



# HERITAGE

## HERITAGE COMMUNITY CHARTER SCHOOL **BOARD MEETING Minutes**

**Location: 1803 Ustick Rd. Caldwell**

**Time/Date: 6:30pm, August 23, 2011**

The vision of Heritage Community Charter School is to achieve:

- **H**igh Academic Achievement
- **C**ontinuous Love of Learning
- **C**ommunication that is Effective
- **S**afe and Respectful Environment

**Mission:** The Mission of Heritage Community Charter School is to create an atmosphere of mutual respect where students feel safe and are challenged to become their best selves as they develop a curiosity and love of learning that will continue throughout their lives and prepares them for post-secondary education, careers, and service in their communities as well educated leaders who desire to preserve a democratic society and who act with integrity and character.

**Board Members Present:** Lon McRae, Nichole Andrews, Bridger Fly, Emmanuel Navarro

### **6:30 PM – WELCOME AND INTRODUCTIONS:**

#### ❖ **Pledge of Allegiance**

Lon McRae led those present in the Pledge of Allegiance. BFly recited the vision and mission of Heritage Community Charter School.

#### ❖ **Recognize Public Parties Addressing Agenda Items**

LMcRae instructed the audience in the procedures associated with addressing the board during open meetings.

#### ❖ **Approval of Agenda**

LMcRae noted that the board needed to add a discussion of “future board members,” rescheduling of the regular October meeting to the 27<sup>th</sup> of September. This had not been included on the agenda because they just received the resignation of Mr. Kevin Benjamin. ENavarro moved to approve the agenda as amended. NAndrews seconded. The motion passed unanimously.

#### ❖ **Adoption of July 28, 2011 minutes - *Tabled***

#### ❖ **Adoption of August 5, 2011 minutes - *Tabled***

#### ❖ **Facility Update**

LMcRae thanked all those individuals that worked on the building and noted what an accomplishment it was to complete it on time. General discussion regarding the facility.

#### ❖ **Access to YMCA**

LMcRae reviewed his work on a direct path to the YMCA and his plans to continue working on an access route.

#### ❖ **Owl Charter School Items**

Clvie indicated that HCCS received the following items from the SDE's distribution of Owl Charter School's property and equipment: two projectors, hula hoops, several clocks, a globe, label makers, a desk file, and desk sleeves.

❖ **Technology Update**

BFly updated the board on the process of hooking up the computer system at the school.

❖ **General School Update**

Clvie acknowledged all the support and volunteer assistance the school has received from founders, board members, and parent volunteers. She noted the school was at its enrollment capacity, and since the most recent article in the newspaper, waitlists have increased. She indicated that the student demographics closely resemble those found throughout the district with approximately 75% qualifying for Free and Reduced Lunch. Students also appear to be adjusting very well. Jean Taylor provided an update on the federal programs and associated funding.

❖ **Business Update**

BGreenwood gave an update on the lunch program and recent inspections.

❖ **Public Relations Update**

Sonja Howerton noted the progress on the school's system for informing parents, PowerSchool, and working with student files. She also noted the recent news articles featuring Heritage Community Charter School. She outlined her plan for a comprehensive strategic marketing plan which would be presented to the Board in November.

❖ **Parent Volunteer Committee Update**

NAndrews noted that committee will be meeting next week. She stated that the existing committees are ready to start working.

❖ **DL Evans Bank Proposal**

BGreenwood shared the DL Evans Bank proposal. He noted some concerns with the school's current banking institution, and also indicated that DL Evans came highly recommended from other charter school business leaders. ENavarro noted the Remote Deposit Capture feature which would mitigate concerns with the distance to the nearest DL Evans Bank branch. LMcRae asked for information on the cost of this feature, and BGreenwood indicated he would provide it.

❖ **School Pet Policy and possible changes to the Policy**

Clvie stated that teachers had asked about the possibility of a pet policy that would support the educational program. JTaylor noted the need to have a Service Animals in School Policy. As far as a general pet policy, LMcRae noted that he had discussed it with the building owners, and they requested that pets (aside from anything covered under a service or support animal) not be allowed in the building. LMcRae requested that the administration check on liability issues with the insurance company.

❖ **Approve Brown Bus Company Routes**

Copies of Bus Routes will be provided at Meeting

❖ **Contract Service Provider Recommendations**

JTaylor shared with the Board a list of services HCCS is required to provide for students with special needs. JTaylor discussed the service providers and their respective rates. She noted

that Idaho Billing Services could be engaged to assist in the recovery of a portion of qualifying costs associated with these services.

❖ **School Embroidery Policy**

NAndrews noted that several parents have personal embroidery equipment and presented a proposed policy to the board. The policy would allow parents to do the embroidering work, and they could offer these services for sale to other parents provided they have met any applicable licensing or business related sales requirements of the state.

❖ **Reschedule October Meeting – Tabled**

❖ **New Board Member Selection**

LMcRae indicated that due to the resignation of Kevin Benjamin, the Board needed to fill the resulting vacancy. Several candidates have expressed interest. LMcRae asked if any board members would volunteer to screen the candidates and make a recommendation to the Board at the next meeting. ENavarro and NAndrews will contact the candidates that have expressed interest and prepare a recommendation.

❖ **Community having access to HCCS Facility**

LMcRae noted there have been several concerns. He asked the administration if they would be willing to look at the community and the parents' concerns, and make a recommendation in this regard to the board at the next meeting.

❖ **School Carpool Policy**

LMcRae asked the school administration to verify the school's Student Check Out Policy and report back to the board.

❖ **Community Event on September 8, 2011**

BFly shared a plan he has worked on with Clvie which would showcase the accomplishment and work of HCCS students and teachers. This would focus on what makes HCCS special and unique. The date is flexible at this point. LMcRae asked SHowerton's opinion. She noted that it might be more optimal to wait until the school is a little more settled. General Discussion on timing of the event.

❖ **Executive Session Pursuant to Idaho Code 67-2345(1)(b)**

BFly moved to enter executive session pursuant to Idaho Code Section 67-2345(1)(b) to consider the evaluation of, or to hear complaints brought against, a public officer, employee, staff member or individual agent. NAndrews seconded. Roll call vote: BFly: aye, ENavarro: aye, LMcRae: aye, and NAndrews: aye. The motion passed unanimously and the board entered executive session. NAndrews moved to resume the open meeting. BFly seconded. The motion passed unanimously, and the board resumed the open meeting.

**ADJOURN**

ENavarro moved to adjourn the meeting. NAndrews seconded. The motion passed unanimously and the meeting was adjourned at 9:15 pm.

## School Policy on Classroom Pets



### Introduction

A classroom pet can enhance a humane education curriculum and help students develop compassion and respect for animals. Teachers tend to acquire classroom pets with the intention of making the classroom more fun and interesting for students, but pets shouldn't be acquired simply for their entertainment value.

Acquiring a classroom pet in the hopes that it will teach responsibility to students may be too ambitious—it is best to teach responsibility first and ensure that students are mature enough to understand the many aspects of pet guardianship before committing to the care of a classroom pet.

Below is a Policy for Schools that can be adopted by districts looking to place guidelines on how classroom pets are cared for and which species may be kept as pets.

### School pet / animal policies

#### Considerations to make in advance:

Before acquiring a classroom pet, the educator will investigate whether any student is:

- allergic or sensitive to any particular species or their food or bedding materials
- immune compromised, and therefore more susceptible to zoological illnesses

Educators will provide parents and guardians with information about the classroom pet, the purpose of acquiring the animal (how its care will fit into the curriculum), and a plan for how any injuries (bites, scratches) will be managed should they arise.

The school pet may be disallowed if any of the following items are not being adequately addressed at the discretion of the administration.

#### Type of pet:

- only domestic animals may be kept as pets
- wild animals may not be kept as pets (this includes locally caught frogs, snakes, etc.)
- animal must be diurnal (awake during the day)
- whenever possible, the pet should be acquired through an adoption center, rescue, or other re-homing opportunity

#### Responsibilities:

The primary educator in the classroom is considered the animal's guardian/caregiver, and is responsible for ensuring that all of the animal's physical and psychological needs are met.

*The animal's guardian is responsible for:*

- researching the animal's species and consulting reliable sources (veterinarian, humane educator) regarding appropriate diet, housing, exercise, and socialization
- ensuring that the animal is fed appropriately, handled properly, and that its habitat is cleaned regularly; using logs to track feedings and cleanings is recommended
- seeking regular and emergency veterinary care for the animal (including vaccinations required by state law), and is responsible for all veterinary fees
- taking the animal home during weekends, holidays, and vacations
- continuing to care for the animal at home in the event that a future student is allergic and the animal is unable to live in the classroom

### Other criteria:

- classroom pets are not permitted to breed; if several animals of the same species are being maintained as classroom pets, males and females should be kept separate at all times
- students will only handle the animal under direct supervision of an adult
- if students are given responsibilities for feeding the animal or cleaning the animal's habitat, this will be assigned as a reward not as a punishment, and students will be supervised during all interactions
- students must wash their hands prior to and after handling the classroom pet or cleaning its habitat
- animals will be housed in a quiet area of the classroom away from windows, direct sunlight, heating vents, and drafts
- the heat in the classroom will be kept within an acceptable range during the nighttime

### Appropriate species:

- Guinea Pigs—can be well socialized when handled appropriately and regularly; need room for exercise and ample housing
- Ferrets—are generally very social animals; need very large cage space and plenty of supervised time out of the cage for exercise, so more appropriate for upper elementary levels; ferrets are required by law to be rabies vaccinated
- Gerbils—sociable and curious; may be difficult for children to handle because of their small size, but they are fun to observe
- Domestic Rats—sociable if handled regularly; very intelligent
- Domestic Mice—sociable; may be difficult for children to handle because of their small size, but they are fun to observe
- Small domesticated dogs – under 15 lbs, non shedding breeds preferred. Capable of being kenneled when necessary for the animals well being.
- Fish—a good choice if a robust species; not generally interactive, but fun to observe

### Inappropriate species:

- Red-Eared Slider Turtles—reptiles require very consistent tank heating; their lifespan is over 30 years
- Anoles (American chameleons)—amphibians require consistent tank heating; require very delicate handling
- Hamsters—nocturnal (sleep through the day and awake at night), more likely to bite
- Rabbits—most are relatively large and need a good amount of cage space and room to exercise; are naturally skittish and difficult to pick up; require a calm environment
- Chinchillas—most need a good amount of cage space and room to exercise; they are naturally very curious and prefer exploration to being held and sitting calmly in one's lap; they are more prone to illness due to fluctuations in temperature and humidity, which can be difficult to control in a classroom



HERITAGE

Heritage Community Charter School  
Embroidery Policy

Any Parent or Faculty member who owns an embroidery machine has permission to request the HCCS official logo to embroider their student's uniform, subject to the following terms:

- Parents and Faculty shall not make a profit from embroidery service;
- Parents and Faculty shall not sell any embroidered item containing the HCCS logo;
- Parents and Faculty shall not give embroidered uniform items to any individual not currently attending Heritage Community Charter School;
- Parents and Faculty shall only embroider approved uniform items;
- Parents and Faculty may offer their services to Heritage Community Charter School's students free of charge, but may not charge more than \$1 per item. Parents or Faculty can donate embroidery thread and backing for the purpose of embroidering the uniform article;
- Parents and Faculty assume all liability for the articles they embroider. HCCS is in no way responsible for damaged articles;
- All embroideries must have a quality finish that follows the guidelines of the Heritage Community Charter School Uniform Policy. Any item that is personally embroidered is subject to the Administrator's approval.

I hereby agree to the terms set forth and by doing so, I have accepted the Heritage Community Charter School logo for my personal use. The logo will only be offered in .dst and .pdf format.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator or Board Member

\_\_\_\_\_  
Date

This contract is not for Individuals who own an Embroidery Business; those parties shall contact the Uniform Coordinator directly.