

Heritage Community Charter School

Learning from the past ... prepared for the future.

HCCS Board Meeting
[Idaho Code § 67-2342]

Heritage Community Charter School, Caldwell, Idaho
Heritage Community Charter School Board of Directors
Tuesday July 24, 2012 6:30 pm
1803 East Ustick Rd. Caldwell, ID 83607

Minutes

1. **Call Meeting to Order** Chairman Hammond called the meeting to order at 6:36 pm.
2. **Roll Call Attendance** - Strikwerda, McRae, Hammond here, MacDonald and Gregory absent
3. **Pledge of Allegiance** – Chirman Hammond led the pledge of allegiance. Mr. Castaneda read the HCCS Mission
4. **Approval of Agenda**
McRae moved to amend the agenda to add discussion about embroidery for school products. Strikwerda seconded. All aye, motion carried.

Strikwerda moved to amend the agenda to add executive session at the end of the meeting. McRae seconded. All aye, motion carried.

McRae moved to approve the agenda. Strikwerda seconded. All aye, motion carried.

Discuss amending agenda to add discussion of exterior signs/reader board. McRae moved to add it to the agenda. Strikwerda seconded. All aye, motion carried.

Strikwerda moved to approve the amended agenda. McRae seconded. All aye, motion carried.
5. **Approve Board Meeting Minutes:** June 26, July 10, July 17. McRae moved to approve June 26 and July 17 minutes and table July 10 meeting minutes. Strikwerda seconded. All aye, motion carried.
6. **Annual Meeting:**
 - a. Swearing in of Barbara Hooper. By Chris Yorgason, Board Clerk.

b. Assignment of board positions:

Strikwerda nominated Richard Hammond to board chair. No other nominations. McRae, Strikwerda and Hooper aye. Hammond, nay. 2-1 Hammond voted to be board chair.

Vice chair: Strikwerda nominates McRae to be vice-chair. McRae recommends another member to serve in order to receive additional training. All aye in favor of McRae.

Treasurer: McRae nominates MacDonald to be treasurer. Hooper seconds. All aye, MacDonald elected.

Secretary: McRae nominates Hooper to be secretary. Seconded by Strikwerda. All aye, Hooper elected to Secretary.

Discussion about any other positions that need to be filled.

7. **Financial reports.** \$201,000 carryover from 2011-12 school year. Budget has been changed for the better two or three times in the last month. Discussion about posting and hiring a business manager. Lisa McIntosh was going to recruit, but due to bad press others were not interested. Publishing for the position could get a large group of people, but HCCS needs someone who will be firm with the board. Would like to get recommendations, but may need to make sure the budget amount is sufficient.

8. **Board Discussion**

- a. **Brown Bus Company:** Castaneda introduced Tracy from Brown Bus Company. Their company has great software to help indicate where the best/safest routes are. Instead of 6 routes would like to reduce to 5 routes. Already have established, safe bus stops. Safe bussing even allows for those within a mile and a half to ride and be reimbursed by the state. Discussion about safe drop-offs at the school. Castaneda would like to review drop-offs at the beginning of the school year and make adjustments. Discussion about budget savings. HCCS would recoup 25% of the total savings for the reduction of one route.
- b. **Approve full access to email accounts to Angel Carrion:** Strikwerda moves to approve to allow Angel to have full access/administration to the email and to move the site. McRae commented that we still need to be able to maintain confidentiality. Angel would be able to administer the emails, but not read the emails. Hooper seconded. All aye, motion carried.
- c. **Accountability committee:** McRae moved to table to the next meeting. Strikwerda seconded. All aye, motion carried.
- d. **Discuss how things went at the Commmission meeting.** Commission meeting went very well. Commission still needs some additional reporting going forward, but generally the Commission is happy with the direction the school is heading.

- e. **Facilities yearly inspection.** Brian Carpenter recommends an annual inspection to confirm that the facility meets safety and building code standards. Strikwerda moved to authorize the administrator to look into inspecting the building. McRae seconded. All aye, motion carried.
 - a. MacDonald arrived at 7:30
- f. **Emergency plan:** Strikwerda discussed charter requirement to have an emergency plan. Gregory has been working on it and will be contacting Castaneda to locate, develop and/or modify the plan. McRae moves to follow the charter and have the administrator work with Gregory to review the plan. Strikwerda seconded. All aye, motion carried.
- g. **Embroidery for school products.** Would like to add an official vendor to do embroidery. Would like to see a sample stitch to verify quality. McRae moved to approve Castaneda to approve authorized vendors for embroidery. Hooper seconded. All aye, motion carried.

8. Business

- a. **Revisions to the charter:** Holle McRae read the proposed amendments to the charter to reflect the increase of the 8th grade to 60 students and to cease the high school pilot program and to restart the high school in the 2013-14 school year. Strikwerda moves to approve attorney to talk to Commission staff to determine the correct language for the charter amendment and whether to include both the expansion of the 8th grade and the new high school. McRae seconded. All aye, motion carried.
- b. **Administrative report:** Training opportunity from the State school boards association, no cost to the school.
- c. **Reader board:** looking at some advertisement in terms of readers board and banner. Would like to have a sign that lets folks know that we are looking for enrollment, open seats. Banner would cost (2 feet x 6 feet) would be \$160 each. Reader board would be \$50/month rental, \$20 drop off. Would probably need some security so that signs could not be changed without authorization. HCCS should be getting letters for the front of the building.
- d. School grounds maintenance is being helped out by County Sheriff work details when students are not in session. Aug 7 and 13 school registration events.

9. **Board training.** Reviewed statistics about charter school successes. The difference between successful schools and failing schools is the relationship between the board and the executive. The board and the executive need to be consistently and equally strong/competent. Need to focus on academics first. Always ask "how well? (board) and how will? (administrator)". Case studies.

McRae moved to approve the bus routes and the safety busing. Strikwerda seconded. All aye, motion carried.

10. **Executive Session.** McRae moved to enter executive session pursuant to §67-2345(1)(a)(b)(f) at 8:20. Seconded by Strikwerda. Strikwerda, McRae, Hammond, MacDonald, Hooper all aye.

Strikwerda moved to leave executive session at 9:10. MacDonald seconded. All aye, motion carried.

11. **Adjournment.** MacDonald moved to adjourn at 9:11. Hooper seconded. All aye, motion carried.