

**MINUTES  
GOVERNING BOARD  
ROLLING HILLS PUBLIC CHARTER SCHOOL  
November 16, 2011  
6:30 p.m.**

**I. REGULAR MEETING PRELIMINARIES**

- A. Meeting Called to Order: by Chairperson Larson.
- B. Roll Call: Governing Board members Cyndee Larson, Jonathan Giles, Leann Gilberg, and Uschi De Rose were present as well as Dr. Montgomery.
- C. Approval of Minutes: Motion by Board member De Rose and seconded by Board member Gilberg to approve the Regular Meeting Minutes of 10-20-11 and the Special Meeting Minutes of 11-3-11. Motion to approve minutes carries 4-0.
- D. Persons Wishing to Speak at Board Meeting: No one.

**II. REPORTS & DISCUSSION**

- A. Principal's Report: Enrollment is currently at 268. The programmatic audit recommended that the clerk position be housed at school. It was also mentioned during the programmatic audit that there is too much work for 1 administrator. Dr. Montgomery needs time to focus on teachers and students and believes that having the clerk or business manager in the school would be helpful. The finance committee will check out options. In order to use the Optimist parking lot, we will need to have a sidewalk installed. We shouldn't charge a fee for people parking in our parking lot, while using the Optimist park area.

**III. BUSINESS**

- A. PFA Report: A written update was e-mailed to Board members.
- B. Finance Committee: The energy savings for installing the heat monitoring system won't be realized for a number of years. A different company was asked to quote an energy efficiency system and said the schools current system is a good system. A device could be purchased for a minimal price that would plug into the thermostat and then save the settings. This device would then update all the other thermostats when plugged in each unit. More information will be needed from teachers as to when they are in and out each day and how the temperatures in their classroom have been. Kathy Pennisi has been working on writing a report format in the school accounting software. Copier use is being examined and ways to save money are being explored. Kids are able to learn at their own pace using Rosetta Stone. Updated information has been submitted to the Charter Commission.
- C. Church Lease: Board member Giles motioned to amend the 9-29-11 Facility Use Fee Schedule motion to include the Boise School Dist. cafeteria plan section and was seconded by Board member De Rose. Motion carries 4-0.

- D. Special Education Contracts: Adopting a contract template would provide guidance in negotiations with agencies providing special education services to students at Rolling Hills. The contracts could be adjusted to reflect current matching rates or rates for different services. Board member Giles seconded the motion by Board member De Rose to adopt, pending legal review, the Service Provider Agreement, as revised, the Discussion Checklist, and the Summary of Services form. Motion carries 4-0.
- E. Health Insurance: The Board is interested in examining the StateWide School rates through Blue Cross. New applications will need to be filled out in order to get quotes. New applications will be collected for Blue Cross quotes.
- F. Idaho Power Rebates: Discussed in the Finance Committee section.
- G. Finance Committee Policies & Procedures: Tabled.
- H. Personnel Policies: Board member Larson recommended changing wording from administrator to principal. Board member De Rose motioned to adopt policies 5250, 5260, 5270, 5280, and 5281 and was seconded by Board member Giles. Motion carries 4-0. Board member Gilberg recommended changing evaluation of certified personnel policy, category 1, category 2, and category 3 wording. Board member De Rose motioned to adopt policies 5330, 5350, 5360, and 5340-with statutory modifications, and 5335, and was seconded by Board member Giles. Motion carries 4-0.

#### **IV. CONSENT AGENDA**

The Governing Board reviewed the enclosures under Consent Agenda (Financial Report 9-30-11 & 10-31-11 and Accounts Payable 9-30-11 & 10-31-11). Board member Gilberg motioned to accept the Consent Agenda and was seconded by Board member Giles. Motion carries 4-0.

#### **V. ADJOURNMENT**

After a full and complete discussion, upon motion Board member Giles and seconded by Board member Gilberg, the meeting adjourned at 8:00 p.m.

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

---

**Chairperson**

---

**Clerk**