

Heritage Community Charter School
Learning from the past ... prepared for the future.

HCCS Board Meeting Minutes
[Idaho Code § 67-2342]

Heritage Community Charter School, Caldwell, Idaho
Heritage Community Charter School Board of Directors
Tuesday, February 28, 2012, 6:30 p.m.
1803 East Ustick Rd. Caldwell, ID 83607

Agenda

1. Call Meeting to Order – Meeting called to order at 6:35 pm.
2. Roll Call Attendance – Strikwerda, McRae, MacDonald, Hammond, Gregory in attendance. Klaus absent.
3. Pledge of Allegiance: Led by Director Hammond
4. HCCS Mission: Read by Jean Taylor

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.

8. Approve Board Meeting Minutes, Feb. 7, 15, 16, 2012 – Motion by Gregory to approve all minutes. Seconded by Strikwerda. 5-0, all aye. Motion carried.

5. Approval of Agenda – McRae moved to approve the agenda. Strikwerda seconded. 5-0, all aye. Motion carried.

6. Executive Session – Strikwerda moved to enter executive session 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. Seconded by Gregory. Gregory aye, MacDonald aye, Hammond aye, McRae aye, Strikwerda aye. All aye, motion carried.

Board entered executive session.

MacDonald moved to close the executive session at 7:33. McRae seconded. Gregory

aye, MacDonald aye, Hammond aye, McRae aye, Strikwerda aye. All aye, motion carried.

7. Financial Reports Including our Attendance Number – Report by Lisa McIntosh. Discussion held regarding power school and ISEE data. Jean Taylor very close to getting a clean copy and then can bring data up to date. Discussion about using volunteers or paid overtime to Angel, if necessary.

MacDonald moved to authorize \$5,000 to complete the documentation and if not completed by Friday, then update the Board on the status. Strikwerda seconded. 5-0. All aye, motion carried.

MacDonald moved that any volunteers that assist and have access to confidential information must sign a confidentiality clause and be approved by the Administrator. Strikwerda seconded. 5-0. All aye, motion carried.

Further discussion regarding the budget and policies.

McRae moved to allow Director MacDonald to transfer the balance of money in the Wells Fargo account, except \$100,000, to DL Evans. Seconded by Strikwerda. 5-0. All aye, motion carried.

McRae moved to authorize the Administrator to sign checks in amounts up to \$3,000 (\$30,000 for transportation), except checks to the Administrator. Strikwerda seconded. Administrator agreed to accept this responsibility. 5-0. All aye, motion carried.

Discussion on overages with copier machine. Fishers has recommended adding a copier, but reducing the monthly payment. Comments from staff to support adding a new copier.

Discussed issued involving filing of Form 990. Auditor thinks it can be resolved. Still need to approve Form 990, prior to filing.

McRae moved that Administrator create a policy of who controls the website posting. MacDonald seconded. 5-0. All aye, motion carried.

9. Discussion Items:

a. Immediate adoption of bonding policy and internal control policy – Board discussed considering additional policies. No action taken.

b. Adopt policies – Via Brian Carpenter's training – PTSO would like a policy about parties/food/etc. School will draft a policy and submit it to the Board for approval.

Brian Carpenter has provided a list of steps that need to be taken over a period of time, specifically 25 things that need to occur within 30 days. Director Hammond would like to have 7-10 minutes of training each meeting.

Board announced that regular meetings will move to the fourth Tuesday of each month.

c. PTSO and their by-laws

PTSO will be under the direction of the Administrator. PTSO needs to simplify its bylaws. Administrator can modify the bylaws at any time. May need to clarify diagram in charter to move PTSO under the administrator.

Discussion about election of PTSO board and parent representatives to the HCCS Board. Discussion about the creation of a nominating committee.

MacDonald moved to create a committee of Board Secretary, Administrator, PTSO president to determine the election procedure. Seconded by McRae. 5-0. All aye, motion carried.

d. Further discussion for 2012-2013 staff and facilities: use of Y, bridge making safer to Y, (Robb and PTSO assigned to look into this)

MacDonald looked into costs for facilities and possible agreement with TMCA for additional facilities. McRae stated that may be able to trade space in a joint venture so each entity can use the other's space during non-peak times. J. Taylor will be meeting with YMCA on Thursday. Also need to consider costs of bussing and membership applications to the YMCA. Hope to have full report by the next meeting.

Discussion about irrigation water – contractor has not completed certain items, but they should be complete before irrigation season.

e. Kindergarten Schedule for next year

J. Taylor discussed the size of the kindergarten classes. Teachers would like an A/B schedule to help accommodate all of the kids. Reimbursement from the State is unchanged. Staff and parent discussion regarding the negatives of a block schedule. Best option is three classes with 20 children each.

f. Review Resume/Potential Interviews/Discuss Executive Director Pay and Contract

Discussion about applicants for Administrator, process of selecting an executive director.

Gregory moved to not renew Dr. Ivey's contract. Strikwerda seconded. 5-0. All aye, motion carried.

Discussion on salary of executive director. May need to hire an assistant administrator.

MacDonald moved to budget between \$60,000 and \$90,000 for full year executive director contract. McRae seconded. 5-0. All aye, motion carried.

MacDonald moved to focus on executive director position then work with that person to find an assistant. Strikwerda seconded. 5-0. All aye, motion carried.

g. Adoption of Proposed Calendar for next year

MacDonal moved to approve the proposed calendar. Strikwerda seconded. 5-0. All aye, motion carried.

h. Dual Language proposed change

Discussion about dual language program change. Would like 1st through 3rd grade to have 50/50 immersion. 4th grade would begin to taper off (40/60 Spanish/English). Need to amend charter to match new program. May need to transition going forward. Staff and parents asked questions about changing the program.

i. Approve posting for teacher positions for next year

McRae moved to post for vacancies for next year. MacDonald seconded. 5-0. All aye, motion carried.

10. Business:

a. FOIA Request – Chris Yorgason

McRae moved that all public records requests go through the Board attorney with a form for the website and directed attorney to create a policy for handling public records requests. Strikwerda seconded. 5-0. All aye, motion carried.

b. Approve Audit

Strikwerda moved to approve the audit. McRae seconded. 5-0. All aye, motion carried.

c. Medicaid/Medicare Billing Contracts

McRae moved to approve the contracts with changes – par. 6 – limit liability to the school's mistakes; par. 7 – need to amend to allow for termination with 30-day notice. MacDonald seconded. 5-0. All aye, motion carried

11. Adjournment

McRae moved to adjourn at 10:05. Strikwerda seconded. 5-0. All aye, motion carried.

Strikwerda moved to reopen meeting at 10:06 and amend agenda to address founder status as requested by members of the audience. Seconded by McRae. 5-0. All aye, motion carried.

Board reviewed information on founder applications.

McRae moved to approve the founder applications. MacDonald seconded. 5-0. All aye, motion carried.

McRae moved to adjourn at 10:08. Strikwerda seconded . 5-0. All aye, motion carried.