

HCCS Board Meeting

MINUTES

OCTOBER 7, 2010

1830-2100

1010 DEARBORN, CALDWELL, ID

MEETING CALLED BY	Chairman Lon McRae
TYPE OF MEETING	Regular Board Meeting
FACILITATOR	
NOTE TAKER	Secretary, Crystal Davidson
TIMEKEEPER	Secretary, Crystal Davidson
ATTENDEES	Lon McRae, Crystal Davidson, Kevin Benjamin, Brian Bishop, Emmanuel Navarro, Holle McRae

Agenda topics

APPROVE PREVIOUS MEETING MINUTES AND
CURRENT MEETING AGENDA

CHAIRMAN, LON MCRAE

DISCUSSION		
CONCLUSIONS	Motion to approve previous minutes and current agenda made by Kevin Benjamin, second by Emmanuel Navarro Motion carries	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

REQUESTS FROM THE IPCSC

CHAIRMAN, LON MCRAE

DISCUSSION	Need for the LEA letter; no other requests board members could remember other than change to minimum number of board members	
CONCLUSIONS	Motion to amend the bylaws to increase the minimum number of board members from 3 to 5- Kevin Benjamin, second- Emmanuel Navarro Motion carries	
	Motion to give Chairman Lon McRae responsibility to finalize and submit the LEA letter to the SDE from the HCCS board- Kevin Benjamin, second- Brian Bishop Motion carries	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Finalize and submit the LEA request letter to SDE	Lon McRae	11/4/2010

**CONFLICT OF INTEREST FOR 501C3 AND FILING
THE APPLICAITON**

BRANDON FAIRBANKS, PARAGON

DISCUSSION	Discussion of conflict of interest policy to include in the 501(c)3 application. What are other schools doing? Brian recommended adjustments to first two paragraphs to clarify. Discussion to adopt the more restrictive conflict of interest policy and make it consistent with the bylaws.	
\$850 filing fee for the 501(c)3, Paragon can pay the fee with board authorization and a promissory note.		
Discussion of fiscal year timeline. Crystal Davidson voiced concerns about deciding this without knowing when money would be coming in and going out. Representatives from Paragon assured that other charter schools and school districts use a July 1 to June 30 fiscal year.		
CONCLUSIONS	Motion to adopt changes to conflict of interest policy, make the policy consistent with the bylaws and give Brian Bishop authority to make the changes- Kevin Benjamin, second-Emmanuel Navarro Motion carries	
Motion to authorize Gavin Hutchinson of Paragon to have responsibility to work on the form 2848 and represent HCCS to the IRS- Crystal Davidson, second- Kevin Benjamin Motion carries		
Motion to give Paragon authorization to pay the \$850 fee and Brian Bishop review the promissory note. Motion- Kevin Benjamin, second- Emmanuel Navarro. Motion carries		
Motion to authorize Chairman Lon McRae to sign the form 2848- Brian Bishop, second- Kevin Benjamin Motion carries		
Motion to approve the July 1 to June 30 fiscal year- Brian Bishop, second- Emmanuel Navarro Motion carries		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Make corrections and changes discussed to the draft conflict of interest policy to be submitted with the 501c3 application	Brian Bishop	11/4/2010
Review and provide any recommendations and changes to a promissory note regarding the \$850 Paragon will pay on behalf of HCCS to file the 501c3 application	Brian Bishop	11/4/2010

ADDITION OF HOLLE MCRAE TO THE BOARD

CHAIRMAN LON MCRAE

DISCUSSION	Discussion to add Holle McRae as an ex-officio board member. Appoint Holle as an authorized representative of the board or create and executive committee she could be a member of.	
CONCLUSIONS	Motion to appoint Holle as an authorized representative of the board w/out the ability to bind the corporation legally-Motion- Brian Bishop, second- Kevin Benjamin. Motion carries	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

TIMELINE

BRANDON FAIRBANKS, PARAGON

DISCUSSION	Review of timeline submitted by Brandon Fairbanks. Outreach/marketing need to start now. Once/month open houses. Enrollment discussion, when should we open enrollment. The sooner we can accept applications would be better. Parents have more buy in. .

CONCLUSIONS	Everyone go through the timeline, line by line and make any adjustments and come prepared to discuss in a work session next month	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

FACILITIES AND PARAGON

BRANDON FAIRBANKS

DISCUSSION	Introduction of Jed Stevenson from Academica West. What is the role of the investors? Build or portables? Who is Paragon and what is their role? What services are provided and what is the cost involved? What other options are there available to us?	
CONCLUSIONS	Board agrees to give Jed Stevenson and additional investors the go ahead to get started on locating and acquiring land for the facility use. Kevin Benjamin volunteers to be the point of contact for facilities information. Board members will research other options in addition to Paragon and come prepared to discuss at the next meeting. Brandon Fairbanks will provide a draft contract and proposal for the board to review at the next meeting.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Paragon proposal	Brandon Fairbanks	11/4/2010
Research other facilities and services	All Board Members	11/4/2010

COMMITTEES

CHAIRMAN LON MCRAE

DISCUSSION	Committee Assignments Emmanuel- Audits and School Operations Kevin and Lon- Facilities Holle- Marketing and Public Relations Crystal- Curriculum Brian- Board Policy Handbook development	
	Policy for checking account and check signatures	
	Errors and omissions insurance	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Checking account policy	Brandon Fairbanks	11/4/2010

BOARD TRAINING

BRANDON FAIRBANKS, PARAGON

DISCUSSION	Open Meeting Law and Document Law Review the attorney general open meeting law booklet Post notice of the meeting: 5 day notice 48 hour notice of agenda Closed meetings apply to specific discussion, no action can be taken in closed meetings	

CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

Motion to adjourn meeting- Kevin Benjamin, second- Emmanuel Navarro
 Motion carries

OBSERVERS	Maria Escobedo; Maria Marshall; Roger Page
RESOURCE PERSONS	Brandon Fairbanks, Paragon; Jed Stevenson, Academica West
SPECIAL NOTES	