

Board Meeting Minutes 12-21-2011  
as recorded by Tamara Strikwerda  
Meeting location: 1803 E Ustick Caldwell, ID 83607 6:30 p.m.

Board Members in Attendance: L McRae, R Hammond, T Klauss, R MacDonald, J Gregory and T Strikwerda

Pledge of Allegiance: Lon McRae

Amendments to and review of agenda: L McRae conducted the pledge of allegiance.

Recognize public comments to agenda items: L McRae

J Mattravers made public comments regarding the board session and retreat requesting that the board strive to make them as available to the public as possible.

K Mast requested that the board take advantage of board training made available through the state.

Business:

Approval of prior meeting minutes: M Hollist was unable to attend the meeting and the board minutes from 12-6-2011 will be approved at the January board meeting.

Policy review: Richard Hammond

a.) Financial Operations Policy:

R Hammond read the financial policy previously approved by the board and will remain as instated previously by the board.

b.) HCCS Policy 6100- Chief Executive Officer Defined

R Hammond read the Articles and Amended Articles of Incorporation of Heritage Community Charter School as filed on March 18th, 2011. Sections 4.1, 4.2 and 5.7 were presented for review. R Hammond presented the following summary; 1.) The Board is the CEO of the school. 2.) The Board may delegate authority to a third party. 3.) The Board may rescind any delegation at any time.

HCCS Board Positions: Lon McRae

L McRae recommended that formal positions be designated on the board. He volunteered to continue to serve as chairman and that R Hammond serve as vice-chairman, R MacDonald as treasurer and T Strikwerda as secretary.

L McRae requested a motion be made to approve the positions as presented. R Hammond made the motion, J Gregory seconded the motion. The board unanimously approved the motion.

L McRae proposed that a paid position of a board clerk be authorized by the board. R MacDonald suggested that the board receive applications for the position to be either for pay or to be volunteered, in addition it was mentioned to look at school personnel who may be able to add these duties to their current work load with or without additional pay. L McRae mentioned that he has spoken with people at the state department and several names of individuals were suggested. L McRae requested a motion be made to advertise the available position for the board clerk. R Hammond made a motion to approve receiving applications for board clerk, T Klauss seconded the motion.

Board work session/retreat: Lon McRae

L McRae stated that he had done research on available board training and would continue to do more research. He presented that the state highly recommends board training with Brian Carpenter. L McRae reported he spoke with Mr. Carpenter by phone and discussed different options. The different options range from \$350 to upwards of \$25,000. The first option for \$350 as L McRae recommended would include 8 podcasts to be viewed at the boards convenience and recommended that they be held each month for 1 hour before each board meeting and that they would be made available for the public to attend. It would also include a one day live webinar with interactive instruction.

K Mast commented that the state department offers free board training. K Ivie recommended that the ISBA will also provided free training as part of their membership.

Parent/student survey: T Strikwerda presented that she is currently working on assembling a committee and sent around a sign up sheet for volunteers.

Policy/Accountability Committee: Richard Hammond

R Hammond stated that C Ivie had made suggestions to the board for committees and R Hammond communicated those suggestions to Chairman McRae. L McRae made suggestions for the following committees and board assignments.

Finance/Budget: T Strikwerda

Safety: Josh Gregory

Facilities: R MacDonnald

Marketing: T Klauss

Technology/Communications: R Hammond

Extra Curricular: L McRae

Academic: M Hollist

C Ivie outlined the process for forming a committee and recommends that parents and teachers be involved in those committees. L McRae requested a motion be made to approve the standing committees. R Hammond made the motion and J Gregory seconded the motion to approve the committees.

Website Update and Communication: Josh Gregory

J Gregory reported that as far as he knew the issues regarding the website had been resolved and that C Davidson had transferred the heritagecommunitycharter.com to the corporation.

L McRae reported that he had purchased heritagecommunitycharter.org so that the domain name was secure for the school. S Howerton reported that she had been given access to the URL, but that she had not received a password at this time to have complete access to the website. L McRae suggested she follow up with S Edwards to resolve the issue and notify him when it was resolved and if she needed further assistance to do so.

Executive Session: At 7: 15 p.m. L McRae read Idaho Code 67-2345 and made a request that the board move into executive session. R Hammond made the motion, T Klauss seconded the motion. Roll call was taken and unanimously approved by R Hammond, T Klauss, L McRae, J Gregory and T Strikwerda to move into executive session.

At 11:00 p.m. L McRae requested a motion to be made to come out of executive session. T Klauss made a motion and R MacDonald seconded the motion. L McRae, R Hammond, T Klauss, J Gregory, T Strikwerda, R MacDonald voted unanimously to come out of executive session.

L McRae requested a motion be made to adjourn the meeting. T Strikwerda made a motion to adjourn the board meeting, R MacDonald seconded the motion. Meeting was adjourned.

**Executive Session (closed to the public): Pursuant to Idaho Code § 67-2345(1)**

(a)to consider hiring a public employee (officer, staff member or individual agent). (b)To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student; (f) To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. ]