

HCCS Board Meeting Minutes

January 20, 2011

7:00-8:25 P.M.

Caldwell Public Library

Meeting called by Lon McRae

Board Members present: Lon McRae, Chairman; Jenny Mattravers, Secretary; Kevin Benjamin; Emmanuel Navarro; Bridger Fly

Owner

Item

Lon McRae

Welcome, Pledge of Allegiance

Lon McRae

Approve Agenda; motion made by Bridger Fly, second by Kevin Benjamin, motion carries unanimously.

Lon McRae

Approve Minutes from Dec 6 and Dec 14 meetings, motion made by Bridger Fly, second by Kevin Benjamin, motion carries unanimously.

Reports

Emmanuel Navarro

Reported that enrollment is currently 240.

Lon MacRae

Facilities Update- Developers are working with investors and have been in meetings since Tuesday afternoon and are difficult to reach during these negotiations; with revisions in lease, they are working to develop concrete information for the HCCS Board; Lon McRae asked Brandon Fairbanks for his perception of worst case – given permits, land clearing, drilling, etc. – they had wanted to start Feb 1; B Fairbanks said XCS (Twin Falls) started construction at the end of Feb, beginning of March and finished before school; L McRae said this is good news but is still concerned and hopes that investors meetings will progress and things will be in place as soon as possible. He believes things are moving as quickly as possible and will wait until things are ready to present.

Bridger Fly

501(c)3 status update–IRS has 90 days to respond to the application; that would give them until the end of February and then they may ask for more information.

Kevin Benjamin

Marketing Update– by the end of the week the sign will be created and installed at the site; L McRae asked K Benjamin to let him know when that is completed.

Discussion Items

Jenny Mattravers

Spanish Marketing Update-open house at Farmway village next Thurs Jan 27 – Maria Escobedo and Holle McRae will conduct. J Mattravers also contacted the only Idaho bilingual magazine to discuss a marketing plan. However, it does not appear to be a wise use of funds at this time. KWEI – Maria Escobedo spoke with a person at the radio station and they have had other charter schools present in a 15-20 minute program. She did say that 2 other charter schools are purchasing advertising time at \$8 per minute to advertise on their shows; if HCCS purchases \$200 of advertising, the radio station will have them on the show cost free; L McRae asked about the 15-20 minute show – Maria noted that it would be

a 15-20 minute interview show and would probably be aired in the morning. The board clarified that for \$200 they would receive the advertising time (at \$8 per minute) and the interview show. Maria contacted another Spanish radio station and they would charge \$20 per minute. A member of the public noted that she has a contact at KWEI and would be happy to discuss the price. Kevin Benjamin also asked if Maria could pursue the free classified hour on another radio station as well. Approve \$200 for KWEI advertising – motion made by Kevin Benjamin, second by Bridger Fly, motion carries unanimously.

Lon McRae

Board Roles and Responsibilities –presented information regarding roles, responsibilities and committees and stated that he would go through the list and assign responsibilities; he will oversee the list of responsibilities and each person should update him when those items are completed.

Lon McRae asked Holle McRae to review a list of action items that need to be completed. Holle reviewed the items from a list she created and provided to L McRae, B Fairbanks and C Ivie; E Navarro stated that he is working on scheduling the ICSN pre-opening audit; H McRae explained that she took all of the items from the timelines provided by the SDE and the ICSN and she has divided the items into committees so that the board can divide the responsibilities. She asked board members to review and provide feedback; she also said that she would work with C Ivie and J Mattravers on updating board books and board materials

L McRae continued to review the list provided –

- Revisions to job application – Christine
- Posting job application online – Bridger
- Tracking system for job applications – Jenny
- Committee tree, board responsibilities, binders – Holle and Jenny
- Marketing – all will be involved but Bridger will be the point person
- Facilities sign – Kevin
- Salary schedule – Christine
- Benefits – Brandon
- School Calendar – Kevin
- Professional Development Contracts – Jenny
- New Horizons Dual Language Agreements – Emmanuel

L McRae would like to have updates or completion of these items by the next board meeting

Holle McRae

Committees- Holle has not found a sample committee structure to fit the needs of the school; she has taken time lines and task lists and created a committee structure. Some committees will be strictly pre-opening committees, while others will continue as standing committees. Each committee will operate under the direction of a committee chair, who will in turn operate under the direction of a Board member. As the committees are formed, Holle will give the necessary information to Stephanie or Dave to add to the website so that stakeholders have the opportunity to apply.

Lon McRae

NCA Property Redistribution – Lon told the board that HCCS was awarded property and reviewed the award – Kevin Benjamin volunteered

to pick up the property during the time designated by the Idaho Public Charter School Commission.

- Kevin Benjamin Grants – Kevin reported on his research regarding grant opportunities. He found one that he believed may be an option in the future. The second foundation is revising the grant application process and he will check again in the future. He reviewed a number of grant opportunities that teachers and principals can apply for; Lon would like to have a grant committee that reviews grants regularly so that HCCS does not miss any opportunities.
- Holle McRae Board member criteria – Holle presented information about the board member responsibilities and criteria – there will be an agreement that will be printed for the next board meeting so that the board can review.
- Jenny Mattravers Board Retreat- all agreed that there is a need for a retreat, but the location is under discussion. The appointed dates are March 11-12; Jenny will continue to research a facility and food options for the retreat and will report back at the next meeting.
- Jenny Mattravers Job Postings- Jenny updated the board regarding the job postings – the school has already received several inquiries from very qualified applicants. She believes it is important to get information posted on the website as quickly as possible so that she can refer candidates to the application process. She provided the board with copies of the draft application and information; K Benjamin commented that he likes the applications; Bridger wondered if the applications need to include any health questions; teachers attending the meeting stated that is not usually included in teaching applications. Approve posting application forms- motion made by Kevin Benjamin, second by Bridger Fly, motion carries unanimously.
- Lon McRae Paragon Agreement- Motion to approve Paragon Agreement made by Bridger Fly, Jenny Mattravers seconded, motion approved unanimously.
- Holle McRae Professional development visit to Great Hearts Academy – H McRae - \$175 for Holle to change her ticket; J Mattravers could get a ticket for \$290; lodging would be at no cost (staying with relatives) and the entire trip would cost approx \$600 for both Holle and Jenny (transportation and food); L McRae asked what the benefit would be of visiting Great Hearts (since Holle has already visited Ridgeview); J Mattravers explained the benefit of professional development and mentoring in the education model a charter school chooses; H McRae added specific information about the items that they would be comparing in an effort to decide whether to recommend that HCCS contract with Ridgeview or Great Hearts; K Benjamin asked where the funds are in the budget; H McRae stated that there are funds in the start-up grant; L McRae stated that he thinks it would be beneficial to get J Mattravers up to speed; K Benjamin asked what the cost of the Ridgeview trip was – Emmanuel reported that it was approx. \$800 and added that he believes that this is a good use of funds, especially considering the amount of money the school plans to spend on professional development. Motion to approve visit- motion

made by Bridger Fly, second by Kevin Benjamin, motion carries unanimously.

Lon McRae

Board Position- Lon discussed opening up another board seat and noted that an application should be developed. He entertained a motion to open one seat. Motion to approve opening one seat- motion made by Kevin Benjamin, second by Jenny Mattravers, motion carries unanimously.

Kevin Benjamin

8:25: Motion to adjourn made by Jenny Mattravers, Bridger Fly seconded, motion approved unanimously.

Next Meeting: February 10, 2011