Minutes of a Meeting of the Board of Directors

Wednesday, September 16, 2026

A session of the Board of Directors, Hayden Canyon Charter School, held Wednesday, September 16, 2026 at 6:00 p.m.
Meeting to be held at 13590 N Government Way, Hayden, ID 83835.

I. Open the Meeting 6:04pm

- **A. Board Members in Attendance:** Alex Tull, Hilary Whitcomb, Charlie Wolff, Stephen Preston
- **B. Board Clerk:** Bridgette Dahlstrom
- **C. Charter Administrator:** Aaron Lippy

II. Pledge of Allegiance

III. Procedural Matters *Action*

A. Motion to approve the Agenda by Director Preston, seconded by Director Wolff. Motion carried unanimously.

B. Confirm date and time of next meeting

1. Meeting to remain on October 21st as regularly scheduled.

C. Schedule Administrator Goals Workshop

1. Motion to hold a workshop to set Administrator goals on October 6 at 5:00pm by Director Whitcomb, seconded by Director Preston. Motion carried unanimously.

IV. Unscheduled Delegations (Audience to Address the Board)

V. Consent Calendar *Action*

A. Motion to approve the consent calendar by Director Whitcomb, seconded by Director Wolff. Motion carried unanimously.

1. Lynda Sorensen recommended by Administration for the Front Office position.

VI. Budget and Finance

A. Information Items:

1. August Finance Report

B. Action Items:

1. Motion to approve the August finance report and expenses including the provided Legacy quote by Director Whitcomb, seconded by Director Preston. Motion carried unanimously.

VII. Board Decisions (Discussion and Action Items)

A. Administrator Update

1. Mailer designed to be sent out to neighborhoods for marketing
   a) Will be sent out September, February, and June/July
   b) Goal to raise awareness and share purpose of the school
2. Review of Lippy's request for leave on October 12 & 13
   a) Motion to approve the Administrator's request for leave with the suggested fill in for Administrator and backup fill in for Administrator by Director Wolff, seconded by Director Preston. Motion carried unanimously.
3. Discussion regarding the school having 3 buses,
   a) Discussion regarding wrapping at least 1 of the buses as advertising

B. Middle School Lutherhaven Fieldwork

1. Lutherhaven Fieldwork overview presented by Mallory Malee
   a) September 30 - October 1, 2026
   b) The purpose of fieldwork is to build collaboration and teamwork among middle school students.

c) Provides opportunity for students to see their peers as a whole person, not just the individual they see inside the school.

2. Motion to approve the Fieldwork as proposed by Director Preston, seconded by Director Wolff. Motion carried unanimously.

C. 5th Grade Lutherhaven Fieldwork
   1. Lutherhave Fieldwork overview presented by Jen MacKeage
      a) October 7-8, 2026
      b) The purpose of fieldwork is to build collaboration and teamwork among middle school students.
      c) Provides opportunity for students to see their peers as a whole person, not just the individual they see inside the school.
   2. Motion to approve the 5th Grade Fieldwork by Director Wolff, seconded by Director Preston. Motion carried unanimously.

D. BIC/ISBT Deficit Agreement
   1. ISBT reported a roughly $2million in Spring 2026 then reported a $13 million deficit in August 2026.
   2. The portion assigned to the school is approximately $40,697.28 lump sum or $1,130.48 monthly.
   3. Motion to pay the minimum and Bridgette to continue to pursue finding out what options are by Director Preston, seconded by Director Wolff. Director Preston, Director Wolff, and Director Tull voted in the affirmative, Director Whitcomb abstained.

E. Policy
   1. 2nd Reading Procedure 7320 P(1) Allowable Uses for Grant Funds
      a) Policy reviewed by Board
      b) Motion to adopt Procedure 7320 P(1) by Director Preston, seconded by Director Wolff. Motion carried unanimously.
   2. 2nd Reading Procedure 7320 P(2) Allowable Uses for Grant Funds - Selected Items of Cost
      a) Policy reviewed by Board
      b) Motion to adopt Procedure 7320 P(2) by Director Wolff, seconded by Director Whitcomb. Motion carried unanimously.
   3. 2nd Reading Policy 8705 Generative Artificial Intelligence
      a) Policy read aloud
      b) Motion to adopt Policy 8705 Generative Artificial Intelligence by Director Whitcomb, seconded by Director Preston. Motion carried unanimously.
   4. Review Policy 1120 Taking Office
      a) Policy reviewed by the Board
      b) Discussion regarding adding a requirement for basic background check
      c) Motion to include initiating the basic background check as part of Policy 1120 Taking Office by Director Preston, seconded by Director Whitcomb. Motion carried unanimously, Director Tull also voted in the affirmative.
   5. 1st Reading Policy 7400 Miscellaneous Procurement Standards
      a) Policy read aloud
      b) Board discussion that purchases above $2,500.00 be approved by the Board
      c) Policy will be available for public review until October 19, 2026.
   6. 1st Reading Procedure 7400 P(1) Miscellaneous Procurement Standards - Federal Award Requirements
      a) Procedure reviewed by the Board
      b) Procedure will be available for public review until October 19, 2026.
   7. 1st Reading Procedure 7400 P(2) Miscellaneous Procurement Standards - Procurement Methods Under a Federal Award
      a) Procedure reviewed by the Board
      b) Procedure will be available for public review until October 19, 2026.
   8. 1st Reading Procedure 7400 P(3) Miscellaneous Procurement Standards
      a) Procedure reviewed by the Board
      b) Procedure will be available for public review until October 19, 2026.

9. 1st Reading Procedure 7400 P(4) Miscellaneous Procurement Standards - General Procurement Standards for Federal Awards
    a) Procedure reviewed by the Board
    b) Term to be 30 days
    c) Charter Administrator to be Authorized Signer
    d) Business Manager to maintain records
    e) Procedure will be available for public review until October 19, 2026.

F. 2025-2026 Administrator Evaluation
    1. Previously discussed and reviewed by the Board in Executive Session.
    2. Motion to approve 2025-2026 Administrator Evaluation by Director Whitcomb, seconded by Director Preston. Motion carried unanimously

VIII. Future Agenda Items

A. Policy 7400
B. Procedure 7400 P(1)
C. Procedure 7400 P(2)
D. Procedure 7400 P(3)
E. Procedure 7400 P(4)
F. Annual Policy Review Workshop
G. Field Work review

IX. Adjournment 8:16pm

A. Motion to adjourn by Director Wolff