

**WHITE PINE CHARTER SCHOOL
BOARD OF DIRECTORS
MEETING MINUTES**

THE CHILDREN'S CENTER, 1675 CURLEW, IDAHO FALLS, ID
AUGUST 9, 2007 – 7:30 P.M.

Call to order

The meeting was called to order at 7:35 p.m.

Directors in attendance

Miles Carroll, Rob Black, John Thompson, Liz Sharp-Marsden, Jeremy Krupp, and Tyler Seymour established a quorum.

Visitors

Linda Wright, Diana Molino, Dave Howell, Ryan McMurtrey, and Peggy Sharp were in attendance.

Board business

Ryan McMurtrey was sworn in as a Director.

Ryan McMurtrey and Jeremy Krupp were given cards and instructions for submitting fingerprints to the school as part of the background check for new board members.

Reporting

Linda Wright reported for the PFA. See attached PFA report. Linda committed to providing the new PFA officers to Julie Anderson so she could update the web site.

Dave Howell reported for the Education Council. The council had a kick-off meeting and four people attended.

- Dave requested names of additional candidates for the council. Liz recommended that he contact Danielle Collins.
- Dave stated that the next meeting would focus on the report card for the school which is due in October and that the council would be meeting with the volunteers for the elective courses.
- Diana noted that the teacher liaisons to the council are Ken, Graham and Carina Taylor.
- Dave stated that the student representative would be selected after school started.

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Peggy Sharp provided the administrator's report. See the attached report.

Approval of meeting minutes

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Minutes for July 18, 2007 were reviewed and recommended changes were noted. See attached redline/strikeout. John motioned to accept minutes with noted changes. Rob seconded. The motion passed with Ryan abstaining.

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Public Input

Tyler indicated that the school had qualified for a substantially improved insurance status and that the result was better coverage at lower rates. Tyler indicated that he would sit down with Anita and provide details. Tyler requested that an agenda item regarding insurance be put on the agenda for the September meeting.

Old Business

Transportation.

The transportation committee met with Kelly of Teton Stage Lines and she provided several good recommendations.

The committee provided a recommendation for two morning and two afternoon routes. See attached map.

Liz made a motion to approve the routes with the provision that they may change slightly due to input from west side families regarding a small section at the end of the afternoon route. Tyler seconded. Motion passed.

Staffing.

Peggy recommended that the board offer a contract to Katherine Hurst for a 4th grade position. John made a motion to offer a contract. Liz seconded. Motion passed.

Peggy recommended that the board offer a contract to Natalie Decker as a part-time 7th and 8th grade science teacher. Miles asked for a clarification on how slots were being filled with part-time teachers. Peggy provided the current strategy for filling slots including Diana's role as a part-time 6th and 7th grade language arts teacher. John made a motion to offer a contract. Jeremy seconded. Motion passed.

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Peggy recommended that the board offer a contract to Naomi Ostergard as a part-time 7th grade math and science teacher. Rob made a motion to offer a contract. Jeremy seconded. Motion passed.

Peggy recommended that the board offer a contract to Kimberly Schneider as a 6th and 7th grade language arts and social studies teacher. Peggy noted that the offer would have to be contingent upon Kimberly's successful entry in the state ABC teacher program as she did not have an education degree. Tyler made a motion to offer a contract. Jeremy seconded. Motion passed.

Miles asked about the new state of Idaho program for retired teachers to return to the classroom. Peggy stated that the program allows retired teachers to return to the classroom and continue drawing retirement pay. The program was established to help address teacher shortages.

Peggy noted that we are still in need of a special education aide, PE instructor, lunch supervisor, lunch server, and 2 playground supervisors.

Policy development

Tyler provided a status on developing a policy for developing policy. He stated that he had a draft policy that needed additional work. Rob and Liz volunteered to form a committee with Tyler to complete development and provide a version for board review.

Crisis management plan

Tyler provided a status on developing a crisis management plan. He stated that he had a draft policy that needed additional work. John, Jeremy, and Diana volunteered to form a committee with Tyler to complete development and provide a version for board review.

Volunteer indemnification

Tyler provided a status on developing an approach for volunteer indemnification. He stated that he had a draft policy that needed additional work. Jeremy recommended that we have volunteers sign the agreement when they sign in at the office. Rob recommended a check box be included on the volunteer sign-up sheet acknowledging that an agreement had been signed. Peggy recommended that Policy 47 be amended to incorporate the changes. Tyler stated he would review Policy 47 and provide status at the September meeting.

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Focus group update

John recommended that the board provide a monthly or quarterly newsletter to let patrons know what is happening at the meetings. Miles agreed to approve the newsletter prior to distribution.

Peggy recommended that we provide Julie Anderson with a copy of Publisher to assist her in putting the school newsletter on the web site.

Treasurer report

Liz presented the cash disbursements for July 2007. She noted that we saved approximately \$5000 on cafeteria tables with a purchase off e-bay. See attached disbursement report. Rob motioned to approve the disbursement with the exception to correct the date on the Dahlberg disbursement. Liz seconded. Motion passed.

Liz presented a draw request of \$576,672.13 for Harris Construction as the July progress payment for the new school construction. The draw request included a time and material change order with a not-to-exceed ceiling of \$7,111.79 for an additional grease interceptor as required by the city of Ammon. Rob motioned to approve the draw request. Liz seconded. Motion passed.

The review and approval of the June 2007 income statement was tabled until the next meeting.

The review and approval of the July 2007 income statement was tabled until the next meeting.

The summary of building expenses was tabled until the next meeting.

Building committee report

Rob provided update on building progress. He stated that the construction was substantially on schedule and recommended that we hold to the opening date for now. He stated that he had not received a response from the contractor regarding the offer to provide a cleaning crew.

Web site update - Tabled

New Business

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Superintendent meeting

Peggy provided a report on the meeting in Boise. See attached administrator's report. She noted that Tom Luna seemed to be identifying some effective methods for eliminating administrative red tape. She also stated that Misty Knuchell, the state of Idaho Charter School Commission Special Education Liaison, would like to be on the agenda for our September meeting.

Emergency enrollment policy - Tabled

Procedures and staffing policies of "at-will" employees

Liz reviewed a draft policy for an employment policy for "at-will" employees. Liz offered to develop the handbook and was requesting input. Tyler offered to provide an employee handbook from his company. Diana noted that the policy would be most beneficial early in the school year in order to provide guidance to the increased number of at-will staff members. Liz stated she would provide an update at the September meeting.

New officer signature cards at bank

Miles reminded the officers to complete the signature cards at the bank.

Sample e-mail/internet policy - Tabled

Short-term web site technical support to fill-in for Julie Anderson

Peggy and Jeremy reported that they had talked to Julie and a fill-in was not required.

Draft policy – Preparation for Board of Directors Meetings

Rob reviewed the draft policy on board meeting preparation and deadlines for submittals. John moved to post the policy for thirty days for public input. Ryan seconded. Motion passed.

Director resignation/removal

Rob stated that Bryan had verbally resigned at the July meeting but we had not received a written letter of resignation. Rob stated that he had discussed the matter with Bryan earlier in the week and he stated that Bryan's intent was to submit a letter of resignation to Miles before the August 9th meeting. Miles stated that he had not received a letter.

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Rob moved to remove Bryan Myers from the Board of Directors. Tyler seconded.
Motion passed.

Board of Directors Register

Rob provided the Board of Director's register for the 2007-2008 school year for approval.
John motioned to approve. Tyler seconded. Motion passed.

Upcoming Meeting and Agenda Items

Board of Directors Meeting – September 13, 2007

Adjournment

John motioned to adjourn. Tyler seconded. Meeting adjourned at 10:43 p.m.

Unofficial