

HCCS Board Meeting Minutes

February 10, 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; LMcRae led the audience in the Pledge of Allegiance. LMcRae informed the public that the board would begin the practice of having a sign-up sheet for the public to speak to an agenda item. Because this was a new practice, he invited the public to sign up at that time or ask any questions they may have. He noted that this was intended to help board conduct more efficient meetings.

Lon McRae

ENavarro asked to amend the agenda to include the "budget update" as a business item and add "legal fees" to the start up grant and add funding to the training budget line item. KBenjamin moved to adopt the agenda as amended. BFly seconded. The motion passed unanimously.

Lon McRae

BFly moved to adopt the previous month's board minutes. JMattravers seconded. The motion passed unanimously.

Business Items

Lon McRae

Final Vote and signature on lease agreement

LMcRae noted that he has been in the process of working with legal counsel and the developer and they have addressed and resolved several issues. One item of particular importance was the start date of the lease. The agreement has been amended now to move up the start date to August 22. They have agreed to a liquidated damages clause that has been reviewed by counsel. LMcRae asked for questions and none were presented. He informed the board that legal counsel is comfortable with the lease after the revisions. KBenjamin moved to accept the lease and authorize LMcRae to sign the lease documents. BFly seconded. The motion passed unanimously. LMcRae noted that the start up services agreement would now be effective. He noted that based on the budget, these services would likely expire at the end of the current agreement. This means the board should look at advertising for a business manager. JMattravers volunteered to work with Paragon on advertising for a business manager position.

Holle McRae

Proposal to reimburse for job fair

HMcRae noted there would be an out of state three-day teacher recruitment fair trip from February 17-19th. She requested \$300 to reimburse her expenses for the trip. She noted that she would be traveling with board members from another charter school, and they would be able to share some of the expenses. ENavarro noted they would have to amend that line item in the budget. He noted that this

could fall under advertising, but the budget would have to be revised. ENavarro reviewed the current budget and also noted ~\$3,000 legal fee that would also need to be included in the budget adjustment. JMatravers moved to reimburse HMcRae up to \$300 and authorize her to attend the job fair to recruit teachers. KBenjamin seconded. The motion passed unanimously.

Holle McRae

Establishment of Lottery Date

HMcRae noted she has spoken with the committee chair and Paragon to administer the lottery at 9:30 am on March 18th at the Caldwell Library. KBenjamin indicated that he could attend and assist, and BFly indicated he could possibly attend and assist. Crystal Davidson is the designated lottery coordinator. HMcRae mentioned they were extending an invitation to the mayor to attend and participate. KBenjamin moved to set the lottery date to March 18th at 9:30 am. JMatravers seconded. The motion passed unanimously.

Holle McRae

Amendment to Founder Status Policy

HMcRae suggested that the board consider amending the required hours set forth in the current founder policy. She had spoken with several other schools, and they generally require a longer commitment to volunteer hours. She provided examples of other schools' policies. BFly noted there is a requirement that the charter be read in the current policy, and HMcRae noted that the charter will be on the school's website over the weekend. LMcRae asked to have a proposal presented to the board at the next board meeting. BFly volunteered to head up the drafting of a proposed amendment.

Reports

Emmanuel Navarro

Enrollment Update

ENavarro updated the board and informed them that 323 students have applied for enrollment at the school.

Emmanuel Navarro

Board Training and Budget update

ENavarro noted they are slightly over budget on the training line item. He stated he had talked with the SDE about adjusting line items. He suggested adding an additional \$1,000 to training and add the amount the school has been billed for legal fees (~\$3,800) to the legal fees line item. KBenjamin moved to make the budget adjustments as outlined by ENavarro. BFly seconded. The motion passed unanimously.

Emmanuel Navarro

Federal Start Up Monitoring

ENavarro noted they had spent several hours discussing the upcoming monitoring call. He said the monitoring call went over very well. HMcRae also stated she thought it went very well. She had several recommendations that will be summarized and provided to the board.

Kevin Benjamin

Marketing Update

KBenjamin stated that the new location sign is complete and the board is now waiting for the developers to close on the land and then it could be posted. The board would like to do a groundbreaking. HMcRae provided some additional options regarding print ads, free ads, and the board discussed future open houses. LMcRae noted that a door-to-door campaign could also be an effective and efficient option. HMcRae said

she would provide the text for flyers if a board member would like to review and report back to the board. JMatravers volunteered to coordinate this effort with HMcRae.

Bridger Fly

Update on 501(c)(3) Status

BFly indicated there was nothing new to report on this item as of last month's meeting.

Jenny Matravers

Recruiting and Hiring Process

JMatravers noted she had worked with Clvie and HMcRae to compile a list of positions that need to be in place in year one. The information will be posted soon. They worked to draft emails for teacher colleges, administrator programs, and classical schools. She presented a timeline reviewing this process. For the administrator position, the school has received 9 Applicants, and 5 have completed the full process. She indicated that initial interviews would begin at the end of February. They will have an interviewing rubric, and the hope is to have a candidate from this first pool and make a recommendation at the March 3rd board meeting, and potentially have the board interview candidates at that time. If they are not satisfied with the applicants, they will open a second round of recruitment. No teaching staff will be hired until the administrator is hired, however, preliminary interviews may occur depending on the timeline. General discussion regarding a start date for the administrator. ENavarro discussed how the budget could address an earlier hiring dates. KBenjamin moved to authorize HMcRae, JMatravers, and Clvie to be the administrator hiring committee. BFly seconded. The motion passed unanimously.

Jenny Matravers

Great Hearts Visit for Professional Development

JMatravers provided a summary of the visit to Great Hears, including their teacher mentoring program, teacher discussions, professional development, school culture, administrator advertising, etc. They watched the program in action and were very impressed. She noted that they sent a list of services and associated costs for professional development. She indicated she would work with Paragon to put together a proposal for Great Hearts based on the information they provided. LMcRae asked whether these fees are negotiable. HMcRae said they are competitive, and they would certainly accommodate the school's needs. LMcRae thanked Jenny and HMcRae for all of their efforts.

Discussion Items

Kevin Benjamin

School Calendar

KBenjamin presented a calendar to the board. It is a modified approach that has a slightly earlier start date (Aug 22) and slightly later end date (May 31). He provided the start/end dates for the local districts as well as local charter schools. BFly moved to approve the calendar as presented. JMatravers seconded. The motion passed unanimously.

Holle McRae

Uniform Policy

HMcRae provided a draft uniform policy that was contained in the draft family handbook. She asked the board to review the policy, and she would send an electronic policy so board members could redline their changes. She asked to place this on the agenda for approval at the next board meeting in order to allow vendors to get the inventory prepared for the school's needs. She also mentioned that someone should be chosen

to select colors and finishes in the new school building. LMcRae recommended that HMcRae and KBenjamin be authorized to pick the interior colors/fixtures.

Jenny Mattravers

Board Retreat

JMattravers noted the facility options to host a board retreat. She recommended the college of Idaho. The fee would be waived because the education department would host it. Discussion regarding catering and food options. The second option would be NNU for ~\$83/day. She noted that the Ed Dept would only waive the fee if they were allowed to have students participate. LMcRae noted that he has associates that may have board rooms that would be large enough to host the retreat. JMattravers asked LMcRae to check on facilities. It was noted that the next board meeting on will be on February 24th. LMcRae proposed that he have a day to make contacts to see if the other facilities are available. He suggested they allow Jenny to reserve the College of Idaho option in the event he cannot secure another free option.

KBenjamin asked to clarify the upcoming board activities and meeting dates: February 24th at 7:00 pm at the Caldwell Library (open house at 6:00). March 3rd at 6:30 pm, March 11 and 12 for retreat, Open house on March 17th (6:30 to 7:30), Lottery on March 18th 9:30-3:30. From March on, it will be a regular board meeting on the first Thursday at 6:30 of each month.

ADJOURN

KBenjamin moved to adjourn the meeting. BFly seconded. The motion passed unanimously.