**Promise Academy Board of Directors Meeting Minutes**

**Meeting Details –** Monday,October 23, 2023, 10:00 am, Nagel Center 2nd Floor Conference Room, 5465 W. Irving St., Boise, and via Teams for those unable to attend in person.

**Call to Order**

1. Chair, Scott Curtis called the meeting to order at 10:03 am
2. Attendees:
	* Scott Curtis, Chair
	* Rick Alis, Vice Chair & Secretary
	* Kim Thomas, Treasurer
	* Terry Self, Director
	* Rick Hale, Promise Academy School Leader, Guest
	* Annie Edwards, BLUUM, Guest

**Mission Moment**

* School Leader Hale provided a Mission Moment regarding the operation of Promise Academy. He reported that every day is really a series of mission moments. Youth are exhibiting great progress. Their attendance and level of engagement are excellent. The model and objectives IYR created for the school are working every day with the youth enrolled.

**Approval of Minutes from 9/25/23 Promise Academy Board Meeting**

* + Director Thomas moved to approve the Minutes of the Board’s 9/6/23 meeting; Director Alis seconded the motion; the motion was approved unanimously.

**Approval of Agenda for 9/25/23 Promise Academy Board Meeting**

* + Director Thomas moved to approve the agenda; Director Alis seconded the motion; the motion was approved unanimously.

**Old Business:** Updateof Draft Lease and Operating Agreement between Idaho Youth Ranch (IYR) and Promise Academy (PA) – Rick Alis

* Director Alis reported that changes directed by the Board regarding FERPA confidentiality and additional services to be provided to PA by IYR would be completed and circulated for review by Wednesday, 10/25.
* Directors will indicate their approval of the proposed changes, or any concerns via email.

**New Business**

1. Review of Promise Academy Expense and Financial Reports – Rick Hale & Annie Edwards
	* In response to the Board’s questions from the 9/25/23 meeting regarding the July and August Expense and Financial Reports, School Leader Hale briefed that the format of the reports is consistent with state requirements. The Expense Report shows checks written by PA, and those checks may not reflect actual expense to PA (e.g., employees of PA pay a portion of their group insurance premiums, but PA issues a check for the full premium to the insurance carrier).
	* Director Thomas again recommended that the Expense Report be renamed as a “Check Register.” School Leader Hale and Ms. Edwards to make this change to future reports.
	* Director Thomas moved that the previously reviewed August payroll, financial, and expense reports be approved by the Board. Director Alis seconded the motion, and the motion passed unanimously.
	* Director Alis moved that the previously reviewed July payroll, financial, and expense reports be approved by the Board. Director Thomas seconded the motion, and the motion passed unanimously.
	* Ms. Edwards reviewed the financial and expense reports for September with the Board. She noted that there were few transactions, which is typical for early in the school year and that all financial matters for PA are proceeding as planned.
	* Director Thomas moved that the September payroll, financial, and expense reports be approved by the Board. Director Alis seconded the motion, and the motion passed unanimously.
2. Executive Session
	* Director Alis moved that the Board go into Executive Session. Director Thomas seconded the motion, and the motion passed unanimously.
	* The Board entered Executive Session at 10:30 am.
	* Director Thomas moved that the Board end the executive session. Director Alis seconded the motion, and the motion passed unanimously.
	* The Board exited Executive Session at 10:43 am.
3. Adjustment to Employee Contracted Pay
	* Director Thomas moved that this item be stricken from the meeting Agenda. Director Self seconded the motion and the motion passed unanimously.
4. Document Access for Non-IYR Board Directors
	* Chair Curtis reported that work continues on identifying the best way to share information with Board members who are not IYR employees and do not have access to the Promise Academy Teams channel.

**Other Items:** None.

**Adjournment –** The meeting was adjourned at 10:44 am.