

American Classical Schools of Idaho (ACSI) Board of Trustees

500 SW 3rd St., Fruitland, Idaho 83619

MEETING MINUTES

Date: June 14, 2023

Time: 7:00 p.m.

1. **Call to Order** by Board Chair, Mr. Lasnick.
2. **Roll Call of Board** by Secretary, Mr. Bassetti. The following Board members were present: Mrs. Saylor, Mr. Lasnick, Mrs. David, Mr. Ryan and Mr. Bassetti, thus establishing a quorum. Other attendees include Dr. Francom, Dr. Kane and Mr. Lambert.
3. **Pledge of Allegiance**
4. **Consent Agenda (Action Item)** Mr. Lasnick asked if there were any objections to the consent agenda. As there were no objections to the consent agenda, Mr. Lasnick moved to adopt items on the consent agenda which was seconded by Mrs. Saylor and approved by unanimous consent.
 - 4.1. Adopt 6.14.23 board meeting agenda
 - 4.2. Adopt 5.10.23 meeting minutes
5. **Community Comments**
 - 5.1. **Open Community Comments:** No community comments were received prior to board meeting.
6. **New Business**
 - 6.1. **American Classical Schools of Idaho Executive Director Report:** Mr. Lambert presented the ACSI monthly dashboard where he indicated that Fruitland Planning and Zoning Dept denied the permit for the TVCA upper school. The ACSI 501(c)3 application was still pending and the Charter School Growth Fund (CSGF) was halfway through 14 meetings with an expected presentation to the CSGF Board in August. To date, no concerns have been noted in the process and ACSI was expected to benefit from lessons learned by a sister classical school in Georgia having just recently gone through the CSGF approval process. Engagement with parent groups for potential ACSI schools in Meridan, Kuna and East Boise have occurred as well as meetings with a local real estate group and a potential offer of acreage in a Middleton development for a 2027 start. Mrs. David requested details on plan for expansion of founding group in Middleton as well as progress on land development and acquisition within Middleton.
 - 6.2. **Idaho Novus Classical Academy Report:** Dr. Kane indicated INCA intent-to-enroll has increased to over 500 students and a series of outreach events in May and June have prompted an increase in INCA's intent-to-enroll target to 650. As predicted, Eagle is expected to exceed Avimor in the number of contributing students and also expected to surpass Boise as indicated on the dashboard graphic. The INCA lottery will open on approximately 1 November 2023 and is expected to have exceeded enrollment at each grade level. Dr. Kane indicated his desire to exceed 700 intent-to-enroll before lottery opens which should be possible with a consistent month-over-month trend of 30 intent-to-enroll per month. He also indicated two canvassing events in May placed 650 door hangars out of 2000. Additional door hanging was expected to occur in the Fall with a larger core group of volunteers. Both Dr. Kane and Mr. Sims are working with TVCA on several processes including a student family onboarding process as well as a multitier system of support to identify academic needs and intervention, adding that they would be available to support the ACSI network. Additional work will be done by student services at TVCA to update the Student Services handbook. Mr. Sims, Mrs. Lund and Dr. Condra will be collaborating on student discipline guidelines. Hiring is ongoing and additional screening and hiring will pick up more in the fall. Largest outreach to date expected to occur at the Emmett Cherry Festival where 70,000 people are expected to attend.

6.3. North Idaho Classical Academy Report: Dr. Francom indicated groundwork still needed to be laid for NICA with an outreach event planned at the River Fest this fall. Focus remained on efforts related to social media, website and founding group formation. The BCSI application to Hillsdale was to be submitted after this meeting. The next milestone will be the charter application to the local school district in July and then a subsequent effort with the Idaho State Charter School Commission. Boulder Creek option was still under consideration as primary location with secondary options also being explored as backups.

7. New Business

- 7.1. Approve INCA 2024-2025 Academic Year Calendar:** Dr. Kane discussed factors that informed the proposed INCA calendar including comparison to and consultation of other regional school calendars, instructional hours and requirements at all grade levels. Mr. Ryan challenged Dr. Kane with questions related to nation-wide trends and comparisons with other schools. Dr. Kane indicated that instructional hours as dictated by Idaho law would be exceeded at every grade level with the proposed calendar and described associated student benefits and outcomes. Motion to approve calendar was made by Mrs. Saylor and seconded by Mr. Ryan. The motion carried with a unanimous board vote in favor of the proposed INCA 2024-2025 academic calendar.
- 7.2. Approve INCA FFE Purchase Request:** Five sealed bids for FFE were received and scored by Mr. Sims and Dr. Kane. The winning bid was chosen by cost and also included delivery, assembly and placement into classroom as well as debris removal. The purchase is considered basic furniture and is expected to get INCA through the first four years of operation. A motion to approve furniture purchase with most cost-effective vendor was made by Mrs. David and seconded by Mrs. Saylor. The motion carried with a unanimous board vote in favor.
- 7.3. Approve TVCA Financial Policies & Procedures Update for INCA:** Mr. Lambert illustrated the need for ACSI to approve policy and procedural guidelines in order to execute the CSP grant. Prior to review by the board, a policy and procedural review was undertaken by Mr. Carignan as well as three audits of nearly identical guidelines utilized by TVCA and also a proven track record of utilization with BLUUM. A high-level discussion centered around authorized credit card holders, responsibilities, purchase order categories, internal controls and the expense approval process performed collaboratively with BLUUM. A minor modification was made allowing the INCA principal to be the designee and a motion was then made by Mrs. Saylor to approve the modified INCA Financial Policies and Procedures. The motion was seconded by Mrs. David and approved with a unanimous vote.
- 7.4. Approve NICA BCSI Application:** Dr. Francom discussed the NICA application to BCSI including the expected opening (Fall 2025) and reviewed highlights of NICA, information about the founding group and finances. A motion was made by Mr. Ryan to approve NICA's BCSI application and Mrs. David seconded. With the board voting unanimously in favor, the motion carried.
- 7.5. Approve Signatories for NICA Bank Account:** Appropriate signatories for the NICA bank account are discussed and it was recommended that in addition to NICA Founders, an ACSI board member also be signatory on the account. Mrs. Saylor made a motion to approve two NICA Founders and one ACSI Board member as signatories on the account and Mr. Ryan seconded. The motion carried with unanimous vote.
- 7.6. Discuss ACSI Board Training:** Mr. Lambert provided a tentative schedule and facilitation options for board training with the goal to grow the maturity of the board. A potential trainer was identified and credentials and experience discussed. Attendees would include ACSI Board members plus all three ACSI school leaders. A likely training location and dates were tentatively set.
- 7.7. Discuss ACSI Board Growth:** Mr. Lasnick requested a "strategy session" with the ACSI Board occur before the end of the year and asked the board to provide potential dates, topics and speakers. The discussion also included bolstering the board with additional members. Potential priority topics, formats and facilitation options/speakers were discussed. Better definition of board roles and responsibilities, policies and procedures, enhanced risk management and objectives for a governance committee were determined

to be key objectives for such a strategy session. Mrs. David and Mr. Ryan will establish a draft agenda, dates, venues and potential speakers. Mr. Ryan suggested an oath to the constitution and/or a code of conduct/ethics as a part of better governance.

7.8. INCA CSP Facilities Grant Assurances Document: The “Federal Definition of Charter School Assurance” document was presented to the board as executed by Mr. Lasnick in collaboration with Dr. Kane and Mr. Lambert.

7.9. Discuss ACSI Financial Advisor Role: Mr. Lasnick and Mrs. Saylor discussed the “above and beyond” contributions Mr. Ford has made to TVCA in his consulting capacity and provided a business case for expanding this role to include that of financial advisor for other ACSI schools. Mrs. David requested details on consulting rate and subsequent discussion on best utilization of dollars already budgeted for similar services ensued. Mr. Lasnick suggested Mr. Ford provide a proposal detailing what services are needed over next six months. Board members concurred his continued and expanded services provide value and Mr. Lambert agreed to reach out to Mr. Ford.

7.10. Executive Session Pursuant to Idaho code 74-206(b): Mr. Lasnick suggested this agenda item be postponed until next board meeting and board members concurred.

8. Adjournment: Having completed the agenda the meeting is adjourned at 8:52 P.M.

A handwritten signature in black ink, appearing to read 'JB', with a long horizontal line extending to the right.

John Bassetti, ACSI Board Secretary