



Minutes of a Meeting of the Board of Directors

Wednesday, December 13, 2023

A session of the Board of Directors, Hayden Canyon Charter School, held Wednesday, December 13, 2023, 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:** Alex Tull, Ryan Crandall, Nathan Wright, Matt George, Violet Rudd, Colleen Kolobow (via Google Meets)
 - B. Board Clerk:** Bridgette Dahlstrom
 - C. Operational Director/Principal:** Bill Rutherford
 - D. Board Advisor:** Joshua Dahlstrom
- II. Pledge of Allegiance**
- III. Procedural Matters *Action***
 - A. Motion to approve the agenda as it stands by Violet Rudd, seconded by Nathan Wright. Motion carried unanimously.
 - B. Motion to hold the next meeting on January 17, 2024 at 7:00 pm by Colleen Kolobow, seconded by Matt George. Motion carried unanimously.
- IV. Unscheduled Delegations (Audience to Address the Board)**
 - A. No unscheduled delegations
- V. Scheduled Delegations**
 - A. Presentations
 - B. Parent Crew (PTO) Update
 - 1. Foundation and Parent Crew are now aligned and working together
 - 2. Lots of volunteers helping share the work
 - 3. All officer positions are filled
 - C. Action from Scheduled Delegations
 - 1. None taken
- VI. Board Member Selection *Action***
 - A. Board Member Nominations
 - 1. Nomination of Kimberly Cloward-Guthrie for board member position by Colleen Kolobow
 - a) Nomination accepted by Kimberly
 - (1) Passionate about children's education - specifically reading, writing, and math
 - (2) Currently serves on Curriculum Committee and with Parent Crew
 - (3) Has student in Kindergarten at HCC
 - (4) Currently works in Accounting, previous experience auditing school districts and cities
 - 2. Motion to approve the nomination of Kimberly Cloward-Guthrie as a new board member by Nathan Wright, seconded by Violet Rudd. Motion carried unanimously.
 - 3. Motion to install Kimberly Cloward-Guthrie as a new board member by Matt George, seconded by Violet Rudd. Motion carried by majority vote - Colleen Kolobow abstained.

Kimberly Cloward-Guthrie joined the meeting as a board member at 7:19pm

VII. Consent Calendar *Action*

- A. Motion to approve the consent calendar by Nathan Wright, seconded by Colleen Kolobow. Motion carried unanimously.

VIII. Budget and Finance

A. Information Items:

1. November Business Manager's Report
 - a) We are currently ahead of where we budgeted for the year.
 - b) Matt will look into potential options for future investment opportunities
 - c) No current concerns with the budget

B. Action Items:

1. November Business Manager's Report
 - a) No action needed or taken

IX. Board Decisions (Discussion and Action Items)

A. Admin Update

1. Universal screeners done in September, January, and at the end of the year
2. HCC no longer completes monthly assessments for all students
 - a) Tier 2 students will have monthly progress monitoring
 - b) Tier 3 students will have weekly progress monitoring
3. Athletics Outlook
 - a) HCC will be working to form a league for students to participate in sports
 - b) Also planning to sponsor a Parks & Rec team

B. Administrator Goals

1. Areas for Goals
 - a) Enrollment: Goal for 2023-2024 to meet budget of 580 students
 - (1) Discussion to base goal on best 6 weeks
 - b) Achievement: Goal for 2023-2024 to be divided between student & staff performance
 - (1) Discussion regarding stipend based on classrooms above achievement goals
 - (2) Discussion regarding part of stipend tied to teacher performance
 - (a) 80% Proficient, 20% Distinguished
 - c) Additional Duties (After school activities)
2. Discussion regarding adjusting administrator salary schedule to pay stipend at 580 students with additional stipend at 600 students
3. Motion to accept the documented changes to the stipend schedule for the 2023-2024 year by Alex Tull, seconded by Violet Rudd. Motion carried unanimously.

C. Policies

1. Policy 3255 - Student Dress Code
 - a) Board reviewed parent and teacher feedback
 - b) Board discussed option of having uniform hats that students can choose from
 - (1) Concern that open policy leaves room for interpretation of views between different individuals regarding what is political, appropriate, etc
 - (2) Concern that it may create divisiveness when the uniform policy is designed to create unity
 - (3) Discussion regarding adding a uniform hat - color and style defined
 - (4) Discussion regarding teachers needing to police another item
 - (a) All teachers that responded were in favor of hats, by answering such they are willingly taking on the responsibility
 - c) Motion that the board add hats to the prescribed uniform policy pending finding a uniform hat through one of our predetermined vendors by Alex Tull
 - (1) Discussion regarding the need to take more time to think through the aspects of the policy with a draft created for the board to review and vote on
 - d) Motion to table the discussion by Colleen Kolobow, seconded by Kimberly Cloward-Guthries. Motion carried unanimously.
 - (1) Tabled to next regularly scheduled board meeting
2. Policy 3520 - Contagious or Infectious Diseases
 - a) Motion to accept Policy 3520 as posted by Alex Tull, seconded by Violet Rudd. Motion carried unanimously.
3. Policy 3523 - Head Lice (Pediculosis)

- a) All responsibilities fall under Administrator
 - b) Parent notification materials shall be shared at the beginning of the school year
 - c) Needs to be added to enrollment forms with hearing & vision screening
 - d) Discussion that if 2 plausibly related cases are identified in the same grade - the grade should be notified
 - e) Motion to approve Policy 3523 as discussed by Nathan Wright, seconded by Alex Tull. Motion carried unanimously.
- 4. Restraint and Seclusion Policy - Initial Review
 - a) Staff is being trained through MANDT (restraint and seclusion training)
 - b) Motion to adopt a Restraint and Seclusion Policy that is similar to Lakeland's policy updating with necessary adjustments by Colleen Kolobow, seconded by Matt George. Motion carried unanimously.
- 5. Parent Engagement Policy
 - a) Ensures that parents are the first point of contact for all student concerns or observed changes in behavior
- 6. Health Policies - 2nd Review
 - a) Motion that the board accept Policy 3510F1 as presented by Alex Tull, seconded by Nathan Wright. Motion carried unanimously.
 - b) Motion to accept Policy 3510F2 as presented by Alex Tull, seconded by Nathan Wright. Motion carried unanimously.
 - c) Motion to accept Policy 3295P as presented by Alex Tull, seconded by Nathan Wright. Motion carried unanimously.
 - d) Motion to accept Policy 3295F as presented by Alex Tull, seconded by Nathan Wright. Motion carried unanimously.
- 7. Policy 4210F1 - Fee Schedule for Community Use of School Facilities
 - a) Rentals will be considered on a case by case basis as requested
 - b) Board would like teachers to be given 5 days notice for classroom rental
 - c) Motion to accept Policy 4210F1 with fee schedule presented by Administration by Alex Tull, seconded by Violet Rudd. Motion carried unanimously.
- D. Committee Updates
 - 1. Board Member Selection Committee
 - a) Clarification from By-Laws that the purpose of the committee is to recruit board members and encourage them to apply for the board
 - (1) The board is still responsible for interviewing and selecting new Board members
 - b) New Committee Member Request
 - (1) Rebekah Preston-Dunn
 - (2) Hillary Whitcomb
 - (3) Peter Sherman
 - c) Motion to approve Rebekah Preston-Dunn's request to be part of the Board Member Selection Committee by Alex Tull, seconded by Nathan Wright. Motion carried unanimously.
 - d) Motion to appoint Peter Sherman to the Board Member Selection Committee by Colleen Kolobow, seconded by Violet Rudd. Motion carried unanimously.
 - e) Motion to appoint Hillary Whitcomb to the Board Member Selection Committee by Alex Tull, seconded by Violet Rudd. Motion carried unanimously.
 - f) Clerk to create a roster of Board Member Selection Committee with contact information.
 - g) Colleen Kolobow to send out welcome to new committee members with information regarding open meeting laws and meeting requirements.
 - 2. Construction Committee
 - a) Certificate of Occupancy is clear
 - b) Bond still being held pending further review
 - 3. Curriculum Committee
 - a) Presented by committee member Kaylynn Ontiveros
 - (1) Currently reviewing ELA curriculum

- (a) K-2 Curriculum (UFLI and Heggerty) recently reviewed
- (2) Committee voted unanimously to recommend UFLI and Heggerty for adoption
- b) Jen MacKeage, teacher & committee member, also recommends adoption of curriculum
- c) Nathan Wright noted that K-2 teachers are very excited about UFLI and Heggerty curriculum and it shows in their presentations and teaching
- d) Motion to accept Heggerty for K-2 by Alex Tull, seconded by Colleen Kolobow. Motion carried by majority, Kimberly Cloward-Guthrie abstained.
- e) Motion to accept UFLI for K-2 by Alex Tull, seconded by Violet Rudd. Motion carried by majority, Kimberly Cloward-Guthrie abstained.

X. Future Agenda Items

- A. Policy 3255 - Student Dress Code
- B. Mica present on MANDT
- C. Foundation annual report
- D. Review of Staff Survey

XI. Adjournment 9:57 pm