



## Minutes of a Meeting of the Board of Directors

Wednesday, January 18, 2023

A session of the Board of Directors, Hayden Canyon Charter School, held Wednesday, January 18, 2023, at 7:00 p.m.  
Meeting to be held at 13590 N Government Way, Hayden, ID 83835.

### **I. Open the Meeting 7:00pm**

- A. Board Members in Attendance:** Ryan Crandall, Colleen Kolobow, Nathan Wright, Paula Conley, Alex Tull, Violet Rudd
- B. Board Clerk:** Bridgette Dahlstrom
- C. Operational Director:** Bill Rutherford
- D. Business Manager:** Matt Lovell

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

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

- A. Motion to approve the agenda with the correction of IX.H to reflect “New Hire Postings for 2023-2024” by Colleen Kolobow, seconded by Nathan Wright. Motion carried unanimously.

Violet Rudd joined the meeting at 7:02pm

- B. Motion to set the Next Board Meeting on February 15 as normal.

### **IV. Scheduled Delegations**

- A. 3rd Grade Presentation
  - 1. Lynette Smith shared Leadership Binders from some of the students.
    - a) Examples of Student work so far this year
    - b) Portfolios that follow them from one year to the next
  - 2. Tammy Karoblis shared writing samples from her students
    - a) Annabelle Bennier shared one of her writing projects with the board.
- B. 4th Grade Presentation
  - 1. Allison Slattery & Phil Corless
    - a) Shared presentation on how they involve experts in student learning
    - b) Students recently completed a poem unit and they had the opportunity to Zoom with Children’s Poet Kenn Nesbitt
      - (1) Gave students a background
      - (2) Went through writing process with the students
      - (3) Wrote a collaborative poem with the students
      - (4) Discussed Rhyming and Alliteration with the students
    - c) HCC 4th Grade Collaborative poem “Playing With Your Food” shared by Brax Dahlstrom and Ryan Karoblis
    - d) Students will be creating a Poetry book that will be published
      - (1) Will have a Poetry and Art night once the book has arrived

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

- A. None

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

- A. Motion to approve minutes from December 22, 2022 Board Meeting by Nathan Wright, seconded by Colleen Kolobow. Motion carried unanimously.

### **VII. Budget and Finance**

- A. Information Items:**

1. Business Manager's Report
  - a) Matt met with Bill and Lori today to do a detailed review of the current budget and begin planning for the 2023-2024 school year.
  - b) Remaining ESSR funds (approx \$250,000) must be spent by end of 2024
    - (1) Funds must be spent on Pandemic related expenses
    - (2) All spending must be approved by the State prior to being spent
  - c) Division of classrooms among grades will change moving forward to create a positive enrollment model.
  - d) School needs to have 40 days cash on hand at the end of June.
2. Clarification on Budget Questions
  - a) Clarification on how ESSR funds will be used moving forward

***B. Action Items:***

1. Action on Business Manager's Report - no action needed
2. Action on Budget Question - no action needed

**VIII. Board Training**

- A. Review of Key Points from ISBA Conference
  1. Open Meeting Laws
    - a) Primary take away: Consistency is Key
  2. Internet Safety Laws
    - a) Firm believer of locking down as much as possible and then approve sites from there
    - b) Be careful with approving sites - ensure everything is appropriate for our students
  3. Budgeting
    - a) Ensure accounting plans for future year
    - b) Start in Jan/Feb with the budget review to plan for future years
  4. New Board Member Training
    - a) When board members should/should not comment or answer questions
  5. Curriculum Review Process
    - a) Beneficial to knowing how the process works as our committee moves forward
    - b) Be vigilant to ensure all websites use do not collect or share data from our students
    - c) Ensure sites used do not have any advertising
    - d) Reminder to utilize the state adoption cycle for subject curriculum approval
    - e) How to address materials and resources
  6. Community Relations
    - a) Importance of reaching out to businesses in our area
    - b) Positive promotion of our school
  7. Administrator Evaluation
    - a) Key takeaway: Ensuring there is a documented process that is followed from year to year

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

- A. Admin Update
  1. State required observations are complete for all 26 staff members
    - a) 5-6 hours spent in each classroom to observe teachers so
  2. New Building
    - a) Wi-Fi should be in soon
    - b) Cafetorium floors will be finished Friday & tables will be moved in on Friday
    - c) Gutters going up Monday
    - d) Library is in the process of being set up
    - e) Waiting on final quote from Spokane Restaurant Supply for Kitchen
  3. HCC Foundation will be dissolved and Parent Crew will be the single organization for fundraising and school support
    - a) Gala will be Spring 2024
    - b) 8th Grade Graduation planned
    - c) Kindergarten will have formal celebration
    - d) Boys Night Out & Girls Night Out
      - (1) April 6th & April 20th

- (2) Optional after hours event
  - (3) Parent should attend with their student
  - e) New Leadership Needed for Parent Crew
- 4. Middle School will have new Grading Accountability, Communication, and Student Ownership of work
  - a) Process based on feedback from parents
- 5. Bill training to be Title IX Facilitator
- B. Approval of School Closures
  - 1. Motion to approve Snow Days for December 21 and December 22, 2022 by Nathan Wright, seconded by Colleen Kolobow. Motion carried unanimously.
- C. Full Day Kindergarten benefit for Full Time staff members
  - 1. Alex and Bill spoke with Matt regarding whether that would cause financial strain if that was offered
    - a) Matt did not believe there would be financial stress if this was offered
  - 2. Motion to adopt a policy and/or change a current policy to waive the tuition and fees for children of Full time employees at Hayden Canyon Charter by Alex Tull, seconded by Colleen Kolobow. Motion carried unanimously.
- D. Expansion Open House Celebration
  - 1. Head Over Hills for HCC
  - 2. Student Kickoff on Thursday, February 10, 2023 (pep rally style CREW up)
  - 3. Feb 13th: Community Exhibition Night on Monday, February 13th
  - 4. Feb 14th: Day of Kindness
    - a) Service projects by HCC Classrooms
    - b) Classes will create Spirit Banners
  - 5. Feb 16th: Bigfoot Bash
    - a) Tours for Community Members
    - b) Bonfire
    - c) Guided Night Hikes
    - d) Food Trucks
- E. Board Staff Survey Response Review
  - 1. Reviews mostly positive
  - 2. Will be shared with Bill for his review and information
- F. Renewal Committee Status
  - 1. Current Performance Certificate valid through June 2025
  - 2. Admin & Board will begin working with IPCSC in early 2024 to begin process
- G. Leave of Absence Request from Briana Pearson
  - 1. At Briana's request contract and leave ended December 23, 2022.
  - 2. Board not able to approve current request due to specific conditions requested
  - 3. Motion that the board not honor the Leave of Absence request from Briana Pearson at this time by Alex Tull, seconded by Violet Rudd. Motion carried unanimously.
- H. New Hire Postings for 2023-2024 School Year
  - 1. Vice Principal
  - 2. 5 teachers needed for K-2 grade band
  - 3. Middle School Teacher
  - 4. Motion to approve new hire postings for the 2023-2024 school year for 5 primary grade positions by Colleen Kolobow, seconded by Paula Conley. Motion carried unanimously.
- I. Policies
  - 1. Clarification on Policy 5440 - School Holidays
    - a) Adjust holidays to clarify those that will be included
    - b) Revise wording for Clarification
    - c) Tabled to the February 15th meeting to allow time for review & revision
  - 2. Delayed Start Policy
    - a) Motion to approve delayed start policy by Colleen Kolobow, seconded by Nathan Wright. Motion carried unanimously.

J. Technology Training February 8-10, 2023

1. Recommended by ISBA
2. Technology training with ideas to be implemented to follow guidelines
3. No action required

K. Committee Updates

1. Attendance Committee
  - a) No meeting this month
  - b) Bill completed his portion of the attendance contacts
2. Construction Committee
  - a) Overall construction completed
  - b) Jono is finishing the final punch list
  - c) Meetings will continue due to the traffic remediation that must be completed
3. Curriculum Committee
  - a) Meeting held on January 11, 2023
  - b) Conversation regarding scope of committee and whether policy fits the work
  - c) ELA and Character Education to be the focus for the 2023 year

**X. Future Agenda Items**

- A. Adjustments to 2022-2023 Budget
- B. 2023-2024 School Calendar
- C. Policy to waive Full Day Kindergarten tuition for children of Full Time staff members
- D. Policy 5440 - School Holidays

**XI. Adjournment 9:15pm**