



Heritage Community Charter School

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

HCCS Board Meeting Minutes

[Idaho Code § 67-2342(4) and (5)]

Agency: **Heritage Community Charter School, Caldwell Idaho, Canyon County**

Governing Body: **Heritage Community Charter School Board of Directors**

Meeting Date: Tuesday January 3rd, 2012 Time: 6:30 p.m.

Location: 1803 East Ustick Rd. Caldwell, ID 83607

Date of posting: Sunday January 1st, 2012

Location of posting: 1803 East U-stick Caldwell, ID 83607 Canyon County

Agenda:

Call to Order: HCCS Chairman L McRae called the meeting to order at 6:35 p.m.

Board Members in attendance: L McRae, T Klauss, J Gregory, Richard Hammond, M Hollist, R MacDonald, T Strikwerda

Pledge of Allegiance: L McRae led the audience in the pledge of allegiance.

HCCS Mission: R MacDonald read the HCCS Mission statement.

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.

L McRae recognized the Heritage Robotics Team and gave them the floor for a presentation to the board. Students on the team gave a presentation of the scope of their team and its competitions. A proposal was made to the board to use the HCCS building during the summer to host science camps in order to earn funding for the 2012/2012 competition season. L McRae indicated that the board would consider this proposal after speaking with Principal Ivie and would need to review the building use policy.

Review of and amendments to agenda:

L McRae recognized the absence of Dr. Ivie (HCCS Administrator) and extended the boards well wishes to her. Made a suggestion that the agenda item: Renewal of Administrative Contracts be tabled until the next board meeting as Dr. Ivie was unable to attend tonight's meeting.

L McRae informed the board that the executive session needed to be amended to include Idaho Code 67-2345(1)(c) to deliberate regarding labor negotiations or acquisition of an interest in real

property. T Klauss made a motion to amend the agenda, R Hammond seconded, all in favor. Motion passed to amend the agenda to include Idaho Code 67-2345(1)(c)
Reason for Amendment to agenda : Chairman McRae was notified after the posting of the agenda that the developers would be available to meet with the board.

Recognize public comments to agenda items:

K Mast voiced concern to the board regarding agenda item “Approval of Outstanding Minutes”, noting that the majority of the current board was not in attendance at those public meetings and therefore could not speak to the validity of those meeting minutes for approval. Was concerned with open meeting law violation and transparency of the board and outlined the protocol from the Idaho Attorney General to take corrective actions to ratify any violations of open meeting law. Several other parents who signed up to speak to the same agenda item concurred with K Mast.

L McRae recognized the concerns regarding the agenda item noted and proposed to table “Approval of Outstanding Minutes” and “Ratification of November 1st, 2011 Meeting Minutes” until after the board had the opportunity to speak with legal counsel to ensure proper protocol was followed.

L McRae proposed a motion be made to reflect the amendments to the agenda to include tabling the “Renewal of Administrative Contract” until the next board meeting and the executive session to include Idaho Code 67-2345(1)(c). R Hammond made the motion to the above stated amendments and M Hollist seconded the motion, all in favor, motion passed unanimously.

T Klaus made a motion to approve the agenda as amended. J Gregory seconded the motion, all in favor, motion passed to approve the agenda as amended.

L McRae stated to the board that he appreciated their support as chairman but after serving for over two years as the chairman of the board of directors of HCCS, he felt it in the best interest to provide another board member with the opportunity to fulfill that position on the board at this time and made the recommendation to the board that R Hammond assume the role of chairman of the board. J Gregory made a motion to approve R Hammond as HCCS chairman of the board of directors, M Hollist seconded. All in favor, motion approved unanimously to have R Hammond to serve as chairman of the board.

Monthly Reports

Principal report: J Mattravers noted that she had spoken with Administrator Ivie and that she would present her report at the February board meeting.

Marketing Report: S Howerton was not in attendance.

Financial report: B Greenwood indicated that he had sent the board a financial report. R Hammond asked what financial information would be needed to plan for the 2012/2012 school year, and wondered if there were any concerns that B Greenwood could foresee at this time and if in the future that he would bring it to the attention of the board. B Greenwood stated that the projected budget for 2012/2012 was based on student enrollment of 518 students with an enrollment capacity of 600 students.

R Hammond voiced concern of board packets being received in a timely manner and wondered if there was a set protocol of deadlines. He would like to receive the reports no later than 7 days

and to have the reports available to the public before the board meeting occurs. He wondered if that would be legally possible. H McRae from the public noted that it would be best to check with legal counsel regarding protocol.

Board Business

Approval of prior meeting minutes: Tabled during review and approval of agenda.

Board Training: L McRae noted that he had spoken several times with Brian Carpenter (national charter school board trainer) regarding training. L McRae recommended to the board to approve budget to pay for “Board Wiser Plus” training at the cost of \$350 which would include 12 podcasts and a live webinar on January 25th. Should the board desire further training with Mr. Carpenter the \$350 would be credited to the next training session. L McRae stated that he checked with the Idaho School Board Association and HCCS is not currently a member of the ISBA and therefore was not able to utilize board training opportunities provided by the ISBA. He stated he was under the impression that HCCS had paid membership dues to ISBA. B Greenwood stated that he had never received an invoice from ISBA. H McRae from the public stated that she and director McRae had attended the ICSN 2 day training with Brian Carpenter in the spring of 2011 and that it was very informative and beneficial. R Hammond indicated that the ICSN also offered training.

R Hammond asked for a motion to approve the budget to reflect \$350 for “Board Wiser Plus” board training with Brian Carpenter. L McRae made the motion, J Gregory 2nd, all in favor, motion passed to approve the budget to reflect board training with Brian Carpenter for \$350.

Committee Reports:

Parent Student Survey Committee: T Strikwerda and M Hollist reported that parents have been contacted and a committee has been formed and will be meeting on Wednesday January 4th to review a draft survey.

R Hammond made a recommendation to continue the formation of more committees to serve under the direction of each director of the board. R Hammond reviewed the committees formed and asked for public response and volunteers to serve on the committees. J Mattravers recommended that the committee information sheet be available on line.

Extra Curricular Committee: L McRae indicated his desire to see sports be a real possibility at HCCS especially for retention of high school students. He indicated that he had spoken with representatives from other in state and mentor schools regarding sports. He has contacted the Idaho School Athletics Association regarding fees and insurance for HCCS students and teams and that it is within reason for this to be a reality at HCCS. It was recommended that L McRae contact A Rodgers the PE teacher to further coordinate further planning.

R Hammond asked what sports HCCS would potentially be considering. L McRae stated that inexpensive sports such as field and track, basketball, volleyball, swimming, lacrosse, etc., be considered, but would be based on student and parent demand.

Board Clerk: L McRae indicated that he had contacted Chris Yorgason about the possibility of fulfilling the position of board clerk. He is a local attorney that works with charter schools including Compass Charter School. L McRae indicated that the average cost of attorney fees has been costing HCCS anywhere from \$620 -\$1,000 per month and that Mr. Yorgason's fees were \$750 a month in which he would provide legal counsel to the board and board clerk clerical duties.

K Mast from the public commented on the position being paid at \$12-\$15 dollars an hour. L McRae stated that effectively this proposal would reduce the costs to the board by combining the scope of duties of attorney and clerk to one individual. The schools attorneys currently on contract would continue the contract and is paid on an as needed basis so essentially the school would not be overlapping expenses. In addition to attendance at regularly scheduled monthly meetings, C Yorgason would provide additional counsel to the board on an as needed basis at the rate of \$70/hour plus travel expenses, which L McRae stated was half of what the school is currently paying counsel.

R Hammond asked for a motion regarding the hiring of C Yorgason as the school attorney/board clerk. J Gregory made a motion to approve C Yorgason to be hired as additional counsel to the school and to fulfill the position of board clerk. L McRae seconded the motion, all in favor, motion approved.

R Hammond asked for a recommendation of the board for one of the directors to fulfill the position of Vice Chairman. M Hollist suggests T Klauss to fill the position. T Klauss declined due to time constraints. T Klauss made a nomination to appoint L McRae to serve as Vice Chairman to the HCCS Board of Directors. J Gregory motioned that L McRae be appointed as Vice Chairman, R MacDonald seconded the motion, all in favor, motion passed.

Executive Session: R Hammond asked for a motion to move into executive session pursuant to Idaho Code 67-2345(1)(a), (b), (c).

At 8:05 p.m. T Klauss made a motion to move into executive session, M Hollist seconded. Roll call was taken T Klauss-yes, L McRae-yes, R MacDonald-yes, R Hammond-yes, M Hollist-yes, J Gregory-yes, T Strikwerda-yes. Motion passed.

At 10:05 p.m. L McRae made a motion to come out of executive session, M Hollist seconded. Roll call was taken T Klauss-yes, L McRae-yes, R MacDonald-yes, R Hammond-yes, M Hollist-yes, J Gregory-yes, T Strikwerda-yes.

Regular Session: Resumed

Budgetary Amendments: L McRae motioned to remove the position of S Howerton as Director of Marketing and Public Relations effective immediately, all in favor, motion passed.

J Gregory motioned to remove the position of B Greenwood as Director of Finance and Operations effective February 6th, 2012 all in favor, motion passed.

R MacDonald motioned for the board to hire a business manager for no more than \$25,000 for the remainder of the school year. M Hollist seconded the motion, all in favor, motion passed.

Review Founder Status Requirements: L McRae motioned to table the agenda item “Review Founder Status Requirements” R MacDonald, seconded the motion to review founder status requirements, all in favor, motion approved.

R Hammond asked for a motion to adjourn the meeting. L McRae motioned to adjourn the HCCS board meeting, Robb MacDonald seconded, all in favor, motioned passed.