



Minutes of a Meeting of the Board of Directors

Monday, December 12, 2022

A session of the Board of Directors, Hayden Canyon Charter School, held Monday, December 12, 2022, at 7:00 p.m.
Meeting to be held at 13590 N Government Way, Hayden, ID 83835.

I. Open the Meeting 7:00 pm

- A. Board Members in Attendance: Violet Rudd, Alex Tull, Colleen Kolobow, Nathan Wright, Paula Conley
- B. Board Clerk: Bridgette Dahlstrom
- C. Operational Director: Bill Rutherford
- D. Board Advisor: Joshua Dahlstrom

II. Pledge of Allegiance

III. Procedural Matters *Action*

- A. Approve the agenda
 - 1. Motion to move ISBA training to the next meeting by Colleen Kolobow, seconded by Nathan Wright. Motion carried unanimously.
 - 2. Motion to move creation of bathroom policy to next board meeting by Nathan Wright, seconded by Paula Conley. Motion carried unanimously.
 - 3. Motion to approve the agenda with changes noted above by Colleen Kolobow, seconded by Nathan Wright. Motion carried unanimously.
- B. Next board meeting will be January 18, 2023 as currently scheduled.
- C. Board retreat to be held January 21, 2023 at 5:30pm at Syringa by Paula Conley, seconded by Colleen Kolobow. Motion carried unanimously.

IV. Scheduled Delegations

- A. 1st Grade Presentation by Robin Curtis and Jen MacKeage
 - 1. Shared book and maps created during an expedition (Geography and Civics standards)
 - a) Learned about maps and created their own
 - (1) Each student created their own map of the classroom and then worked in groups to learn how to combine their maps into a single representation
 - b) Learned about who they are, and their role in the community
 - (1) Started in the classroom, moved out to city, then state, country, continent, and then the world
 - (2) Each student learned about who they are and where they are in the world
 - (a) Presentation of book "Who, What, Where" by Emmett Wright
 - (b) This book was written by each student about themselves
- B. 2nd Grade Presentation
 - 1. Nici Osborne presentation regarding her class trip to Dig site in Clarkia
 - a) Presentation of narratives by Jett Crandall, Axton Primmer, Olivia Butcher, and Cielle Ellis
 - (1) Shared experience of riding the bus and digging for fossils at Clarkia
 - 2. Stefanie Gonzales presentation regarding the creation of dinosaur narratives
 - a) Presentation of narrative by Charlotte Dunn
 - 3. Jen Fries presentation on module that is starting this term "Schools around the World"
 - a) Will be partnering with a school in Siberia
 - b) Students Made a KWL chart
 - (1) What they Know
 - (2) What they Want to know
 - (3) What they want to Learn

- V. Unscheduled Delegations (Audience to Address the Board)**
 - A. No unscheduled delegations for this meeting
- VI. Consent Calendar *Action***
 - A. Motion to approve consent calendar A & B by Alex Tull, seconded by Colleen Kolobow. Motion carried unanimously.
- VII. Budget and Finance**
 - A. Information Items:**
 - 1. Business Manager's Report
 - a) Matt Lovell unable to attend the meeting this evening
 - b) Bill has not been notified of any concerns by Matt - communication from Matt to Bill during finance meetings is that the school is on the right track
 - B. *Action Items*:**
 - 1. Action on Business Manager's Report - no action needed
 - 2. Approval of Donations
 - a) \$24 from Frontstream
 - b) 490.28 from American Online Giving Foundation
 - c) Motion to approve donations from Frontstream and American Online Giving Foundation by Nathan Wright, seconded by Paula Conley. Motion carried unanimously.
- VIII. Board Training**
 - A. Item removed during approval of agenda
- IX. Board Decisions (Discussion and Action Items)**
 - A. Admin Update
 - 1. Recommendation for Leann Williams to be Community Representative on Curriculum Committee
 - a) Motion to accept Administration's recommendation for Leann Williams to be Community Representative on Curriculum committee by Alex Tull, seconded by Nathan Wright. Motion carried unanimously.
 - 2. Recommendation of Lew Craparotta for .5 Janitor position
 - a) Will clean building 3 hours after school Mon - Thursday
 - b) Motion to accept recommendation of Lew Craparotta for .5 Janitor position pending conversation with HCC lawyer by Alex Tull, seconded by Colleen Kolobow. Motion carried unanimously.
 - 3. Policy 6100 - Administrator Duties and Authorities
 - a) Provided by Bill as reference for upcoming evaluation process
 - b) Bill does not see any need for changes to the Policy
 - c) No action needed
 - 4. Responses from Staff Survey sent out by Bill
 - a) Review of some key points shared in the survey results by staff members
 - b) No action needed
 - B. Approval of School Closures
 - 1. November 8, 2022 (Snow Day)
 - 2. November 30, 2022 (Snow Day)
 - a) Motion to approve the two snow days of November 8 and November 30 by Colleen Kolobow, seconded by Paula Conley. Motion carried unanimously.
 - C. Service Contracts
 - 1. Snow Removal
 - a) Bill spoke with Snow Removal company to revisit contract details and removal timeline
 - b) Company provided 2 days of services at no charge
 - c) Bill is accepting bids from other snow removal companies
 - D. ISBA Conference Updates
 - 1. Potential for \$840 reimbursement for board members attendance
 - E. Policy Review
 - 1. Policy 5440 - School Holidays

- a) Classified staff are not paid for “no school” holidays
 - b) Recommendation by Alex Tull that Ryan review the policy to determine how he wants to move forward
 - c) No action taken at this time
 - d) Clerk to research policy of neighboring schools
- 2. Policy 3050 - Requesting change of “Semester” to “Term”
 - a) HCC has 3 terms per school year instead of 2 semesters
 - b) Motion to approve changing of word semester to term as it applies to policy 3050 by Alex Tull, seconded by Colleen Kolobow. Motion carried unanimously.
- 3. Creation of Bathroom Policy
 - a) This item removed during approval of agenda
- 4. Student Technology Bring Your Own Device Policy
 - a) Administration recommends not creating this policy
 - b) BYOD contradicts current HCC technology policies
 - c) No action needed at this time
- F. Admin Evaluation Policy & Process
 - 1. Review of process and sharing of key dates
 - a) Mid year check in to be completed before February
 - b) Summative meeting to be completed before June 1, 2023
- G. Recruiting for 2023-2024 School Year
 - 1. Recommendations from Administration for in house hires for 2023-2024
 - a) Psychologist
 - b) Occupational Therapist
 - c) Speech Language Pathologist
 - d) Physical Therapist
 - 2. In house hires will save the school money and also ensure greater quality of service
 - 3. Recommendation that advertising for positions begins now
 - a) Reaching out to National Organizations
 - b) Reaching out to Universities
 - 4. **Motion to enter emergency Executive Session pursuant to 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, seconded by Colleen Kolobow. Roll Call Vote:
 - Alex Tull: Aye
 - Nathan Wright: Aye
 - Paula Conley: Aye
 - Colleen Kolobow: Aye
 - Violet Rudd: Aye

Executive Session entered at 8:41pm

Bill Rutherford invited to join executive session at 8:41pm

Joshua Dahlstrom invited to join executive session at 8:41pm

Executive Session exited at 9:28pm

Public invited back into the meeting at 9:28pm

a) Action from executive session

- (1) Motion to schedule another board meeting on December 22 at 6:00pm by Alex Tull, seconded by Nathan Wright. Motion carried unanimously.

H. Staff Survey Response Review

- 1. To be moved to next meeting

I. Board Committee Updates

- 1. Attendance Committee
 - a) Attendance reviewed for 10 students
 - b) 3 students to be presented to the board on December 22
- 2. Building Committee

- a) Building to be cleaned on December 13
 - b) Building walk through and punch list to be completed December 16
 - c) Small items remaining on Certificate of Occupancy
 - d) Temporary Certificate of Occupancy to move into new building on December 26
 - e) Staff will be going through building on December 21 to assign rooms and determine “move in” day
 - f) Cafeteria tables received from Lakeland School District at no charge
 - g) Heat tape will need to be installed to help prevent ice dams
 - (1) Quote for cost should be received on Friday
 - h) There are items that will need to be addressed prior to obtaining a permanent certificate of occupancy.
 - i) Quote for bond to ensure traffic revisions for Government Way required to force right hand turn onto Government Way
 - (1) \$100,000 cost estimate for traffic revisions
 - (2) Approximately \$3,000 - \$5,000 needed immediately to secure bond
3. Curriculum Committee
- a) First meeting on December 5 was successful
 - b) Next meeting will be held on December 21
 - c) State curriculum adoption schedule will be followed to ensure all curriculum is reviewed every 5 years
 - (1) Starting with ELA and CREW curriculum

X. Future Agenda Items

- A. New Hire Postings for 2022-2023 school year
- B. Approve Dollar amount for bond
- C. Extended Leave Policy
- D. Renewal Committee Status
- E. Delayed Start Policy
- F. Policy 5440 - School Holidays
- G. Board Staff Survey Response Review
- H. 3rd Grade Presentation - January meeting
- I. 4th Grade Presentation - January meeting
- J. Technology Training February 8-10 - January meeting

XI. Adjournment 9:53pm