

**New Day Academy, Inc.,**

P.O. Box 1536\*Alturas, CA 96101\*Phone: (530)233-3861\*Fax (530)233-3864

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**Minutes of the Regular Board of Directors Meeting**

**Tuesday, November 15, 2011 1:00 P.M.**

**New Day Academy**

**214 W. 1<sup>st</sup> Street**

**Alturas, CA 96101**

**A. Call to Order:** Loraine Colbert called the meeting to order at 1:03 p.m.

**B. Roll Call and Establishment of Quorum**

Loraine Colbert, President	Present
Barbara Writer, Secretary	Present
Nancy McCoy, Treasurer	Absent
Andrew Taylor, District Rep.	Present
Rachael Khamphouvong	Present

**Administration Present**

Laura VanAcker

Jody Nelson

**Public Present**

None

**Quorum:** Laura VanAcker determined a quorum was present.

**Pledge of Allegiance:** The Pledge of Allegiance was led by Andrew Taylor.

**C. Approval of Agenda:**

Motion made by Andrew Taylor to approve the agenda. Motion seconded by Barbara Writer. Motion carries unanimously

**D. The Board adjourned to closed session at 1:05 p.m.**

2. Conference with Legal Counsel: Existing Litigation

(Subdivision (a) of Section 54956.9

Name of case: Danette Gentry v. New Day Academy

**E. Reconvene Open Session at 1:25 p.m.**

Loraine Colbert reported no reportable action was made during closed session.

**F. Public/Board Comment Period**

None

**G. Consent Agenda**

**1. Approval of September 20, 2011 Regular Meeting Minutes**

Motion made by Andrew Taylor to approve the September 20, 2011 Regular Meeting Minutes.

Motion seconded by Andrew Taylor. Motion passes unanimously.

**2. Approve/Disapprove September 21, 2011 –November 15, 2011 Warrants**

Motion made by Barbara Writer to approve the September 21, 2011-November 15, 2011 warrants.

Motion seconded by Andrew Taylor. Motion carries unanimously.

## **H. Open Session – Discussion Items**

### **1. Executive Director’s Report**

Laura VanAcker reported the following:

- Enrollment is at 273. New enrollment activity has begun to stabilize.
- Bob Eaton is meeting with High School students to discuss classes and post-high school options.
- Lisa Bernal has been meeting with the four new Shasta county teachers once weekly for training. She will also be coming to Alturas once weekly to meet with the new Modoc County teacher.
- Laura spent a week in Redding for teacher meetings and working on the WASC document.
- Robert Fendler has been hired as a part-time library assistant.
- Holly Potter has been hired as a reading specialist.
- Beth Wright has been hired as a part-time teacher in the Modoc area.
- Laura has attended several IEP meetings in the last two months. The new Modoc/Lassen SELPA agreement seems to be serving the special education students appropriately.

### **2. Monthly Financial Report of Schools Financial Records**

Gaspar Martinez reported the following:

- Spending has began to decrease as families have received the bulk of their curriculum .
- VCI spending will likely go beyond the forecasted projection as enrollment grows.
- An updated budget was presented to the board for review, action to approve or disapprove will be an agenda item at the December meeting.

### **3. Discussion regarding revised budget**

The board discussed the revised budget prepared by Gaspar Martinez. An action item will be included on the December agenda to approve or disapprove the revised budget.

### **4. Discussion regarding changes to Office staff positions**

Laura VanAcker reported, as the school has grown, the office positions have changed considerably as employees have taken on more duties. Job descriptions need to be rewritten to reflect the changes.

### **5. Barb Writer, Loraine Colbert, and Laura VanAcker will give a report on CSDC conference**

Barb Writer, Loraine Colbert, and Laura VanAcker each gave a report on the classes they attended at the CSDC conference. Each reported they thought the conference was a valuable tool.

### **6. Board will discuss the adoption of board norms**

Loraine Colbert presented a set of Board Norms she received from CSDC. It was suggested the Board consider adopting the board norms as a part of New Day Academy’s policy and procedures.

### **7. Board will discuss the adoption of a “board expectation policy” to Board Policy Manual**

The board discussed the idea of adopting a “board expectation policy.” Loraine Colbert presented the Board with a draft policy to review.

### **8. Board will discuss date and location for annual board goal setting session**

The board discussed scheduling the annual board goal setting session. Consensus of the board was to schedule the meeting for March. The exact date and location will be further discussed at the next board meeting.

**9. Board will discuss Shasta County sponsorship**

Laura VanAcker reported New Day Academy inc. is actively looking for a Shasta County sponsor in order to start an additional school.

**I. Open Session-Action Items**

**1. Approve/Disapprove Director goals for 2011-2012**

Motion made by Andrew Taylor to approve the Executive Director's goals for 2011-2012. Motion seconded by Rachael Khamphouvong. Motion carries unanimously.

**2. Approve/Disapprove Donation of Surplus to Juniper Ridge Virtual Academy**

Motion made by Andrew Taylor to approve the donation of surplus materials to Juniper Ridge Virtual Academy. Motion seconded by Barbara Writer. Motion carries unanimously.

**Items for Next Board Meeting**

1. Board Norms
2. Revised Budget approval
3. Deadwood Policy
4. Annual Plan
5. Goal session meeting date
6. Survey results
7. Job Descriptions

**J. Adjournment**

Time: 3:32 P.M.

Motion made by Andrew Taylor to adjourn the meeting. Motion seconded by Rachael Khamphouvong. Motion carries unanimously.

**K. Next Meeting, Date, Time and Location**

Date: December 14, 2011  
Time: 1:00 p.m.  
Location: New Day Academy  
214 W. 1<sup>st</sup> Street  
Alturas, CA 96101

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Loraine Colbert, President

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Barbara Writer, Secretary