

**Kaleidoscope Charter School**  
KCS Building Company Board of Directors Meeting Agenda  
Regular Board Meeting  
09/17/09

**KCS Building Company Board Meeting**

**Start time:**

- Consent Agenda – August minutes
- Adjourn

**Adjourned time:**

**Regular KCS Board Meeting**

**Start time: 6:01**

**Members present:** Kasie, Matt, Jason, Jamie, Tammy, MeLissa, Jeremy

**Members not present:**

**Others present:** Sharon Hall, Liz Barnes, Nan, Sandy Schmidt, MACS representative, Margaret Epke, Parent, Kelly Bolson

**Set Agenda**

**Consent Agenda**

- August minutes-Jason made a motion to approve the August minutes with the previously mentioned changes, Kasie seconded and the motion carried unanimously.

**Committee Reports**

- Finance / Treasurer
  - August Financials
    - The Finance committee is looking back at existing policies regarding financials and is in the process of setting new, more appropriate policies. There are no real written processes already set in place. Jason stated that Nan should become a member of the Finance Committee to help put these policies into place. Jason made a motion to add Nan to the Finance Committee, and MeLissa seconded. The motion carried unanimously. The Finance Committee will be setting a date each month to meet prior to the board meetings.
    - Sandy took us through the August financials and stated that we are doing better than expected. The audit seemed to go quite smoothly, but Sandy stated that we should expect some findings. Matt suggested that we need to begin moving on replacing 1/3 of computers since it is already budgeted. Jason made a motion to approve the August financials and Tammy seconded, and the motion carried unanimously.
- HR-Update-The committee has been working on current legal issues, and found issues with payroll and insurance, and has resolved those issues. They have also looked at OSHA standards and how they have been met regarding AOK. HR also looked at the differences between TRA and PERA. They will have their first formal sit down with Dave next week to discuss goals for the year. Nan expressed interest in joining the HR committee since she has a background in HR.
  - Benefits increase vote-A previously discussed decision to raise health coverage by 15 percent was never formally voted on. So, MeLissa made a motion to increase health benefits to \$345 per employee per month beginning October 1 and dental benefit to \$34.50 per employee per month also beginning on October 1, Tammy seconded it, the motion carried unanimously. Dave stated that currently when people are under the \$300.00 maximum, the money provided by the school goes away. He stated that the extra money could possibly be applied to another area of healthcare. Also, it is law that the school needs to cover at least half of each employee's health insurance. Tammy stated that we need a committee to research the matter more to ensure we are in compliance and are

making the correct decision. Kelly Bolson explained that she has background in dental and suggests going with Delta Dental. Dave, Nan, and MeLissa will form a committee to research health and dental benefits further.

- Working session discussion-MeLissa suggested attempting to cut board meeting times down by creating working sessions to discuss the important issues that are set for the agenda. Also, we would be able to have time to study the important documents more closely before making decisions. Tammy suggested that committee reports be sent 1 week prior to meetings to be reviewed so we can make the meetings shorter. Jason suggested receiving a packet of all the important information to review prior to the meetings.
- Nomination Committee
  - Teacher board positions-Jeremy explained the process of nominating new members. The issue of teacher majority board came up and was discussed. The MACS representative explained the reasoning behind the law change that now does not require a teacher majority. She stated that it was changed in part for more flexibility on the board. She also stated that it also opens up the possibility of new skill sets entering the board. Dave stated that we can move on with the nomination of the two new members, since there are 2 teacher positions up in May. Matt stated that our goal should be to have a final decision regarding board structure by the April meeting. Liz Barnes and Sharon Hall introduced themselves as the nomination committee's recommendation for the two open board seats. Liz would takeover Mary Haliburton's term which expires in May and Sharon would takeover Karen Horton's term which expires in May 2011. Kasie made a motion to approve Liz and Sharon to fill the vacant board seats, Jason seconded and the motion carried unanimously.

### **Chair report**

- September 19 retreat / training: agenda-We discussed the action that will be taken on Saturday regarding the Mission and Vision statements. MeLissa stated that we should have a clear idea of the Mission on Saturday and seek input from the public on the Vision.
- Monthly compliance reporting – governance policies-Matt explained the calendar of dates for compliance reporting.
- VOA letter of intervention-Matt explained Katie Piehl's formal notice of concern regarding the financials and the former director. We are on level 1 intervention but she does not expect that we would go beyond level 1 and in the spring of 2010 they will re-evaluate the status.

### **Sponsor Report-not present**

### **Director's Report**

- New employment contracts
- Annual report / approval-MeLissa suggested changes; along with grammatical errors she discovered that the Mission statement in the report does not match the statement on the web site. Major details dealing with facility issues were stricken from the report since they did not deal directly with curriculum and instruction. Instead, a short statement was added stating that there are facility issues that are being dealt with. Jason suggested that some of the educational terminology be changed to be more parent friendly. It was decided that we cannot approve the annual report tonight and will continue the meeting Thursday at 8:00 a.m. for final approval.
- Benefits additions and proposal
- Current staff - responsibilities
- Additional check signer-According to our auditor, we need to have another teacher as a signer as a check and balance. MeLissa made a motion to add Jeremy as a signer to the Wells Fargo Checking account. Kasie seconded it, and the motion carried.
- MACS membership-Margaret came to talk about

- Audit update

- School start update

the benefits of being a member of MACS. Tammy made a motion to join MACS using a monthly payment plan and Kasie seconded it. The motion carried unanimously.

- Electricity billing update-Kaleidoscope is currently using far more kilo-watt hours than any local schools and is causing the monthly bill to be extremely high. The electric company will conduct a study to bring down the cost.
- Technology lab and library-The lab has been restructured.

## **New Business**

## **Old Business**

**Open Forum**-Kelly Bolson Stated how she was very impressed with Dave on the first day of school.

### **Announcements:**

The September meeting will continue on Thursday, September 24 at 8:00 to approve the annual report. Jason made a motion to approve and Tammy seconded it. The motion carried unanimously. This portion of the September meeting was ended at 9:41 p.m.

September meeting reconvened on Thursday, September 24 at 7:58 a.m. Further editing changes have been made to the annual report since our last meeting. Two final changes need to be made: On page 13, the expiration dates of board member terms will be changed, and on page 6, Sharon Hall and Lindsay Jerke will be added to the staff list. MeLissa made a motion to approve the annual report pending the noted changes, Sharon seconded and the motion carried unanimously.

Meeting adjourned at 8:01 a.m.

Members present at reconvened meeting: Sharon Hall, Liz Barnes, Matt Patterson, Jamie Bernu, MeLissa Medina, and Jeremy Maisch.

Next board meeting on October 22th at 6pm at Kaleidoscope Charter School