

## HCCS Board Meeting Minutes

April 7, 2011

6:30-9:15 P.M.

HCCS School Office, 1305 S. Kimball Ave.

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**

Chairman McRae welcomed attendees and read the mission and vision of HCCS

Chairman McRae asked if there were any members of the public who requested to speak to an agenda item – none

**Approve Agenda** – Chairman McRae asked if there were any changes to the agenda – K Benjamin asked to add information regarding another quote for E and O insurance. Motion to amend agenda to add discussion of the quote. B Fly; Second – K Benjamin; all

Motion to adopt the amended agenda – B Fly; Second – K Benjamin; all

**Adoption of Minutes** – K Benjamin made a motion to approve the minutes from the previous two meetings; B Fly second - all

### **Business Items**

Kevin Benjamin

#### **Benefits**

K Benjamin reported information regarding Errors and Omissions insurance and will be providing the Board with additional information at the next board meeting

Kevin Benjamin

#### **School Calendar Changes**

Kevin Benjamin presented changes and C vile added information regarding the SDE information regarding holidays and regarding Vallivue calendar adopted for the 2011-12 school year; Motion K Benjamin; Second – B Fly; all

Christine Ivie

#### **Supplemental Administrator Contract**

tabled so that L McRae can review

Jenny Mattravers

#### **Family Handbook**

J Mattravers presented information. C Ivie provided information from H McRae regarding cost difference (approx .50 difference) and stain resistance. L McRae stated that he would like the Board to make a decision and not revisit this issue. Board discussed potential change to uniform policy and agreed to make sure language allows all students to wear polo shirts or oxford shirts as tops; J Mattravers stated that she believes the current language includes that option; J Mattravers made a motion to approve as written; K Benjamin – second - all

## 6:45- Reports

Lon McRae

### **Facility Update**

L McRae provided information regarding facility action; develops met with City officials regarding approvals; approvals are progressing but currently approx 2 weeks behind due to issue regarding city approval; L McRae stressed that developers do not want school staff or patrons on the construction site during the day; if there is a reason to visit the site, the construction superintendent must be notified and this should not occur on a regular basis; L McRae also noted that any changes in the construction plan will delay the building process – those would need to be provided to L McRae as soon as possible and should also not happen often

Christine Ivie

### **Enrollment/Lottery Update**

C Ivie provided information regarding the letters that were sent to parents of students who were selected in the lottery; there are approx 60 families that have not responded; due to spring break falling within the deadline, HCCS is following up to contact those families and there are several volunteers who are assisting in making phone calls

Emmanuel Navarro

### **Budget Update**

E Navarro provided information regarding the recent reports/reimbursement requests submitted to the state as well as recent purchases including a student data management system

Jenny Mattravers

### **Professional Development and Curriculum Report**

J Mattravers provided information to the Board regarding professional development and curriculum purchase plan; J Mattravers, C Ivie, C Davidson and H McRae are working on identifying needs and making decisions regarding specific items proposed by Great Hearts as well as other curriculum items

Holle McRae

### **Committee Tree**

H McRae asked that the Committee tree be posted on the HCCS website and that the committees report on progress on the timeline each month at the Board meetings; B Fly, E Navarro and C Ivie will work on adding dates to the timeline and turning it into a Google doc so that committee chairs can add deadlines; E Navarro will manage the overall timeline and reporting schedule for board meetings

## 6:55- Discussion Items

Presentation

### **Presentation of Health, Vision, Dental Benefits Information**

McQueen Insurance rep presented information regarding benefits packages; rep provided specific information regarding the differences between HSA versus other packages. L McRae noted that at the next board meeting, the board will hear from another insurance agent regarding benefits packages

Bridger Fly

### **Targeted Marketing Plan**

B Fly recommended that the Board table discussion of further marketing efforts and associated expenses given current enrollment H McRae agreed and both commented that HCCS will focus efforts on activities to retain students and offer families opportunities to be involved in events over the summer;

Holle McRae

### **Caldwell Cinco De Mayo Festival**

H McRae suggested that HCCS participate in this festival – the cost is \$100 for a 10 x 10 booth; deadline for application is April 12<sup>th</sup> the Board considered approving participating in this event. H McRae anticipated total cost at \$350-\$400 with an accordion tent, fee to participate and print materials; the Board asked H McRae to proceed with participation in this event

Bridger Fly

### **Technology Update**

B Fly reported on the next steps regarding technology for the school; B Fly will be gathering information regarding computers, servers, etc. – he noted that as the school begins to hire staff, the Board should determine what technology the school will purchase; he plans to have quotes at the next board meeting; E Navarro noted that it may be beneficial to the school to have laptops for the staff given the mobility; B Fly noted that he will be providing information regarding options for classroom technology as well

Jenny Mattravers

### **Board Member Applications**

Tabled for executive session

## **Executive Session**

K Benjamin made a motion to move into executive session pursuant to Idaho Code 67-2345(1)(a) (CLOSED TO THE PUBLIC) to “consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need.” - second; roll call vote – B Fly – yes; L McRae – yes; K Benjamin – yes; E Navarro – yes; J Mattravers - yes

EXECUTIVE SESSION ITEMS MAY BE DISCUSSED AND ACTED UPON, IF APPROPRIATE, IN PUBLIC

Motion to come out of exec session – K Benjamin; second – B Fly; all

Motion to approve the proposed certified salary schedule – K Benjamin; Second – B Fly; all

Motion to hire the following applicants for positions at HCCS – K Benjamin; Second – B Fly; all

- Kayce Ramirez
- Melissa Stringfield
- Dennis Blackmer
- Karen Flipper
- Cory Huddleston
- Andrea Cull
- Cathy Woods
- Jean Taylor
- Sonja Howerton

- Ben Greenwood

Motion to approve supplemental contracts for the following employees to conduct start-up activities associated with the HCCS educational program – E Navarro; J Mattravers – second; all:

- Christine Ivie
- Jean Taylor
- Cathy Woods
- Kayce Ramirez
- Ben Greenwood
- Sonja Howerton

**ADJOURN**

**9:15 Motion to adjourn – J Mattravers; E Navarro – second; all**