



Minutes of a Meeting of the Board of Directors

Wednesday, March 20, 2024

A session of the Board of Directors, Hayden Canyon Charter School, held Wednesday, March 20, 2024, 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:** Nathan Wright, Julie Tellian, Violet Rudd, Kathy Jones, Kimberly Cloward-Guthrie (virtual), Alex Tull (virtual)
 - B. Board Clerk:** Bridgette Dahlstrom
 - C. Operational Director (Principal):** Bill Rutherford
 - D. Board Advisor:** Joshua Dahlstrom
 - E. Business Manager:** Matt Lovell
- II. Pledge of Allegiance**
- III. Procedural Matters *Action***
 - A. Motion to approve the agenda with the amended addition of adding a Bid Opening under budget and finance by Violet Rudd, seconded by Julie Tellian. Motion carried unanimously.
 - B. To be held April 17, 2024 at 7:00pm. Since it is the regularly scheduled date, no motion is needed.
 - C. Motion to set the Board Policy Review meeting for June 14, 2024 at 8:00 at Hayden Canyon Charter by Violet Rudd, seconded by Kimberly Cloward-Guthrie. Motion carried unanimously.
- IV. Unscheduled Delegations (Audience to Address the Board)**
 - A. Hilary Whitcomb
 1. Member of Curriculum Committee and Board Nomination Committee
 2. Importance of Stakeholder (Parent) Involvement in the school and the support of Stakeholder Involvement in Bylaws and Governance Docs
 3. Excited to see Curriculum Committee moving forward
 4. Excited to be involved in Board Nomination Committee and be part of developing procedures
 - B. Jen MacKeage
 1. Spoke of importance of CREW Curriculum developed by staff and hoping it is approved this evening
 2. Asking board to approve scope & sequence and daily flow
 3. Importance of CREW being a part of HCC culture and daily learning - important to PBL
- V. Scheduled Delegations**
 - A. Curriculum Committee
 1. Board was provided a link with plans for the CREW Curriculum
 2. Curriculum Committee unanimously approved CREW Curriculum
 3. CREW Curriculum highly endorsed for approval by Bill
 4. CREW Curriculum supported by Kimberly Cloward-Guthrie, Board Member serving on Curriculum Committee.
 5. Motion to approve the CREW Curriculum framework as presented with the understanding that it is framework and lessons may change by Kimberly Cloward-Guthrie, seconded by Kathy Jones.
 - a) Amended to be called CREW Character Education Curriculum
 6. Final: Motion to approve the CREW Character Education Curriculum framework as presented with the understanding that it is framework and lessons may change by Kimberly Cloward-Guthrie, seconded by Kathy Jones. Motion carried unanimously.
 - B. Board Nomination Committee Update
 1. Committee has been working to create procedure on how they will review candidates

2. Committee has been putting together questions and rubric so all potential nominations can be evaluated equally
 3. Board will share specific skills/qualities of potential candidates with committee
- C. Parent Crew (PTO) Update
1. Parent Crew working to provide awesomeness to Staff for Teacher Appreciation week.
 2. Working on the Gala to make sure it is successful
 3. Working to put together Dine Outs for every month of the year
 4. Have put together parent volunteers to help out at the school
- D. Action from Scheduled Delegations
1. No action additional action to be taken

VI. Consent Calendar *Action*

- A. Motion to approve the consent calendar by Violet Rudd, seconded by Julie Tellian. Motion carried unanimously.

VII. Budget and Finance

A. Information Items:

1. February Business Manager's Report
 - a) Presented by Matt Lovell
 - b) May payment will be based off of March 1st number of 576 students and ADA as reported on March 1st
 - c) Matt to provide future training on school finance to the board
2. Full Day Kindergarten Payments
 - a) Was resolved this afternoon, no discussion or action needed.
3. Bid Opening and Reading for Securing our Futures Grant
 - a) Securing our Futures Grant (approx \$108,000) to purchase a PA system inside & outside the school
 - b) Sealed bids were opened and read by the Clerk
 - (1) Bid from Moon Security Services: \$70,131.40
 - (2) Bid from Evco Integrated Solutions: \$104,227.42
 - (3) Bid from Avidex: \$92,019.63
 - c) Grant award notification will be received on April 1st

B. Action Items:

1. February Business Manager's Report
2. Full Day Kindergarten

VIII. Board Decisions (Discussion and Action Items)

A. Admin Update

1. Lottery is almost complete, 2nd and 3rd Grade will have openings at end of lottery
2. HCC will be moving to a teacher focused school
 - a) Jen MacKeage will become full time instructional coach for HCC teachers

B. Bus Quotes

1. Option 1: Board can elect to move forward with Lease option
2. Option 2: Board can request RFP and requesting 3 quotes from bus companies
3. Bill recommends approving lease for 2 buses so the build can be started and also put out RFP for bus quotes so grants can be pursued to purchase buses
4. Motion that the board direct Administration to enter into a lease option for two buses as presented by Alex Tull, seconded by Violet Rudd. Motion carried unanimously.
5. Motion that the board allow Administration to move into RFP for purchasing two school buses for Hayden Canyon Charter by Alex Tull, seconded by Kathy Jones. Motion carried unanimously.
6. Informal quotes received and read by the Clerk:
 - a) Bid from Bryson: \$145,149.17
 - b) Bid from Western Mountain: \$147,020.00

- C. Motion that the Board approve the presented 2024-2025 Calendar by Alex Tull, seconded by Kimberly Cloward-Guthrie. Motion carried unanimously.

D. 2024-2025 New Positions

1. Motion to create a new position for full time 3rd Grade teacher and full time 4th Grade teacher for the 24-25 school year by Violet Rudd, seconded by Kathy Jones. Motion carried unanimously.
- E. 2024-2025 Pay Scales
1. Certified Salary Schedule is waiting for Legislature to close
 2. Classified Salary Schedule has been adjusted to be higher than current CDA Salary Schedule

Ryan Crandall joined the meeting virtually at 8:15pm

3. HCC pays above State Salary Schedule for Certified Staff
 4. Director Salary Schedule
 - a) Bill would like to have a work group meet to develop the Director Salary Schedule
 5. Discussion that Academic Interventionist be added to Column D of Classified Salary Schedule
 6. Motion that the Board Approve the Classified Staff pay scale with the addition of the Academic Interventionist by Alex Tull, seconded by Violet Rudd. Motion carried unanimously.
 7. Motion that the Board approve the Administrative Salary as it is posted by Alex Tull, seconded by Violet Rudd. Motion carried unanimously.
- F. 2024-2025 Charter Administrator Pay
1. Request has been made that Charter Administrator Salary be negotiated each year
 2. Julie Tellian is not against negotiation, but would like to have a baseline salary schedule to ensure there is an understanding of what the year to year salary expectation is.
 3. Motion to have Julie Tellian move forward with fact finding for the board in the capacity of future Administrator salary pay scale and negotiations by Kimberly Cloward-Guthrie, seconded by Violet Rudd. Motion carried unanimously.
 4. Motion that the Board withdraw the commitment to performance based stipends and allow the board to determine a trigger for allotment of 100% of the stipends by Alex Tull, seconded by Violet Rudd. Motion carried unanimously.
- G. Board Clerk
1. Motion that the Board task Julie with fact finding in regard to financial remuneration to the Board Clerk by Alex Tull, seconded by Violet Rudd. Motion carried unanimously.
- H. Approve Emergency Closure Illness on February 6, 2024
1. Motion that the board acknowledge and approve the Emergency Closure on February 6, 2024 due to illness by Alex Tull, seconded by Violet Rudd. Motion carried unanimously.
- I. Policies
1. Restraint & Seclusion Policy Update
 - a) Recommendation from Bill that the red lined policy be referred to legal counsel for feedback
 - b) Motion that the Board have Administration submit Policy 3345 modified Restraint and Seclusion Policy to legal counsel for Review by Alex Tull, seconded by Kimberly Cloward-Guthrie. Motion carried unanimously.
- J. Construction Update
1. Traffic Analysis has been received and is at the city for review
 2. Recommendation from analysis is that there is still no traffic remediation necessary
- K. Administrator Evaluation Committee
1. Violet met with Bill for mid-year meeting
 2. Board needs to set date for Executive Session to hold Administrator Evaluation

IX. Board Training

- A. Attendance Policy
1. Led by Bridgette Dahlstrom
 2. Overview of Attendance Policy
 - a) 8 absences per term **or** 12 per year (does not include Dr. notes, weddings, funerals)
 - b) 3 tardies or early leaves of 15 minutes or more (not Dr. note supported) count as an absence
 3. When we invite families to come before the board we are looking for solutions on how to help ensure a student is attending

4. Students learn best in school and we want to keep them in as stable of an environment as possible
5. Board actions
 - a) Bring families in for check to see if family is ok
 - (1) How can the school help support student being in school
 - b) If needed: Send student to Truancy so there are additional checks by the state
 - c) Last resort is removal of enrollment

I. Motion to move into Executive Session per 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

Kimberly Cloward-Guthrie left meeting at 9:46pm

Roll Call Vote:

Kimberly Cloward-Guthrie: Not present for motion

Ryan Crandall: Aye

Alex Tull: Aye

Kathy Jones: Aye

Violet Rudd: Aye

Julie Tellian: Aye

Nathan Wright: Aye

Board retreated to closed chamber at 9:47pm

Violet Rudd moved to virtual attendance at 9:48pm

Bill Rutherford and Joshua Dahlstrom invited to join the meeting at 9:49pm

Kimberly Cloward-Guthrie rejoined meeting at 9:50pm

Bill Rutherford exited Executive session at 10:15pm

Exit Executive Session 11:11pm

A. Action from executive Session

1. Motion that the Board refer students A, E, and J to Bill for follow up in regards to attendance by Alex Tull, seconded by Julie Tellian. Motion carried unanimously.

X. Future Agenda Items

- A. Grade Level Presentation
- B. Salary Schedules
- C. Charter Administrator Pay 2023-2024
- D. Charter Administrator Pay 2024-2025
- E. Board Clerk Remuneration
- F. Restraint & Seclusion Policy
- G. Bus Bid Opening
- H. Construction Update
- I. Administrator Evaluation Executive Session Date Scheduling
- J. Board Committees Review

XI. Adjournment 11:18pm