

**MINUTES
GOVERNING BOARD
ROLLING HILLS PUBLIC CHARTER SCHOOL
August 12, 2008
6:30 p.m.**

EXECUTIVE SESSION

Chairman Varie called the meeting to order and announced he would entertain a motion to recess into Executive Session in the manner and for the purpose authorized in Section 67-2345 (1)(b), Idaho Code, to consider the evaluation, dismissal, or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member, individual agent, or public school student.

Board member Slaughter seconded the motion made by Board member Reynolds, and Chairman Varie declared the Governing Board into Executive Session with all members voting aye, at 6:48 p.m.

(Executive Session)

Chairman Varie reconvened the Board into Open Session at 7:39 p.m.

I. REGULAR MEETING PRELIMINARIES

- A. Meeting Called to Order: by Chairman Varie.
- B. Roll Call: Governing Board members Doug Varie, Justin Reynolds, May Slaughter, Nicole Morris, Glen Stephenson, and Rick Hart were present as well as Administrator Scheuffele.
- C. Approval of Minutes: Motion by Board member Morris and seconded by Board member Slaughter to approve the Regular meeting minutes of 7-14-08. Motion carries 5-0.
- D. Persons Wishing to Speak on an Agenda Item: No one.
- E. Persons Wishing to Speak on a Non-Agenda Item: No one.

II. UNFINISHED BUSINESS

There was no Unfinished Business this evening.

III. NEW BUSINESS

- A. PFA/Fundraising: Brenda Taylor presented a list of proposed activities for the year. The list included Sally Foster, school yard sale, school clothing sale, school carnival, family game night, a Valentine's Family Dance, cookie dough, Dads N Dogs, and Roaring Springs' ticket sales. The PFA is considering not having the

school auction this year. The Scrip program will continue and members will continue to market the program to families. PFA would like to see increased involvement in PFA with a decrease in the number of fundraisers.

- B. Finance Committee: The yearend financial statement, after the completion of the audit, was included in the Board packet information. The Finance Committee met with Ridgley Denning from US Bank concerning our plans for funding the \$110,000 reserve requirement. It was decided that a \$20,000 certificate of deposit (CD) would be purchased in August and \$30,000 in December. The remaining balance will be deposited over the next 3 years. The CD needs to be with a reputable bank of our choice. The annual review by US Bank will be moved to March in order to avoid conflicting with the audit. Our audit is complete and has been mailed. The audit will be sent to US Bank with a note stating the Board has not yet adopted the audit.
- C. Policy: There is potential income from renting our facility. A church has inquired into the possibility of renting for church functions. Our insurance carrier may have guidelines concerning what can void our insurance. A school use policy needs to be adopted before renting can be considered.

A draft of a Teacher Policy Manual was handed out. The manual was reviewed and some minor wording changes were made. Board member Stephenson motioned to adopt the Teacher Policy Manual and was seconded by Board member Reynolds. Motion carries 5-0.

A Board/faculty picnic has been tentatively planned for 6:00 p.m., August 27th at Board member Slaughter's home.

- D. Enrollment/Marketing: Enrollment is currently at 283 with 20 in 8th grade. There is no wait list for 7th or 8th grades. Updated enrollment numbers will be available tomorrow. Teacher bois will be available at the School Open House as well as other information for families.
- E. Site and Facilities Update: R & R Hardwood has one last finish coat to apply, trim work, and ramps to install. Gym doors will need to be cut after the ramps are installed. McAlvain has completed their warranty work. The dimpled tiles in the café are most likely due to the floor underneath. After being waxed the tiles look great in the café. Flagpole and bathrooms are fixed and the 2nd grade window will be fixed this week. Lockers have arrived and a bid of \$416 has been received to mount the lockers to the wall. The carpets in the school will be cleaned. Adding custodial workers is still being examined but is limited by our budget this year. We will check with Super-Shine to see how much more it would cost to add the additional amount of cleaning work needed.
- F. Strategic Plan: A letter from the Board and Administrator Scheuffele will be sent out in September inviting people to participate in the Strategic Plan Committee.

- G. Nominating Committee: Administrator Scheuffele has a couple of possibilities and will pass the information on to Board member Stephenson after she has a chance to follow up with these individuals.
- H. School Accreditation: The dues for the year are \$495.56. Although we don't need to continue membership since we no longer offer 9th grade, it would benefit the school to continue with the accreditation process. The dues have been budgeted for and we will continue with provisional accreditation.

IV. REPORTS & DISCUSSION

Principal's Report: Costco membership will be cancelled since we have purchased the majority of our supplies for the year.

Teachers have been hired for the year and arrangements have been made for new teachers to be able to observe at other Harbor Schools. Eileen and Lorelee will mentor new teachers this year. There are still a few E.A. positions to be filled. Katie Wilson has been hired to teach music and Barbara Ryan will be teaching science. Nicole Crocket will be working part time in the school office. Cheryl McKell will not be working in the office this year.

Board member Stephenson checked with the State and we are not required to have a nurse on-site. A parental consent form should be signed for students receiving insulin shots at school.

V. CONSENT AGENDA

The Governing Board reviewed the enclosures under Consent Agenda (Financial Report 7-31-08 and Accounts Payable 7-31-08). Board member Slaughter motioned to accept the Consent Agenda and was seconded by Board member Hart. Motion carries 5-0.

VI. ADJOURNMENT

After a full and complete discussion, the meeting adjourned at 10:45 p.m.

The above minutes represent a true and accurate summary of this meeting.

Chairperson

Clerk