

WHITE PINE CHARTER SCHOOL - IDAHO SCHOOL DISTRICT #464
BOARD OF DIRECTORS SPECIAL MEETING MINUTES

2959 JOHN ADAMS PARKWAY AMMON, ID

FEBRUARY 23, 2008

Call to order

The meeting was called to order at 8:10 a.m.

Directors in attendance

Aaron Tolson, Liz Sharp-Marsden, Rob Black, Miles Carroll, Helen Zollinger, John Thompson, Ryan McMurtrey, and Jeremy Krupp established a quorum.

Visitors

Peggy Sharp, Diana Molino, and Dave Howell were in attendance.

Agenda Amendments

Rob moved to accept the agenda as posted. Jeremy seconded.

Reporting

Transportation Committee – Miles reported that no bids were received for the transportation services contract. Miles stated that the RFP would be re-advertised as soon as possible, but he was not sure of the timeline.

Approval of meeting minutes

Minutes for January 10, 2008, were reviewed and discussed. Helen moved to accept the minutes. Jeremy seconded. Motion passed.

Minutes for February 21, 2008, were reviewed and discussed. Helen moved to accept the minutes with the noted pen and ink changes. John seconded. Motion passed.

Public Input

John stated that the board should consider adding a consent agenda to future meetings in order to expedite the meetings. John also recommended that proposed policy reviews should be limited to reading and voting. Comments would be submitted outside the meeting to the author.

Rob stated that the board should consider an informal rule of cutting off evening meetings at 11:00 p.m. Unfinished business could be tabled until a special meeting or until the next regular meeting.

Liz stated that she felt the monthly financial report review should not be part of a consent agenda.

Miles read a thank you card from Kathy Duplessis. She thanked the board for the fleece vest and the Christmas bonus.

Miles read a thank you card from Cheryl Gaylean. She thanked the board for the catered lunch, vest, generous bonus, and the board's work on behalf of the school.

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Miles read a thank you card from Carolyn Depperschmidt. She thanked the board for sincere words of encouragement, the board's support of the teachers at the school, and the holiday feast.

Peggy announced that the Idaho Charter School Network had named Diane Demarest as the new executive director.

Miles presented Liz with a thank you card and present for her service on the board as her remaining time of service was coming to a close.

Old Business

Enrollment Policy. Helen moved to post. John seconded. During discussion, Liz asked for clarification on the 10% founder's calculation. Miles stated that it was calculated at the school level not the grade level. Motion passed.

Crisis Management Policy. Helen moved to post. Jeremy seconded. Motion passed.

Volunteer Indemnification Policy. Helen moved to disapprove. Jeremy seconded. During discussion, Aaron stated that he was interested in a review by the insurance agent. Rob stated that he wanted the insurance agent review. John and Liz concurred that the insurance agent review was necessary. Liz stated that she felt several pieces of the policy were important. Helen supported placing the important pieces in a related policy. Motion failed. Ryan committed to meeting with the insurance agent.

Policy Development Policy – Rob stated that no public comments had been received. John moved to approve. Liz seconded. Motion passed.

E-mail/Internet Policy – Rob moved to post. John seconded. During discussion, Miles clarified that the policy was for staff. Liz asked for clarification on downloads. Helen stated downloads were covered. Ryan stated that he did not think the policy was clear on who was responsible for implementing the policy. Diana indicated that a revision to the sexual harassment policy was needed to add an acknowledgement form. Motion passed.

Draft Investment Policy. Liz stated the policy was needed to ensure compliance with Idaho code for our current sweep accounts. Rob motioned to table. John seconded. Motion passed.

Business Manager Review Format. Liz stated that the roles and responsibilities of the business manager included advising the administrator and maintaining buildings and grounds. John requested that the logo be removed from the header. Miles asked if the business manager needed additional resources. Liz stated that she felt the business manager was pulled in too many directions; had been doing a very good job but had made some minor errors that included late payments with associated late fees and submittal problems with the IRS; and that the board may want to consider hiring a part-time

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bookkeeper to assist the business manager and administrator. Liz moved to accept the business manager's review format with the removed logo. Jeremy seconded. Motion passed.

Treasurer report – Liz provided the report. Jeremy stated that the financial reporting of actual expenditures versus budget should only have to be explained if the variance exceeds a threshold value.

Liz announced that she was stepping down as Treasurer. Rob nominated Jeremy for Treasurer. John seconded. Jeremy was elected Treasurer by board vote. Miles noted that the signature cards would have to be changed at the bank.

Cash disbursements December 2007 – It was noted that the disbursements for December 2007 had been approved in the January meeting. The item was removed from the agenda.

Cash disbursements January 2008 – John moved to approve. Rob seconded. Motion passed.

Income statement January 2008 – John moved to approve. Jeremy seconded. Motion passed.

Review of Quarterly Financial Reports – Rob moved to strike the review since the reports had been submitted and the board had missed the window for review. No second. John moved to approve the reports. Jeremy seconded. Motion passed.

Draft of Treasurer's Duties. The Treasurer's duties were presented as three policies as discussed below.

Financial Oversight Policy. Rob moved to post. John seconded. Motion passed.

Accounting Policy. Jeremy moved to post. John seconded. Motion passed.

Financial Reporting Policy. Rob moved to post. John seconded. Motion passed.

New Business

Idaho Distant Learning Academy Policy. Helen moved to post. Liz seconded. During discussion, Ryan asked why the school would consider supporting the IDLA. Peggy responded that the school only used the IDLA in special cases to provide advanced coursework for students. Motion passed.

Teacher Survey. Helen reported that the development of the survey was underway. Helen moved that she be designated as the board contact for the survey. Rob seconded. Motion passed.

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Teacher contract categories. Miles requested the item be tabled until the March meeting as additional information was forthcoming from the Idaho State Department of Education. Rob moved to table. John seconded. Motion passed.

By-law changes/policy for conflict of interest. Aaron reported that the policy needed an administrative piece and that the policy could be written so not all items needed to go out for bid. Aaron recommended that future purchases under \$5,000 could be approved without competitive bids if some comparative pricing was considered when approving the expenditure. Aaron moved to have the board endorse the \$5,000 threshold for inclusion in the policy. Jeremy seconded. Motion passed.

Intercom system purchase. Peggy discussed the need for an intercom system and presented a price quote from IDeACOM for installing the system. Discussion included the technical requirements of the work, the fact that competitive bids had not been solicited, the \$5,000 threshold that was to be included in the upcoming Conflict of Interest Policy revision noted above, and that Jeremy was an employee of IDeACOM. The discussion identified the need to have Jeremy re-submit the bid to include additional areas and the hallways. Helen moved to approve \$8,909.50 for IDeACOM to install the intercom system. John seconded. During discussion, Rob offered to conduct a due diligence review of previous school construction bids and comparative prices to ensure that IDeACOM had provided a competitive bid. Rob recommended that the Board Chairman review and approve the due diligence review. Helen amended her motion to approve \$8,909.50 for IDeACOM to install the intercom system contingent upon the Board Chairman approving the due diligence review. Rob seconded the amendment. Amendment passed with Ryan and Jeremy abstaining. Rob asked Ryan and Jeremy if they wanted abstentions be noted in the minutes and both said yes. Motion passed with Ryan and Jeremy abstaining. Rob asked Ryan and Jeremy if they wanted abstentions be noted in the minutes and both said yes.

Code of Conduct Policy revisions. Helen moved to post the revised policy. John seconded. During the discussion, Liz thought possession of pornography should be classified as a Category II offense instead of a Category III offense. Motion passed. Rob asked Liz if she wanted her "Nay" vote be noted in the minutes and Liz said yes.

Upcoming Meeting and Agenda Items

Regular Board of Directors Meeting – April 10, 2008.

Adjournment

Helen motioned to adjourn. Ryan seconded. Motion passed. Meeting adjourned at 12:03 p.m.

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No changes between original minutes and web version. RB

Unofficial