

Northern United Charter Schools

Board of Directors

Regular Board Meeting Minutes

December 11, 2024

**Members Present:** Rosemary Kunkler, Jere Cox, Brian Payton and Jessica Ramirez

**Members Absent:**

**Staff:** Shari Lovett, Kirk Miller, Kelley Withers, Lynda Speck, Colleen Allen, Lisa Ambrosini, Jennifer Rand, and Julia Anderson

**Guests:** Ayrton Courtemanche, Wilder Brosemer-Brown, Lyon May Williams, Isabella Fuentes-Rodriguez, and Naiya Trees

- 1.0 **CALL TO ORDER:** Rosemary Kunkler called the meeting to order at 4:02pm.
  - 1.1 **Pledge of Allegiance**
  - 1.2 **Adopt the Agenda:** A motion to adopt the agenda as posted was made by Jere Cox and seconded by Brian Payton. Vote taken: Jessica Ramirez- Aye, Brian Payton-Aye, Jere Cox-Aye, and Rosemary Kunkler-Aye. Motion carries.
- 2.0 **PRESENTATIONS:** Students from the Briceland Learning Center presented for the board. Ayrton Courtemanche talked about the school wide art project and Wilder Brosemer-Brown, Lyon May Williams, Isabella Fuentes Rodriguez and Naiya Trees sang Carol of the Bells. Good job everyone.
- 3.0 **APPOINTMENT OF BOARD MEMBERS:**
  - 3.1 **Consideration of Appointment of Rosemary Kunkler to the Northern United Charter Schools Board of Directors:** A motion to appoint Rosemary Kunkler to the Northern United Charter Schools Board of Directors for another three (3) year term was made by Jere Cox and seconded by Brian Payton. Vote taken: Jessica Ramirez- Aye, Brian Payton-Aye, Jere Cox-Aye, and Rosemary Kunkler-Aye. Motion carries.
  - 3.2 **Consideration of Appointment of Jere Cox to the Northern United Charter Schools Board of Directors:** A motion to appoint Jere Cox to the Northern United Charter Schools Board of Directors for another three (3) year term was made by Brian Payton and seconded by Jessica Ramirez. Vote taken: Jessica Ramirez- Aye, Brian Payton-Aye, Jere Cox-Aye, and Rosemary Kunkler-Aye. Motion carries.
- 4.0 **CONSENT AGENDA:**
  - 4.1 **Consideration of Approval of Warrants and Payroll for Northern United-Humboldt Charter School:**
  - 4.2 **Consideration of Approval Warrants and Payroll for Northern United-Siskiyou Charter School (1114, 1126):**

**4.3 Consideration of Approval of Minutes for the November 13, 2024 and the December 3, 2024 Board Meetings:**

A motion to approve the consent agenda, items 4.1 through 4.3, as presented was made by Brian Payton and seconded by Jere Cox. Vote taken: Jessica Ramirez-Aye, Brian Payton-Aye, Jere Cox-Aye, and Rosemary Kunkler-Aye. Motion carries.

**5.0 PUBLIC COMMENTS:** There were no comments.

**6.0 ACTION ITEMS TO BE CONSIDERED:**

- 6.1 Approval of Board Meeting Calendar for 2025:** Shari Lovett explained that this calendar represented the board meetings being held on the second Wednesday of the month except the April and June meetings. The Humboldt members would travel to Siskiyou in April and the Siskiyou members would travel to Humboldt for whole group meetings. A motion to approve the board meeting calendar for 2025 with corrections and additions as discussed was made by Jere Cox and seconded by Brian Payton. Vote taken: Jessica Ramirez- Aye, Brian Payton-Aye, Jere Cox-Aye, and Rosemary Kunkler-Aye. Motion carries.
- 6.2 Approval of Northern United Charter Schools' Board Officers:** Shari Lovett led a discussion on who would fill the chair and vice chair positions for 2025. A motion to appoint Rosemary Kunkler as chair and Brian Payton as vice chair for 2025 was made by Jere Cox and seconded by Jessica Ramirez. Vote taken: Jessica Ramirez- Aye, Brian Payton-Aye, Jere Cox-Aye, and Rosemary Kunkler-Aye. Motion carries.
- 6.3 Approval of Northern United Charter Schools' Corporate Officers:** Shari Lovett explained the three (3) corporate officer positions. A motion to appoint Shari Lovett as President, Lynda Speck as Secretary and Kelley Withers as Treasurer of the Northern United Charter Schools corporation was made by Jere Cox and seconded by Brian Payton. Vote taken: Jessica Ramirez- Aye, Brian Payton-Aye, Jere Cox-Aye, and Rosemary Kunkler-Aye. Motion carries.
- 6.4 Approval of Board Member to Serve as Complaint Officer:** Shari Lovett explained the Title IX law changes and the need of a designated board member to serve as a complaint officer. A motion to nominate Brian Payton as the Northern United Charter Schools' Title IX complaint officer was made by Jere Cox and seconded by Jessica Ramirez. Vote taken: Jessica Ramirez- Aye, Brian Payton-Aye, Jere Cox-Aye, and Rosemary Kunkler-Aye. Motion carries.
- 6.5 Certification of Northern United-Humboldt Charter School's First Interim Budget:** Kelley Withers presented the first interim budget for Northern United-Humboldt Charter School to the board. A motion to approve a positive certification for the first interim budget for Northern United-Humboldt Charter School was made by Jere Cox and seconded by Brian Payton. Vote taken: Jessica Ramirez- Aye, Brian Payton-Aye, Jere Cox-Aye, and Rosemary Kunkler-Aye. Motion carries.
- 6.6 Certification of Northern United-Siskiyou Charter School's First Interim Budget with Budget Transfer Resolution:** Kelley Withers presented the first

interim budget for Northern United-Siskiyou Charter School to the board. A motion to approve a positive certification for the first interim budget for Northern United-Siskiyou Charter School with budget transfer resolution was made by Brian Payton and seconded by Jessica Ramirez. Vote taken: Jessica Ramirez-Aye, Brian Payton-Aye, Jere Cox-Aye, and Rosemary Kunkler-Aye. Motion carries.

**6.7 Approval of the Northern United Charter Schools' School – Connected Organization Policy:** Shari Lovett explained that this was the second reading of the policy and the need for this policy. A motion to approve the Northern United Charter School's School-Connected Organization Policy as edited was made by Jere Cox and seconded by Brian Payton. Vote taken: Jessica Ramirez- Aye, Brian Payton-Aye, Jere Cox-Aye, and Rosemary Kunkler-Aye. Motion carries.

**6.8 Approval of Certification of Signatures for Northern United-Siskiyou Charter School:** Shari Lovett explained the reason that this item needed to be updated and re-approved. A motion to approve the certification of signatures for Northern United-Siskiyou Charter School was made by Brian Payton and seconded by Jere Cox. Vote taken: Jessica Ramirez- Aye, Brian Payton-Aye, Jere Cox-Aye, and Rosemary Kunkler-Aye. Motion carries.

**6.9 Approval of Northern United Charter Schools' Financial Statements with Independent Auditor's Report for Fiscal Year 2023-2024:** A motion to table this item due to not receiving the report from the auditors for 2023-2024 was made by Jere Cox and seconded by Brian Payton. Vote taken: Jessica Ramirez-Aye, Brian Payton-Aye, Jere Cox-Aye, and Rosemary Kunkler-Aye. Motion carries.

**7.0 DISCUSSION ITEMS:**

**7.1 Discussion of Meeting dates for Onboarding New Board Member:** A discussion was held and it was decided that this item would be put on the January 8<sup>th</sup> regular board meeting.

**8.0 REPORTS:**

**8.1 Enrollment and Attendance Report:** In packet

**8.2 Financial Report for Northern United Humboldt and Siskiyou Charter Schools:** In packet

**8.3 Northern United-Humboldt Charter School Report:** In packet

**8.4 Northern United-Siskiyou Charter School Report:** In packet

**8.5 Directors Report:** Shari Lovett went over the following topics:

- **New property possibility for Northern United-Humboldt Charter School**
- **Earthquake**

**8.6 Board Report:**

Jessica Ramirez: No report

**Brian Payton:** No report

**Jere Cox:** Spoke on going to the holiday event at the Moose Lodge that Brian Payton hosted. Commented on the good food, music and entertainment.

**Rosemary Kunkler:** Spoke on the crafts fair at the Cutten Learning Center. She gave a shout out to Sarah Schaefer for coaching the volleyball team and gave kudos to the floral design class and that they were doing really good work. Wanted to thank Shari Lovett and Althea Jones for their work on the advisory meeting.

**9.0 OPEN SESSION BEFORE CLOSED SESSION:**

**9.1 Rosemary Kunkler reviewed the item to be discussed in closed session as listed on the agenda, student discipline.**

**9.2 Closed Session Open Hearing:** There were no comments.

**9.3 Adjourn to Closed Session:** Rosemary Kunkler adjourned to closed session at 5:48pm.

**9.3.1 Student Discipline:**

**10.0 RECONVENE IN OPEN SESSION:** Rosemary reconvened to open session at 6:19pm.

**10.1 Report of Action Taken During Closed Session:** A motion to not accept the recommendation of the administrative panel for the involuntary removal of a Northern United-Siskiyou Charter School student was made by Jere Cox and seconded by Jessica Ramirez. Vote taken: Jessica Ramirez- Aye, Brian Payton-Aye, Jere Cox-Aye, and Rosemary Kunkler-Aye. Motion carries.

**11.0 NEXT BOARD MEETING:**

**11.1 Possible Agenda Items:** Onboarding of new board member, SARC's for both schools, IRS mileage, Audit

**11.2 Next Board Meeting Date:** January 10, 2025 at 1:30pm

**12.0 ADJOURNMENT:** Rosemary Kunkler adjourned the meeting at 6:25pm.

