



**NORTHERN SUMMIT ACADEMY  
Board of Directors  
Regular Board Meeting**

**December 14, 2023  
Thursday, 3:00 PM**

<https://meet.google.com/cvv-bara-pdt>

**1-405-3552768 PIN 160 036 532#  
2301 Balls Ferry Rd  
Anderson**

**Minutes**

We welcome you to this public meeting. Members of the public may be heard on any business item on the Board's Agenda. A person addressing the Board will be limited to five (5) minutes unless the chairperson of the Board grants a longer period of time. The Board will only allow comments by members of the public on an item that appears on the Agenda during consideration of the item. We would appreciate it if you would identify yourself with your name when addressing the Board.

**I. Call to order and roll call 3:05pm PM**

Mike McMaster X Bill Arnold X Lois Rose X  
Angelia Garrett X Linda Stow X

**II. Pledge of Allegiance**

**III. Approval of the Agenda**

Motion: Lois Rose Second: Angelia Garrett Ayes: 5  
Noes: 0 Abstentions: 0 Absent: 0

**IV. Public Comment**

An opportunity for any member of the public to address the Governing Board on any matter on the Agenda, which is within the jurisdiction of the Board. **NO COMMENT**

**V. Information Items/Director's Report**

1. **Current enrollment** – 198, need to grow enrollment, staff planning fun events to help with retention.
2. **Facility Search and Reserve Update** – ongoing issues with buying this building, HVAC issues this week. In communication with landlord. 2 HVAC not operable. 10 total units. I.S. 2 days this week due to HVAC not working. Currently have a port-a-potty for staff outside.
3. **SPED** – 40. Additional reports done for CDE.
4. **Transitional Kindergarten** – Plan is to advertise to build enrollment for Fall 24
5. **CTE – Entrepreneurship Presentations** – Tabled until next month due to student dental issue.
6. **Staffing Update** – Classified Staff member quite today. Science K-8 teacher resigned this week. Toured teacher and registrar – in process.
7. **Website Update**- Ongoing
8. **WASC** – Action plan in packet. Continued improvement items.
9. **Status of Reserves and Grant Funds**  
**Facility Reserve**  
CSSPP – Community Resource grant \$140,000 to spend by end of June. Grand spending down as we can. Formed committee for CSSPP grant.  
**a-g – Report due December 31, 2023**
10. **Upcoming Events** – Family dance 12/15, Movie/PJ day 12/22, earthquake/fire drill 12/22.

**VI. Action Items**

1. Discussion and possible approval of First Interim Budget.

Motion: Bill Arnold Second: Linda Stow  
Ayes: 5 Noes: 0 Abstentions: 0 Absent: 0

2. Discussion and possible acceptance of the 2022-2023 Audit Report.

Motion: Linda Stow Second: Bill Arnold  
Ayes: 5 Noes: 0 Abstentions: 0 Absent: 0

3. Discussion and possible approval of the NSA Volunteer Handbook. This is based on a Charter Safe Template.

Motion: Bill Arnold Second: Angelia Garrett  
Ayes: 5 Noes: 0 Abstentions: 0 Absent: 0

4. Discussion and possible approval of Transportation Driving Policy Handbook. This is based on a Charter Safe Template.

Motion: Bill Arnold Second: Lois Rose  
Ayes: 5 Noes: 0 Abstentions: 0 Absent: 0

5. Discussion and possible approval of hiring Kelly Harding as a certificated teacher. She has passed the fingerprinting clearance. **Kelly worked at Juv. Hall teaching. Single subject English credential. Passed DOJ.**

Motion: Linda Stow Second: Bill Arnold  
Ayes: 5 Noes: 0 Abstentions: 0 Absent: 0

6. Discussion and possible approval of hiring Jennifer Williams as a center instructor. She has passed the fingerprinting clearance. **TK/1. Has teacher permit. Passed DOJ.**

Motion: Bill Arnold Second: Linda Stow  
Ayes: 5 Noes: 0 Abstentions: 0 Absent: 0

7. Discussion and possible approval of revised Employee Handbook to include, adding “Reproductive Loss Leave” policy (the policy wording is per Charter Safe) and “Holiday Pay” qualification to state that employees must work the last scheduled day before and the first scheduled day after any holiday in order to receive holiday pay.

Motion: Bill Arnold Second: Linda Stow  
Ayes: 5 Noes: 0 Abstentions: 0 Absent: 0

8. Discussion and possible approval of new facility lease agreement. **TABLED**

Motion: \_\_\_\_\_ Second: \_\_\_\_\_  
Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Abstentions: \_\_\_\_\_ Absent: \_\_\_\_\_

9. Discussion and possible approval of a contract/MOU with Family Dynamics Resource Center for Special Education/IEP Counseling Services, and Parent Education Programs.

Motion: Linda Stow Second: Angelia Garrett  
Ayes: 5 Noes: 0 Abstentions: 0 Absent: 0

10. Discussion and possible approval of 3.5% increase on all salaries and pay schedules commencing with January 1, 2024. This is in response to the mandated increase of minimum wage January 1, 2024.

Motion: Lois Rose Second: Linda Stow  
Ayes: 5 Noes: 0 Abstentions: 0 Absent: 0

11. Discussion and possible approval of the November 16, 2023 Special Meeting Minutes.

Motion: Bill Arnold Second: Angelia Garrett  
Ayes: 5 Noes: 0 Abstentions: 0 Absent: 0

12. Discussion and possible approval of the warrants, November 15 – December 11, 2023.

Motion: Angelia Garrett Second: Bill Arnold  
Ayes: 5 Noes: 0 Abstentions: 0 Absent: 0

**Comments - None**

Mike McMaster      Bill Arnold      Lois Rose      Angelia Garrett      Linda Stow

Next Meeting: 1/11/2024

Adjournment: 3:38pm