

HCCS Board Meeting Minutes (approved 1/10/2012)

11/1/2001 6:30 p.m.

Heritage Community Charter School

1803 East Ustick

Caldwell, ID 83607

Board Members Present: Josh Gregory, Emmanuel Navarro, Lon McRae, Bridger Fly, Trey Klaus

Welcome and Introductions:

Pledge: Lon McRae

Chairman McRae asked if there were any public comments. J Mattravers asked to speak to the parent satisfaction survey item and indicated that she has been involved in parent satisfaction surveys before and they are typically done in the spring. She is wondering if the survey will be done in the fall or both the fall and spring and would like to know if there is a committee that has been formed. Chairman McRae thanked her for her comments and informed her they will be taken into consideration when that agenda item is addressed.

HCCS Mission: Bridger Fly read the mission of HCCS.

Approval of Agenda: Bridger Fly motioned for approval of agenda, Emmanuel Navarro second.

Reports:

Financial Update: Ben Greenwood has been in contact with D.L. Evans back to get accounts set up. He has been speaking with E Navarro to set up a meeting to make sure everything is squared away. He reported that the budget is on track. Attendance is on track, secondary is about 1/2 % below full enrollment but projections are good.

Marketing Update: Sonja Howerton passed out a handout to the board for her 5 year marketing plan which included a copy of the Eagles Call newsletter that is produced by the secondary yearbook staff. Her first goal is better communication and timely information for parents including appropriate notice of at least two weeks or better. "Students Come First" state reporting requirements are almost complete. She has been looking at using survey monkey to increase the data base of parent e-mail lists and their preference for communication. The website has been updated to ease navigation and offer a spanish translation ability, but they are still working on that. Links for pertinent information including calendar and lunch menu and building fund raising are coming soon.

She reported that consistency in branding for letterhead etc., is going well and they are getting close to the development of a revised school logo for approval by the board.

She would like to develop promotional items to increase school interest like pens, lanyards etc., Enrollment is full with strong waiting lists except 6th grade has 6 slots. Currently updating facebook site to promote positive school community information. She posted pictures and information about the Harvest Festival. The Caldwell Chamber of Commerce has been contacted and Rotary Club. The Rotary Club will be coming to present dictionaries to all the third graders soon.

She recommends to not pursue a "capital campaign", but rather define it as a "building fund" since the building is already completed. The building fund will include receptacles in the front lobby for donations, She intends to identify major donors and offer quarterly or biannual events to showcase HCCS to the community including local political leaders. She would also like to offer donation options for HCCS employees to contribute directly from their paychecks.

She would like to define a set of rules for school fundraising including specifying a specific percent from each fundraiser designated for the building fund. She also indicated that approval needs to be granted for contacting donors for fundraising so that multiple requests aren't made. She would like to develop a grant application process that identifies the grants that accomplish the most for the school. She would like to

set a goal for the year. She reported that HCCS received the Idaho Dairymen's Assoc. "Fuel to Play" that was written by HCCS P.E. teacher Angie Rodgers

She also indicated that the school will contribute to the community and that the secondary students have already committed service to be rendered to the Idaho Food Bank, Toys for Tots, and projects for local servicemen for the holidays.

"Students come First" visit with Diane Demarest is upcoming.

Principal's Update: Christine Ivie provided the board a copy of her written report.

The Fall Festival held on October 28th was successful. Red Ribbon Week was conducted during the week of October 23rd and culminated with a Field Day on Thursday October 27th. Parent Teacher conferences were held on Thursday and Friday October 27th and 28th with an average of 80-90% of parents attending. The front office is enforcing the sign in policy at the front desk requiring all visitors to sign in at the front desk and receive a visitors badge.

Title 1 Coordinator Cathy Woods had over 40 parents attend the meeting for students who qualified for Title 1 services. She is providing support and intervention programs, including extended reading programs etc., Mrs. Ivie included assessment data from IRI testing this fall and new information will come in the spring with ISAT testing. Pay for Performance Plan has been submitted and approved by the state. Power School has been completed and submitted to the state database for students and staff, and will continue to be updated for the next month or two. Teachers have been communicating with parents on a weekly basis and the parent volunteer coordinator has been sending out updates to parents through e-mail. A Parent Advisory Book Club will be formed with parents who have been communicating with the principal on a regular basis regarding the school. It is by invitation only at this point. They plan to read some of the books recommended by founders and plan to review the charter on a regular basis.

Business Items:

Nomination Of New Board Members: Bridger Fly reported that additional board member applications have been received by the board including Richard Hammond and Theresa Moliter in addition to Matthew Hollist from the previous board meeting. Bridger Fly asked the three candidates to tell a little about themselves.

Richard Hammond is a local lawyer with children enrolled at the school who would like to offer his talents and abilities to the school by serving on the board.

Theresa Moliter. is an attorney and lobbyist who does not have children currently enrolled at the school. She has been involved in the charter school movement for quite some time and would like to give back to the K-12 community by serving on the board.

Mathew Hollist is a naturopathic physician who lives in Caldwell. He currently does not have children enrolled at the school. He has an interest and experience with classical education.

B Fly motioned to have Richard Hammond approved, E Navarro seconded the motion. All in favor of the motion. Josh Gregory made the motion to approval Matthew Hollist and Trey Klauss seconded the motion. All in favor with B Fly abstaining from the vote.

E Navarro motioned to have Trey Klauss be the second signer on the D.L. Evans bank accounts. Bridger Fly made the motion, Josh Gregory seconded. Trey Klauss accepted.

Communication Guidelines: A communication policy for the board and administration was submitted to the board by B Fly and tabled to the next board meeting so that new board members will have the opportunity to review it.

Parent Satisfaction Survey: L. McRae stated that a survey at this time is intended to make sure that there is measurable data to be able to make recommendations to the administration to see improvement by the end of the school year. It is also important that the survey not be delayed to ensure 50% of parents complete a survey by the end of the year to be in compliance with the charter. Chairman McRae reported that Ridgeview Classical School conducts a survey at the end of the semester in December and neces-

sary changes are implemented in the second semester each year. Diane Demarest from the Idaho Charter School Network recommended that it would be a good idea to conduct an initial survey to have a measuring stick to compare end of the year data to. L McRae recommends that a committee be formed and a survey be conducted as soon as possible and recommends it be conducted no later than the end of the semester in December of 2011. B Fly would like to submit his written edits to the survey to be turned over to the survey committee.

Pursuant to Idaho Code § 67-2345(1)(a)] to consider personnel matters.

Chairman McRae asked if someone would like to make a motion to move into executive session as per the agenda. Trey Klauss motioned, Josh Gregory second. R Hammond, E Navarro, T Klause, L McRae, B Fly, J Gregory, M Hollist all said "I" to the motion to move into executive session.

Purpose of Executive Section: to consider personnel matters.

Executive Session took place. A motion was made to come out of executive session by B Fly, 2nd the motion made by M Hollist, approved by all. A motion was made by B Fly to hire a mediator 2nd was made by R Hammond. Approval of the motion was made by all board members. M Hollist made a motion to adjourn the meeting, 2nd was made by J Gregory, motion was approved by all.