



Minutes for the November 29, 2018 Meeting of the Board of Directors

The regular meeting of the Board of Directors, Hayden Canyon Charter School, was held Thursday November 29, 2018. The board will convened a regular session at 7:00 p.m.

Location: Hayden Senior Center, 9428 N. Government Way, Hayden, ID 83835

I. Meeting Opened 7:00pm

II. Pledge of Allegiance

III. Procedural Matters

1. Approval of the Agenda passed with a unanimous vote after a motion by Jennifer Vest, and a second by Sarah Halstead.

2. Next Regular Meeting to be held Dec 13 at the Hayden Senior Center at 7:00pm

IV. Unscheduled Delegations (Audience to Address the Board)

Lindsey Grant. Holly Wilde. Vern Newby. Chris Noland. Dave Miller (former Administrator of a Post Falls School). Jennifer McCage, Carmen Wolman, Glenn Lanker.

V. Consent Calendar Action

A) Approval of the Minutes from the October 11, 2018 meeting passed with a unanimous vote after a motion to approve by Conner Underdahl, and a Second motion by Jennifer Vest.

B) Board Financial Report - \$66.67 is left from a reimbursement for 2017, which will be closed out. The 2018 Auction finances will be closed out at the next Board Meeting. \$2,004.13 in expenses related to the auction will be reimbursed when receipts are received by the Treasurer.

Regarding a former approval of \$1,000 for curriculum to be ordered by Sarah, a using Purchase Card vs check with double signatures is still under review by the Treasurer. ISBA Membership cost this year is \$906. It will go up to 1,209 in 2019. A Policy Manual produced by ISBA is \$2,000/yr. For 2018/2019, Shane Pratt volunteered to assist in creating a Policy Manual based on a publicly available version of an existing Policy Manual. Legislative changes occur in July. HCC will create a manual patterned after another Idaho approved Charter School. The cost of a legally required Press Release is \$250, and will include the primary attendance zone. POB \$70 = \$1266 Total. A Motion to approve was made by Jason Ball, with a second motion by Ryan Crandall.

VI. Budget and Finance

A) Information Items:

1. Monthly Financial Report (See Board Financial Report above)

2. Bills Outstanding (See Board Financial Report above)

3. Line of Credit Procurement -- \$250,000 Line of Credit status: HCC has less than 2 years of financial history as an organization. HCC does not own the land being donated for the purpose of building a charter school. If a member of the community provides \$250,000 collateral, HCC would be able to cure one of these deficits, and qualify for a loan or line of credit. \$250,000 in a CD deposited at the bank would serve the purpose. The land lease needs to be in place before HCC can talk to any other banks. HCC needs to show a projection based assurance (enrollment and state funds) to submit to the bank.

B) Action Items:

1. Authorize Payments for Bills Outstanding. Done

VII. Enrollment

A) Information Items:

1. Enrollment Closing Date – 3 months minimum enrollment period.

B) Action Items:

1. Enrollment Closing Date: A motion was made by Jennifer Vest and seconded by Sarah Halstead, and unanimously passed by Board vote to approve and enrollment period from December 1, 2018 through March 11, 2019 (closing date of open enrollment), with a Lottery enrollment on March 13,



with notification to the lottery enrollment winners by March 18, 2019. HCC has the option to extend the enrollment period or have a second chance lottery if HCC's target enrollment is not met.

VIII. Building

A) Information Items:

1. Permanent Leased Building Funding (Construction drawings have been donated): \$4,000,000 estimated construction cost. John Young bid \$3,500,000 or \$160/Sq'. Mountain West and ICCU have expressed an interest in offering a construction loan. One lender has a relationship with the Blum Foundation. Lenders want to see a minimum of two years of school operations before lending \$4 million for a school building to be built. Modular buildings are being proposed to satisfy two years of operation history for the school. 24'x60' modulares will be more cost effective, based on proposed class sizes. Three years of well-managed school operational history will allow the developer to seek a construction loan for building a permanent structure in year four. HCC will be capped at 300 enrollees with portables. Projected enrollment in years one through three is 251, 336, and 416. HCC will need a minimum of 16 classrooms in modulares for years one through two. HCC can add portables if needed, but it may infringe on the permanent structure's building/parking lot footprint. The Land Lease needs to be modified to accommodate portables instead of a permanent construction process for the initial years.
2. Portables Quotes and Placement will be presented at the next Board Meeting
3. Land Lease to be presented at a future Board Meeting

B) Action Items:

1. Portables Order and Payment. A motion was made by Conrad Underdahl and seconded by Jennifer Vest to table a decision about ordering portables/modular until the next Board Meeting. Glen Lanker and Vern Newby will obtain quotes to be presented at the next Board Meeting.

IX. Personnel

A) Information Items:

1. Administrator Position is open.
2. Job Description for Administrator. A working draft of job description will be finalized by the hiring committee. (Public meeting laws require Agendas to be posted for public view 72 hours in advance of Board and committee meetings.) The Administrator would ideally be someone familiar with expeditionary learning.

B) Action Items:

1. Advertisement for Administrator – A motion was made by Jason Ball and seconded by Jennifer Vest to table the job posting for the any administrative positions until the next Board Meeting.

X. Board Goals

A) Information Items:

1. Board Reports EL Conference and ISBA Conference – Email format is forthcoming from Sarah. Jen reported that we need to clarify the terms Founder and Founding Board. The Board hires the Administrator, who then recommends new hires to the Board for approval. Committees can be formed by the Administrator and not be a Board Committee and therefore are not subject to public meeting laws. The By-laws need to be revisited. HCC needs to hire an attorney at some point. Ryan Crandall, PA is a Board Director, and therefore unable to act in a capacity of attorney/client. A hired attorney should be involved in the hiring of the Administrator. Josh reported on the 2018 National Conference – Education for a Better World. Crew is a huge part of the process of EL Education. Josh reported that many philanthropic opportunities are left untapped. HCC's Board and Administration needs to assist teachers in drafting those applications. It takes 2-3 years for students and teachers to get into the groove of how EL Education works. The Board should review the state codes and policies, and Robert's Rules. State STEM funds for grades 6-12 are being made available. These funds are for expeditions. Sarah shared that HCC's ELA program will already be in compliance with new regulations.



2. Board Directors are still needed. The Board needs expertise in School Finance. (Susanne Metzger is a Charter School trainer for finance.) Expertise is also needed for School Design and Curriculum. HCC will invite applicants - who have submitted letters of intent - to attend the next Board meeting. A letter needs to go out to interested parents to request Board Director candidates in the areas where the HCC Board needs expertise. July 1, 2019 the Board changes and Founding Board Directors become official Trustees.
3. Community Outreach/Image Plan: Jennifer Vest made a motion to form a committee with Amy and Conrad as the initial members; who can recruit community members. Jason Ball seconded Jennifer's motion. Sarah abstained from the vote. The motion passed with a majority vote.
4. 2019 Strategic Plan (ISBA Policy Manual). July 1 HCC can accept state funding. Dale is willing to come on the 13th to educate the Board through a presentation. Dale is on the approved list, and will walk HCC Board Directors through the process. \$3,000 is budgeted for continuous improvement. It will cost \$1,500. HCC will apply for accreditation, 8 criteria will give HCC tentative accreditation. HCC will open with the accreditation in place. Tracy Bunch does all the school improvements for state of Idaho.
5. Board Retreat. Discussion will ensue at the Dec 13 Board Meeting. The location is to be determined. A motion was made by Jennifer Vest and seconded by Sarah Halstead to table this item until the next Board Meeting. The motion passed with a unanimous vote.

B) Action Items:

1. Board Retreat Location, Expense
- XI. Future Agenda Items 7:55pm
XII. Adjournment 9:34pm