

New Day Academy, Inc.,

214 W. 1st Street*Alturas, CA 96101*Phone: (530)233-3861*Fax (530)233-3864

Minutes of the Board of Directors Special Meeting

Monday, March 30, 2015; 2:00 p.m.

Alturas Sage Stage Conference Room

Main Street

Alturas, CA 96101

A. Call to Order: Loraine Colbert called the meeting to order at 2:05 p.m.

B. Roll Call and Establishment of Quorum

Loraine Colbert, President	Present
Jennifer Engel, Secretary	Present
Nancy McCoy, Treasurer	Present
Andrew Taylor, District Rep.	Present

Others Present

Laura VanAcker, Executive Director Yoon Chang, Edtec Account Manager

Quorum: Laura VanAcker determined a quorum was present.

Pledge of Allegiance: The Pledge of Allegiance was led by Nancy McCoy.

C. Approval of Agenda:

Motion made by Andy Taylor to approve the agenda. Motion seconded by Nancy McCoy. Motion carries unanimously.

Loraine Colbert: Aye

Andrew Taylor: Aye

Jennifer Engel: Aye

Nancy McCoy: Aye

D. The Board did not adjourn to closed session.

1. Changes to the Executive Director's Work Agreement:

- a. Wording on the agenda needs to be changed before the board can make any changes to the Executive Director's Work Agreement. The board was asked to come to the next regular meeting with ideas on how to reimburse the director for travel.

E. Reconvene Open Session: N/A

F. Public/Board Comment Period

None

G. Open Session – Discussion Items

1. **Board Governing Style:** Loraine Colbert

- a. Loraine showed a Power Point Presentation about the board should strive to work together.

2. **School Mission and Vision Statements:** Loraine Colbert

- a. The board read aloud the school vision and mission statements as presented on Power Point.

3. **Board Responsibilities Chart:** Loraine distributed a monthly chart of responsibilities for the board.
4. **Board Self-Evaluation:** Board members reviewed their responses to the evaluation. There is a need for more training for new members. Loraine provided a draft copy of an informational folder for potential board members. Yoon suggested we include current financial policies.
5. **Goals: Past and Present:** Loraine presented a document listing past, in process, and future goals.
 - a. Securing a second sponsor: Board consensus was to put this goal on the back burner but be open to opportunities that come our way.
 - b. HR specialist on staff: In process. Jody has been training for this and may be interested in taking college classes in this area.
 - c. Assistant Director or Business Manager: Jody is interested in taking on more responsibility and working full-time in a business manager/office manager capacity. Laura will provide a job description for the next meeting.
 - d. College/Career Program implemented: In process. Background work and curriculum has been found. Laura would like to create a new position dedicated to this. She will bring a job description for this position to the next meeting. The position will be flown in-house and on a public site.
 - e. Senior Project requirement implemented: The requirement is now in place.
 - f. Technology skills graduation requirement implemented: In process
 - g. Purchase new vehicle: Laura has one quote and will be getting another one from a local dealer.
 - h. Shasta County office space: Attorneys do not recommend pursuing a space at this time.
 - i. Guidance Counselor: Our counselor has retired. Would like to have a new counselor in place by June of this year.
6. **Staffing changes:** Laura
 - a. Need for 3 new part-time teachers for 2015/2016. Positions will be advertised on a public site.
 - b. Laura is considering a Credentialed Program Assistant pay scale to cover positions such as counselor, Reading Specialist, and Math Specialist.
 - c. Would like to see Jody's job duties updated to include more responsibility for attendance reporting, pay roll, HR, etc. to relieve Laura's load. A new pay scale may need to be created to account for added responsibilities.
7. **Budget Discussion:** Yoon
 - a. Yoon presented 2015/2016 budget based on student base of 310.
 - b. Suggested the board invite a strategic planner to assist us in how we can make the school run more efficiently. Edtec has third party vendors they can recommend.
8. **Budget Surplus:** Yoon
 - a. Current surplus is within acceptable range and can be used in case of unforeseen financial issues in the future.

H. Open Session-Action Items

Subject: Approve/Disapprove change(s) to the Executive Director's Work Agreement.

Died for lack of motion.

Items for Next Board Meeting

1. Discuss possibility of leasing or purchasing a new school vehicle
2. Vehicle Use Policy
3. Work Agreement for Executive Director
4. Policy for advertising open positions
5. Job descriptions for College/Career specialist and Business Manager/Office Manager

6. Board Retreat

I. Adjournment

Time: 6:55 p.m.

Motion made by Andrew Taylor to adjourn the meeting. Motion seconded by Jennifer Engel. Motion carries unanimously.

Loraine Colbert: Aye

Andrew Taylor: Aye

Nancy McCoy: Aye

Jennifer Engel: Aye

J. Next Meeting, April 20, 2015

Time: 1:30 P.M.

Location New Day Academy Administrative Office
214 W. 1st Street
Alturas, CA 96101

Loraine Colbert, President

Jennifer Engel, Secretary