

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 September 25, 2012 6:30 pm
1803 East Ustick Rd. Caldwell, ID 83607

Minutes

1. **Call Meeting to Order:** Strikwerda moved to call meeting to order at 6:34 pm. Hooper seconded. All aye, motion carried.
2. **Roll Call:** Strikwerda, MacDonald, Hammond, Hooper. McRae and Gregory absent.
3. **Pledge of Allegiance:** led by Chairman Hammond.
4. **Approval of Agenda:** Hooper moved to approve agenda. Strikwerda seconded. All aye, motion carried.
5. **Approve Board Meeting Minutes:** Strikwerda moved to approve the minutes for July 24 and August 28. Hooper seconded. All aye, motion carried.
6. **Financial Reports** -- Javier Castaneda/Elizabeth Moore & Peggy Mueller
 - A. Enrollment Numbers: 461 – need more growth in 5-8 grades. Have about 87-88% capacity. We have some new students, but also have had some no-shows. Discussion of recruiting committee and options.

Ms. Moore is the new financial manager for the school and indicated that reports will be given up-to-date at board meeting.

Discussion of year-to-date budget. Highlighted the revenues and expenses totals.

Review of deadline for Form 990

Introduction of Ms. Moore as new business manager
7. **Administration Report:** Mr. Castaneda
 - A. Administrative updates on school, staffing, state reports and deadlines. Happy to have Elizabeth at the school. Working on Power School and other nuts and bolts.

B. PCSC Site Visit: Scheduled for Thursday October 11, 2012. 8:30-12:30

C. Update on accreditation process: Three committees are on track, have met, having productive discussions. Getting a good perspective of what remains to be completed. A survey will be compiled and provided to staff. Creating a more detailed survey than that required by AdvancED, will have a percentage for each question rather than meet/not meet. Waiting for site visit date from AdvancED

D. AYP review/STAR rating system:

Presented memo from State Department of Ed. AYP: School-wide -- met AYP in reading and language, on alert in math 80.7% instead of 83%. HCCS needs to focus on Hispanic and economically disadvantaged students.

STAR system: New system. Mr. Castaneda will give a more detailed report on the system at the next meeting.

E. Student/Parent handbook:

Currently looking at several options for items to include. Would like to submit electronically for approval from the Board. Plan to meet October 8, 5:00 pm to approve final handbook amendments.

8. **New Business:**

A. Brown Bus

Public comment: frustration with requiring kids to arrive 20 minutes before school starts; bus routes seem to be a lot longer. Some buses may be overcrowded. Buses take too long to get home. Bus stops seem impractical. Would like Brown Bus to come back with three options on how to reduce bus times. Extended discussion regarding options on how to fix the bus routes.

Strikwerda moved to table the Brown Bus discussion until the next meeting. Hooper seconded. All aye, motion carried.

B. Policy Approval

1) HCCS Teacher evaluation plan for board approval

Strikwerda moved to approve the HCCS Teacher Evaluation plan as drafted. Hooper seconded. All aye, motion carried.

2) Approval of wellness policy

After state audit re nutrition, HCCS needs to adopt a wellness policy to meet legal requirements. Strikwerda moved to approve the wellness policy as presented, with formatting issues corrected. Hooper seconded. All aye, motion carried.

C. New Business Manager:

1) Approval of contract for Elizabeth Moore --

Hooper moved to approve contract for 220 days, \$45,000, paid monthly. Strikwerda seconded. All aye, motion carried.

Hooper moved to add Ms. Moore and Hooper to bank accounts with read-only status. Strikwerda seconded. All aye, motion carried.

D. Recipient of Hometown Hero: Shantell Mullanix

E. Upcoming Meeting Dates:

Hooper moved to reschedule December 25 (Christmas) board meeting to December 18.

Strikwerda seconded. All aye, motion carried.

Decision on March 26, 2013 meeting tabled.

F. ISBA - the annual training convention on November 14-16

MacDonald moved to authorize two board members to attend the ISBA training meeting.

Strikwerda seconded. All aye, motion carried.

9. **Board Training** -- MacDonald moved to table. Hooper seconded. All aye, motion carried.

Board binders are completed and should be read within 90 days.

10. **Adjournment** -- Strikwerda moved to adjourn at 9:06. Hooper seconded. All aye, meeting adjourned.