



## Minutes of a Meeting of the Board of Directors

Wednesday, June 15, 2022

A session of the Board of Directors, Hayden Canyon Charter School, held Wednesday, June 15, 2022, at 7:00 p.m.  
Meeting held at 13590 N Government Way, Hayden, ID 83835.

### **I. Open the Meeting 7:03pm**

- A. Board Members in Attendance:** Ryan Crandall, Violet Rudd, Joshua Dahlstrom, Josh Fletcher, Alex Tull
- B. Board Clerk:** Bridgette Dahlstrom
- C. Board Treasurer:** Lori Aldrich
- D. Administrator:** Cynthia Lamb
- E. Organizational Specialist:** Briana Pearson
- F. Business Manager:** Matt Lovell (via Zoom)

### **II. Pledge of Allegiance**

### **III. Procedural Matters *Action***

- A. Motion to approve the agenda as it stands by Josh Fletcher, seconded by Alex Tull. Motion carried unanimously.

Jason Ball joined the meeting at 7:09pm

- B. Motion to schedule the next regular Hayden Canyon Charter board meeting for July 20, 2022 at 7:00pm, location to be determined, by Alex Tull, seconded by Jason Ball. Motion carried unanimously.
- C. Motion to set July Policy Review Workshop for July 6, 2022 at 5:00pm, location to be determined, by Alex Tull, seconded by Joshua Dahlstrom. Motion carried unanimously.

### **IV. Scheduled Delegations**

- A. None

### **V. Unscheduled Delegations (Audience to Address the Board)**

- A. None

### **VI. Consent Calendar *Action***

- A. Approve minutes from May 18, 2022 Meeting
  - 1. Request to specifically note Ryan Crandall was absent for the portion of the meeting after he left by Joshua Dahlstrom.
- B. Approve minutes from May 25, 2022 Executive Session
  - 1. Request to remove student numbers from May 25 Executive Session minutes since state now advises not to use them by Joshua Dahlstrom.
- C. Motion to approve consent calendar with the amendments presented by Joshua Dahlstrom, seconded by Josh Fletcher. Motion carried unanimously.

### **VII. Board Training (Violet Rudd)**

- A. Open Meeting Laws and Board Committees Training
  - 1. Presentation regarding Governance vs. Management
  - 2. Review of Idaho Open Meeting Laws

### **VIII. Budget and Finance**

#### **A. Information Items**

- 1. Business Manager's Report presented by Matt Lovell
  - a) Expenditures were lower than forecasted in some categories
  - b) School will meet minimum required cash on hand at end of June
  - c) Property & Liability Insurance Policy for FY 2022-23 will increase to \$16,203

2. Bills Outstanding - none at this time

**B. Action Items**

1. Action on Business Manager's Report
  - a) Motion to approve the FY22 Forecast budget as presented by Joshua Dahlstrom, seconded by Josh Fletcher. Motion carried unanimously.
  - b) Motion to approve line item 335 Insurance with the increase in premiums for the next year by Alex Tull, seconded by Joshua Dahlstrom. Motion carried unanimously.
2. Action on Bills Outstanding - none at this time
3. Approval of Donations as needed - none at this time

**IX. Board Decisions (Discussion and Action Items)**

**A. Admin Update**

1. Action requested on Revision of Student Dress Code for 2023-2024 School Year
  - a) Discussion regarding limiting uniform colors/styles with logos vs allowing students to choose dress within appropriate guidelines
  - b) Discussion regarding purpose and intent of uniforms
    - (1) Removes distractions and monetary distinction
    - (2) Promotes CREW, uniformity, and self discipline
  - c) Item tabled until Policy Review meeting on July 6, 2022
2. Action requested on Staff Dress Code
  - a) Request that the board consider removing uniform requirement for staff
  - b) Discussion regarding pros & cons of professional dress vs uniform for staff
  - c) Motion to leave the dress code for the teachers the same as the 2021-2022 school year, but with the option to wear their non-logoed professional wear if they wear a logoed badge, by Joshua Dahlstrom and seconded by Jason Ball. Motion carried unanimously.
3. Action requested on Adoption of Policy 3225 (Student Clubs)
  - a) Discussion regarding example policy provided to define the process of requesting approval for a club, who may participate in the club, and who may oversee a club.
  - b) Tabled to July 6, 2022 Policy Meeting.
4. Action requested on Revised Policy 2550F1 (Student Field Work)
  - a) Motion to approve Field Work Policy as requested by Joshua Dahlstrom, seconded by Josh Fletcher. Motion carried unanimously.
5. Action requested on Creation of .5 FTE Counselor position
  - a) Review of House Bill 654
    - (1) Recommendation by Violet Rudd to hire LPC or LCPC at an hourly rate to support student needs
  - b) Clarification that there is FTE room for the upcoming year that will allow the proposed position to be hired
  - c) Motion to approve the creation of the .5 FTE Counselor position for the 2022-2023 school year by Alex Tull, seconded by Jason Ball. Motion carried unanimously.

**B. Approval requested for staff recommendations**

1. Motion to approve Sara Bennier for the 7th/8th Science Teacher as recommended by Administration by Alex Tull, seconded by Jason Ball. Motion carried unanimously.
2. Serah Klemm as 7th/8th Math Teacher
  - a) Withdrew her application for the position - no action needed
3. Motion to Mica Clarkson as Special Education Coordinator as per Administration's recommendation by Alex Tull, seconded by Josh Fletcher. Motion carried unanimously.
4. Motion to approve Ayrha Ellis as .5 Gifted & Talented Facilitator as recommended by Administration by Josh Fletcher, seconded by Violet Rudd. Motion carried unanimously.
5. Kianna Wilson as ½ Day Kindergarten & K-3 Reading Interventionist
  - a) Motion to approve Kianna Wilson as ½ Day Kindergarten teacher as recommended by Administration by Josh Fletcher, seconded by Jason Ball. Motion carried unanimously.
  - b) Motion to approve Kianna Wilson as .5 K-3 Reading Interventionist as recommended by Administration by Josh Fletcher, seconded by Jason Ball. Motion carried unanimously.
6. Grant Writer Applicants

- a) Deb Lawson as Grant Writer
  - b) Jill Turner as Grant Writer
  - c) Motion to approve a contract up to 10% for any grant writer, seconded by Violet Rudd.  
Motion carried unanimously.
- C. Review of 2021/2022 Safety Policy/EOP - no action required
  - 1. Discussion regarding standard messaging for parents to be used in the case of a concern
  - 2. New Safety Policy/EOP for 2022-2023 school year has been approved by the Sheriff
- D. Addition of Advisor to the Board - action required
  - 1. Advisor able to provide information or discuss items with board as needed
  - 2. Advisor will be in non-decision making role but understands board role and administration role
    - a) Able to advise both sides equitably without providing a decision
    - b) Advisor will be a volunteer and have a clear job description
  - 3. Motion to approve the addition of one, or more, advisors to the board as determined by the board, and as needed by Jason Ball, seconded by Violet Rudd.
    - a) Amendment to the motion: Motion to create a board of advisors to advise Hayden Canyon Charter's Board and Administration as needed by Jason Ball, seconded by Violet Rudd. Motion carried unanimously.
- E. Nomination/Volunteer of Advisor to the Board - action required
  - 1. Motion to table the nomination of the Advisor of the Board to the next Regular Board meeting by Jason Ball, seconded by Josh Fletcher. Motion carried unanimously.
- F. Idaho Ed Curriculum Law: Formation of Curriculum Committee
  - 1. Administration shall create a Curriculum Committee inline with Idaho House Bill 650
- G. Committees and Open Meeting Laws: Administrative vs Board
  - 1. Recommendation that all committees have a brief description of roles and duties
- H. Leadership Development - Board & Administration
  - 1. Recommended list of trainings and online resources provided to the board
- I. 2022/2023 Education Director Maternity Leave
  - 1. Discussion regarding potential need for sub administrator during Education Director's absence
  - 2. Motion to hire a sub for Education Director to prepare for her leave and to cover duties during that leave by Violet Rudd, motion was not seconded and failed.
- J. Policy Committee Update
  - 1. Volunteer Access Policy - to be reviewed at July 6, 2022 Policy Meeting
- K. Review of Current Board Committees
  - 1. Attendance & Academic Performance: Jason Ball, Joshua Dahlstrom, Violet Rudd
    - a) No meetings or updates
    - b) Violet Rudd appointed as Chair
  - 2. Board Member Selection: Jason Ball, Josh Fletcher, Joshua Dahlstrom
    - a) No meetings
    - b) Joshua has spoken with several individuals about joining and they have expressed interest
    - c) Motion that the board reverse the motion previously made that requires an application for board director include the requirement of attending at least one board meeting by Violet Rudd, seconded by Jason Ball. Motion carried by majority, noted that Alex Tull opposed motion.
    - d) Josh Fletcher appointed as Chair
  - 3. Business Support: Ryan Crandall
    - a) No updates
    - b) Ryan Crandall appointed as Chair
  - 4. Growth & Expansion: Alex Tull, Joshua Dahlstrom, Violet Rudd
    - a) No meetings or updates
    - b) Alex Tull appointed as Chair
  - 5. Public Relations: Violet Rudd
    - a) Violet and Cynthia met to brainstorm ideas for future parent involvement
    - b) No updates to note

- c) Violet Rudd appointed as Chair
- 6. School Clubs: Josh Fletcher, Ryan Crandall, Violet Rudd
  - a) No meetings or updates
  - b) Josh Fletcher appointed as Chair
- 7. Construction Monitor: Joshua Dahlstrom, Alex Tull
  - a) No meetings
  - b) Concrete is being poured
  - c) Walls are being built in preparation to be raised
  - d) Parking lot expansion has been started
  - e) Alex Tull appointed as Chair
- X. **Motion to enter into Executive Session:** Idaho code §74-206(1)(d) To consider records that are exempt from disclosure as provided in Chapter 1, title 74, Idaho Code by Alex Tull, roll call vote
  - Jason Ball - Aye
  - Violet Rudd - Aye
  - Alex Tull - Aye
  - Josh Fletcher - Aye
  - Joshua Dahlstrom - Aye
  - Ryan Crandall - Aye

Executive session entered at 11:46pm

Joshua Dahlstrom left the meeting at 11:46pm

Executive session exited at 1:27am

Bridgette Dahlstrom rejoined the meeting at 1:28am

- XI. **Action from Executive Session**
  - A. Motion to hold executive session on Monday, June 20, at 6:30pm by Alex Tull, seconded by Violet Rudd. Motion carried unanimously.
  - B. Motion to amend Monday, June 20, 2022 meeting to be a special meeting to be held at 6:30pm by Violet Rudd, seconded by Josh Fletcher. After further discussion the motion was withdrawn by Violet Rudd and the original motion stands.
- XII. **Evaluations**
  - A. Administrator Evaluations
    - 1. No discussion or action at this time.
  - B. Business Manager and Treasurer Review
    - 1. No discussion or action at this time.
- XIII. **Future Agenda Items**
  - A. Approval of Board Advisor Job Description
  - B. Nomination/Volunteer of Advisor to the Board
- XIV. **Adjournment 1:49am**