



Heritage Community Charter School

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

HCCS Board Meeting

Heritage Community Charter School, Caldwell, Idaho
Heritage Community Charter School Board of Directors
Tuesday, November 27, 2012 6:30 pm
1803 East Ustick Rd. Caldwell, ID 83607

Posted: Friday November 23, 2012, 1803 East Ustick Caldwell, ID

MINUTES

1. **Call Meeting to Order:** Meeting called to order by Chairman Hammond at 6:35 pm.
2. **Roll Call Attendance:** TS, JG, RH, RM, LM, BH All in attendance.
3. **Pledge of Allegiance:** Led by Chairman Hammond
HCCS Mission: Read by Chairman Hammond -- 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.
4. **Approval of Agenda:** Motion by Hooper to amend agenda to add 6A decision after executive session. Strikwerda seconded. All aye, motion carried.
5. **Approve Board Meeting Minutes:** October 23, 2012 McRae moved to approve the minutes for the October 23, 2012 meeting. Gregory seconded. Strikwerda abstained. All aye, motion carried.
6. **Executive Session** {Idaho Code 67-2345 (1)(a), (b)}(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. (Roll Call) Motion made by Strikwerda to enter executive session. Gregory seconded. Strikwerda - aye, Gregory - aye, Hammond - aye, MacDonald - aye, McRae - aye, Hooper - aye. All aye, motion carried. Strikwerda moved to end executive session at 6:57. Gregory seconded. All aye, motion carried.
 - A. Decision, if any -- No decision necessary
7. **Financial Reports:** Ms. Moore reviewed the financial reports. There will not be any 540 funding and the school is not eligible for technology funding. State's mistake cost the school \$80K. November disbursement was used to repay overpayment. McRae has been talking to the landlord about modifying the lease payments. Landlord has expressed willingness to work with the school. Landlord's goal is for the school to purchase the building. Need to make sure that all expenses are included in the budget. Letter to staff will be sent out discussing a spending freeze to make sure that funds are available.

Hooper moved to assign McRae to take lead in negotiations with landlord. MacDonald seconded. All aye, motion carried.

Strikwerda moved to make part of the official record that all financials records for the 2011-12 school year have been reviewed and approved. Hooper seconded. All aye, motion carried. Treasurer has provided initialed copies for the official records of the school.

Strikwerda moved to approve the financials as presented tonight. Gregory seconded. All aye, motion carried.

A. Financial Reports:

1. Budget Actuals
2. Balance Sheet

8. Administration Report: Mr. Castaneda

- A. Enrollment Numbers:
- B. Administrative updates on school, staffing, students, state reports, and deadlines
- C. Update on accreditation process -- tomorrow is the accreditation visit, including interviews with staff and leadership. Group will be reviewing 5 categories needed for accreditation. Hope is that will get positive/constructive feedback.
- D. Title I Updates for Math and Reading, and ELL (LEP) - Mrs. Mattravers & Mrs. LaBerteaux showed a presentation on school's math, reading and LEP status
- E. Charter updates on creeds and service projects - Mrs. Mullanix provided presentation on service projects and video on creeds
- F. M.S. Family night and parent survey - Mr. Castaneda provided update on middle school family night and the 2012 parent survey distributed during parent conferences. Very high scores on all questions.
- G. Recruitment Committee - Mr. Castaneda discussed the recruitment efforts. Mainly focused on middle schools.
- H. Grants and Capital Campaign - Mr. Buck reported on the progress on receiving grants and the capital campaign. \$20K in grants have been submitted. Would like to get to a place where the grants and the capital campaign are self-perpetuating. Capital campaign will start in a future year, need to be well-prepared when it starts. Board discussed other fundraising options: raffle, car show

9. Business:

- A. Preparation for the commission meeting - Discussion about Commission site visit report. McRae moved to establish a board protocol for answering for answering all commission-related communications -- communications go through the chairman who will delegate an action within 48 hours; if no delegation, vice-chair will delegate within 24 hours. If still no delegation, secretary will delegate. All board members are responsible for follow-up. Strikwerda seconded. All aye, motion carried.
- B. Annual Calendar - Mrs. Hooper presented a calendar showing annual items to be scheduled and discussed by the board. Staff to review to make sure that all necessary items are included and when they should be scheduled.
- C. Marketing plan and money dispersal - Question about whether the school should accept credit card
- D. Review Eberharter-Maki & Tappen Contract - Board reaffirmed previous decision to not enter into a contract with EM&T at this time. Will contract with them when needed.
- E. ISBA - the annual convention on Nov.14-16 update - Mrs. Strikwerda & Mrs. Hooper discussed information from the convention: common core standards; training meetings; focus on finances and academics;

10. Board Training/Info: Chairman Hammond discussed the charter and reinforced the need for all board members to read the charter. Board should have read the charter by January and be prepared with list of items/questions to discuss.

11. Adjournment: Strikwerda moved to adjourn the meeting at 9:35. McRae seconded. All aye, motion carried.