

**Shredding service.** Lori received some bids, but as she was injured and is out of the office this week, those bids are not available. Carrie asked if Daryl will talk with Lori and set it up.

**Credit Card reassignment.** Kim Paris has \$1000, Leslie had \$1000, Lori has \$1000, Carrie has \$7000. Mary moved to approve the reassignment to Debby Elvin- \$2000, Lori Miner- \$2000, Kim Paris- \$2500, Daryl Kuiper- \$2500, and Brenna Malone, Board President - \$1000. Brenna seconded. All in favor.

Carrie suggested we get the **Fiscal Committee** up and running so that fiscal policies can be written.

**Teacher Evaluation Tool** that was used last year was more of an observation than an evaluation. It was a running dialogue of what took place in the room. The teachers want more feedback than the form allowed. Kim and Daryl developed a new form. Daryl created a synopsis of evaluation tools he found online.

- Daryl has been in each classroom an hour. Teachers have been sending him lesson plans via the internet. He wants to talk to them more about using PowerTeacher. The staff has the rubric. He also asked the staff to do a self-evaluation which they will bring to their discussion with Daryl.
- Carrie suggested Kim have a place to put her comments.
- Jacque suggested the teachers give the Administrator a yearly goal.
- Brenna suggested adding an Overall Performance that states if they're improving or declining, and a check box stating at this time if the teacher will be considered for rehire.
- Mark added that we need to be critical and that moving forward we strive to get the best teachers that we can. First and second year teachers are probationary. In the Probationary Period, you do not need to give extensive documentation to not rehire.
- Brandy Cooper asked about the procedure is if a teacher is not meeting requirements. Daryl Kuiper explained that there would be consultation with Kim Paris, himself and the teacher. He stated that this is happening.
- Carrie Allard moved to approve the evaluation tool with the addition of an Overall Performance category to state if they're improving, staying the same or declining. There will be the addition of notification of it being a Probationary Period and if they are on track for rehire. Mary seconded. All approved.

**Discipline Policy** was distributed and is FORWARDED to next meeting so it can be reviewed by Governing Body members, and incorporate more input from teachers and parents.

**Dress code.** Denise Edwards stated that they are trying to enforce it. Daryl spoke with the teachers. They are seeing more enforcement. There was significant discussion on non-compliance and what people are seeing in the classroom. Consensus was that leggings are not allowed; it is not stated in the dress code. Skirts cannot be shorter than 3" above the knee, even if the student is wearing tights. Turtlenecks are not allowed, unless underneath a collared shirt. Colored undershirts are not allowed. Clothing should be Uniform Apparel to ensure compliance. Khaki-colored denim is not Uniform Apparel.

**Volunteer Transportation** is TABLED until the guidelines are finalized.

Carrie Allard moved to approve requests for **reimbursements** presented by Mark Paris totaling \$83,800.34. Jacque seconded. All in favor.

**Financial Accounting.** Mark would like to go over it with Daryl more. He would like more time at next meeting to talk about the budget. While we made money last year, we are not on schedule to make money this year. We have used 1/3 of the Special Ed budget. Carrie suggested someone from the board sit in on the meeting that Mark has with Daryl. Ed O'Donnell volunteered.

**Teacher sick days.** The teachers that didn't use their sick days from last year, are they carried over? Carrie's feeling is that if we don't let them carry it over, they will use it. Mark had a printout of the teacher's unused days. There are a total of 41 days. This would amount to about \$4000 in sub pay. Carrie moved to allow for 2010-2011 teachers to carry over 20 days to next year. Jacque seconded. All in favor. There will be a committee to discuss further incentive and gifting vacation day details; this needs to be completed by April 1.

Denise Edwards read Carrie Allard's letter of resignation. Brenna moved to accept the resignation, effective 10/21/2010. Mary Glaser seconded. All approved.

Carrie moved to approve Ed O'Donnell to sit on the board. Brenna seconded. All in favor.

#### **Election of Officers**

- President – Denise Edward moved to approve Brenna Malone as board President. Mary seconded. All approved.
- Vice President – Jacque moved to approve Mary Glaser as Vice President. All in favor.
- Treasurer – Ed O'Donnell. All in favor.
- Secretary – Carrie moved to approve Denise Edwards as Secretary. All in favor.

Karen wanted to go on record as saying to Carrie, "Thank you for all you have done."

Meeting closed at 8:00 PM.