



Approved

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

**March 26, 2020,**  
**3:00 PM**

**2301 Balls Ferry Rd**  
**Anderson, CA 96007**

**<https://us04web.zoom.us/j/267439796>**

**Agenda**

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 3:06 PM**

Mike McMaster  Dawn Allan  Bill Arnold  Zoom  Jeanette Pringle   
Sadee Ciapponi

**II. Pledge of Allegiance**

**III. Approval of the Agenda**

Motion: Dawn Allan Second: Jeanette Pringle Ayes: 4 Noes: 0  
Abstentions: 0 Absent: 1

**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.

**V. Communications – Director's Report**

- Enrollment

- Enrollment is around 200 students. Some students are still on our school because they did not finish enrollment at the other schools before the schools shut down.
- We are pushing to extend our P2 to our normal date because we are still open and serving the students.
- Special Education
  - The federal law did not give a pass go on special education services. We are serving all special education students the same as we always have.
  - We are doing an amendment for every student stating we will provide special education through distant learning if for some reason we are not able to meet face to face with them. (6 feet apart)
- Distance Learning Delivery; virtual biology labs, IXL, You Tube, and others.
  - Classes are going through google classroom and zoom. Classes are going great and the teachers are doing a great job.

**VII: Information Items**

- Progress on the Facility Projects
  - 8 more aqueous boards will be coming in for distant learning.
- Progress on the SCOE Charter Petition Timeline
  - Everything that was needed for the SCOE Charter Petition Timeline has been turned in.

**VIII: Consent Items**

- a. **Discussion and possible approval of February 29, 2020 and March 17, 2020 Special Board Minutes.**
  - a. **Dawn Allan made a motion for the approval of the February 29, 2020 and March 17, 2020 Special Board Minutes. Jeanette Pringle made a second followed by 4 Ayes and 0 Noes.**

**Motion:   Dawn Allan   Second:   Jeanette Pringle   Ayes:   4   Noes:   0    
 Abstentions:   0   Absent:   1**

- b. **Discussion and possible approval of warrants dated February 26 - March 23, 2020**
  - a. **Dawn Allan made a motion to approve the warrants for February 26-March 23, 2020. Jeanette Pringle made a second followed by 4 Ayes and 0 Noes.**

**Motion: Dawn Allan Second: Jeanette Pringle Ayes: 4 Noes: 0  
Abstentions: 0 Absent: 1**

- c. Discussion and possible approval of Discussion and possible approval of financial support for the Biology Study Pod Plants Project.  
TABLED**

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

- d. Discussion and possible approval of the audit engagement letter for Northern Summit Academy year-end 2020**
  - a. Dawn Allan made a motion to approve the audit engagement letter. Seconded by Jeanette Pringle. Followed by 4 Ayes and 0 Noes. Motion Passed**

**Motion: Dawn Allan Second: Jeanette Pringle Ayes: 4  
Noes: 0 Abstentions: 0 Absent: 1**

- e. Discussion and possible approval of Food Safety Policy.**
  - a. Dawn Allan made a motion to approve the Food Safety Policy. Jeanette Pringle second it followed by 4 Ayes and 0 Noes. Motion Passed**

**Motion: Dawn Allan Second: Jeanette Pringle Ayes: 4 Noes: 0  
Abstentions: 0 Absent: 1**

- f. Discussion and possible approval of TK Certification Compliance Policy and Form**
  - a. Jeanette Pringle made a motion of the approval of the TK certification compliance Policy and form. Dawn Allan seconded it followed by 4 Ayes and 0 Noes. Motion Passed**

**Motion: Jeanette Pringle Second: Dawn Allan Ayes: 4 Noes: 0  
Abstentions: 0 Absent: 1**

- g. Discussion and possible approval of Updated Conflict of Interest Code Policy.**
  - a. Correction on the agenda were made. The letter c was changed to g. Dawn Allan made a motion to the correction and to approve the Updated Conflict of Interest Code and Policy. Mike McMaster stated that he works with the owner of . This is not a conflict of interest because Julia makes decisions on who we just for our trophies and placts. The board is not involved in that decision. Based on that Jeanette Pringle made a second followed by 4 Ayes and 0 Noes.**

**Motion: \_Dawn Allan\_ Second: \_Jeanette Pringle\_ Ayes: \_4\_ Noes: \_0\_  
Abstentions: \_0\_ Absent: \_1\_**

**h. Discussion and possible approval of reimbursing employees for mileage as documented for required school related travel to meet enrolled students/families, deliver student materials and equipment, or to attain signatures on documents. Approved staff will use a school vehicle rather than utilizing personal vehicles, no reimbursements are necessary for use of school vehicles, however, vehicle mileage and purpose of use will be documented in designated travel journal.**

**a. Dawn Allan made a motion of the approval to reimbursing employees for mileage as documented for required school related travel to meet enrolled students/families, deliver student materials and equipment, or to attain signatures on documents. Approved staff will use a school vehicle rather than utilizing personal vehicles, no reimbursements are necessary for use of school vehicles, however, vehicle mileage and purpose of use will be documented in designated travel journal. This will be retroactive back to January 1, 2020 for employee reimbursement. For approved mileage. Jeanette Pringle made a seconded followed by 4 Ayes and 0 Noes. Motion Passed.**

**Motion: \_Dawn Allan\_ Second: \_Jeanette Pringle\_ Ayes: \_4\_ Noes: \_0\_  
Abstentions: \_0\_ Absent: \_1\_**

**i. Discussion and possible approval of Remote Working Policy.**

**a. Jeanette Pringle made a motion to approve the Remote Working Policy. Bill Arnold made a second followed by 4 Ayes and 0 Noes. Motion Passed with the following correction to be made to the Policy. Daily agreement to check school emails daily and respond by the next work day. Numbers need to be fixed on Revised Certificated Teacher Job Description. Drivers license/ CA ID (#4)**

**Motion: \_Jeanette Pringle\_ Second: \_Bill Arnold\_ Ayes: \_4\_ Noes: \_0\_  
Abstentions: \_0\_ Absent: \_1\_**

**j. Discussion and possible approval of Revised Certificated Teacher Job Description.**

**a. Dawn Allan made a motion to approve the revised certificated teacher job description. Bill Arnold made a second, followed by 4 Ayes and 0 Noes.**

**Motion: Dawn Allan Second: Bill Arnold Ayes: 4 Noes: 0**  
**Abstentions: 0 Absent: 1**

**Comment**

**Items a-f on the agenda was approved but will be visited again after more time has gone by so we can work out the kinks. The board is aware things my come up in this new adventure of distant learning. Possible revision if needed**

Dawn Allan  
Mike McMaster Dawn Allan Bill Arnold Jeanette Pringle Dawn Allan  
Sadee Ciapponi

**Next Meeting: April 23, 2020**  
**Adjournment: 3:43**

