

WHITE PINE CHARTER SCHOOL

BOARD OF DIRECTORS

MEETING MINUTES

2959 JOHN ADAMS PARKWAY - AMMON, IDAHO

DECEMBER 13, 2007 - 7:15 P.M.

Deleted: DRAFT MEETING
AGENDA

I. Call to Order

A. Roll call

Called to order at 7:33,

Present, Miles Carroll, Liz Sharp-Marsden, John Thompson, Helen Zollinger, Jeremy Krupp. Rob Black was excused from the meeting.

B. Welcome visitors

David Howell, Diana Molino, Anita Ogden

II. Reporting

A. PFA report John Thompson moved to accept the PFA Report, Liz Sharp-Marsden seconded, motion passed. See attached report.

B. Education Council- David Howell reported on student exit interviews, interviews did not demonstrate a trend. Education Council is trying to identify common trends. The four students that left all were in the middle school. During the Parent/ teacher conferences not all of the parents were able to meet with the student's middle school teachers. Public relations need to be promoted. Assign a public relations representative to help promote activities such as a ribbon cutting ceremony. Dave mentioned that the school colors, mascot and other things are not obvious in the school. John mentioned that the building project was recognized in the ground breaking ceremony. Dave said a ribbon cutting ceremony is a connection to the media and lends itself to recognition. Liz mentioned that Terry Busch did public relations for another non-profit. She is not a parent of WP, but is currently teaching a robotics elective. Helen mentioned that the person may need to know more about WPCS. Date for ribbon cutting ceremony has not been set and can be further discussed in the next board meeting.

The Education Council would like to see Sprit week a positive educational experience. Liz mentioned that the report sent by the council was well done. Helen mentioned she had not received it and wondered if all board members were on the e-mail list. Helen said maybe the report needs to be sent in hard copy.

C. Administrator report - Tabled to next meeting

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- i. Enrollment figure update
- ii. Attendance
- iii. Discipline

D. Transportation Committee- Jeremy moved that Business Manager develop qualifications for transportation, Liz seconded. – Miles mentioned the timeline for budget reason. Motion passed

E. Building Committee

Closed on USDA- RD loan on 1,500,000

Closed on US Bank loan on 1,625,000.

Important to remember Nov. 15, 2017 to re-fix loan terms.

Heating system continues to be an open item

F. **Approval of minutes from the previous meeting**

- a. November 8, 2007 – Rob- Tabled
- b. November 15, 2007 – Rob- Tabled

G. **Public Input** – Public Input will provide an opportunity for any board member, administrator, staff member or student to raise issues of interest. The board will receive input without comment, except to as germane questions of those speaking. Comments should be limited to 5 minutes. The Board will take no action relative to any items during the meeting, but will address the items in a subsequent board meeting or in writing.

Liz asked for clarification of meeting time. Time for meeting is stated as 7:15.

Helen mentioned that Aaron Tolson has the intention of joining the board and has faxed a letter. Helen asked that the board to announce board openings in the newsletter. Newsletter will ask for a letter of interest for the board positions.

David spoke about possibly switching the elections for the council and the board from the spring to the fall, say October. Miles mentioned that the election in May brings forth candidates to take positions to begin the fiscal year in July.

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H. Old Business

- a. Crisis management plan – John sent out draft on the Crisis management plan. State has a manual on Crisis management. John will contact the state department.
- b. Volunteer indemnification – Ryan- Tabled
- c. Draft policy on Policy Development – Rob- Tabled
- d. Web site update – Rob- tabled
- e. E-mail/Internet policy – Jeremy said he sent document to Rob for forwarding but did not see it go out.
- f. Founder dedication hallway tree – Anita- Tabled
- g. Business manager review format – Helen mentioned that the review was to long. John said to shorten it.
- h. Treasurer report – Liz mentioned for review purposes information month end information becomes available just before the board meeting an alternative would be to review finalized information in the subsequent month. Anita proposed a draft of financials prior to board meeting – adjustments will be presented in subsequent months. [See attached report.](#)

Liz mentioned new signature cards are at the bank. Rob, Liz, Peggy, Diana and Miles are signers.

- i. Cash disbursements November 2007 – Question on payment to Teton Stage lines will be reported in following month. John moved to accept cash disbursement report, Jeremy second. Motion passed.
- ii. Income statement November 2007 – Liz mentioned that GHG recommended the board spend time on actual vs budget line items to monitor spending. Liz mentioned some line items will be adjusted for construction spending. John moved to accept the income statement and Helen seconded. Motion passed.
- iii. Building update

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1. Construction draw request – Anita reported no draw request has been made. The heating issues still remains an open item
 2. Long-term financing – Anita reported earlier on this item
 3. Loan document legal review – Anita said that documents are currently being reviewed by Scott Marotz who came recommended by Joe Groberg. Joe has temporarily suspended his law practice. Scott is District 91’s attorney and is familiar with contractual law
- i. Draft revision of Treasurer’s duties – Liz- tabled
 - j. Bridging siblings pre-K/8th grade – Peggy - tabled
 - k. Entrance designator – Liz moved to approve Helen’s proposal for the entrance sign with a change to the White Pine tree logo and not to exceed \$650. Jeremy seconded. Discussion was about the writing font. Motion was changed to include writing font. Motion passed.
 - l. Gifted and Talented Program Plan – 5 enrichment clusters-Math, art, creative writing, technology, student government and CSI/Forensics.

I. New Business

- a. Holiday bonus –Jeremy moved to approve the Christmas bonus for the WPCS employees, employed on December 13, 2007. Helen seconded. Board asked that the bonus be paid out in cash. Motion passed. Liz moves to pay to cater a holiday lunch not to exceed \$10.00 per employee on Wednesday 19, 2007. John seconded. Motion passed. John proposes next year the holiday bonus is discussed in November.
- b. Petty Cash increased to \$300.00. Anita explained that due to size of the operations petty cash is spent quickly on small miscellaneous items that are needed immediately such as stamps,

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mailing, ice melt etc...John moved to increase petty cash to \$300.
Helen seconded. Motion passed.

- c. Draft policy on conflict of interest – Liz- tabled
- d. ISAT Presentation – No posted means, deviation or standards.
Reading Proficiency – drop in 7th grade, a 1/3 of 7th grade are new and ¼ of the seventh grade are special education. The third graders were low performers on the IRI last year and continue to show lower performance on Reading. Math Proficiency dropped in 7th grade see comments above. Language Proficiency – greatest change occurred in the language cut scores. 7th grade are low performers due to comments above. Administration is reviewing the data for discussions with the staff.
- e. Financial audit recommendation follow-up – Anita will draft policy for cash investment.
- f. Staffing – Math Position- Liz moves at 10:48 the board enters into executive session. Roll call taken all in favor. Liz moved to end executive at 11:08 and Helen seconded. Roll call taken. All in favor. Liz moved to hire Deanna Prindle for the middle school math program. Jeremy seconded. Motion passed.

J. Upcoming Meeting and Agenda Items

- a. Board of Directors Meeting – January 10, 2008

K. Adjournment