

WHITE PINE CHARTER SCHOOL - IDAHO SCHOOL DISTRICT #464

BOARD OF DIRECTORS MEETING MINUTES

2959 JOHN ADAMS PARKWAY AMMON, ID

JUNE 12, 2008

Call to order

The meeting was called to order at 7:21 p.m.

Directors in attendance

Rob Black, Ryan McMurtrey, Helen Zollinger, Miles Carroll, Jeremy Krupp, and Aaron Tolson established a quorum.

Approval of Agenda

Aaron moved to accept the agenda. Helen seconded. Motion passed. Miles noted that the suggestion box was opened and only one suggestion had been submitted. The suggestion was to install a hot tub in the commons area. The suggestion was not included as an agenda item.

Reporting

Education Council. No report was provided.

Administrator's Report. Peggy reported for the administration. See attached report.

Treasurer's Report. Jeremy reported that our ongoing problems with IRS payroll tax payments had been assigned to a tax advocate for resolution. The advocate belongs to a non-profit organization that specializes in resolving tax payment issues. The tax payment issue being resolved is the recurring cycle of underpayment and over payment notices being received after submitting the payroll taxes.

Public Input

Kimberly Flores stated that she preferred to address the board during public input rather than under an agenda item. She stated that she felt policies and procedures, specifically discipline, were being ignored. She stated that kids are not held to policies; an administration and staff that cannot follow policy will not be teaching her kids; and her son is learning that rules are not always followed. She personally requested that the board hold the administration responsible for enforcing policies.

Bryan Myers stated that the board must fix the enforcement of the discipline policy. He stated that an assistant administrator was hired last year to offload duties from an administrator who would improve discipline. He said that last year's approach was not a solution, and if the situation remains the same next year, then the same results will occur. Bryan put the board on notice to fix the problem or he was prepared to take legal action. He stated that the board should not be here if they were not willing to fix the problem, the inmates were running the asylum, and nothing was being done.

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Consent Calendar

The calendar included meeting minutes from April 10, April 16, April 26, May 15, and May 23, 2008; approval to install a speed bump; cash disbursements for May 2008; and the income statement for May 2008. Rob moved to approve the consent calendar. Ryan seconded. Motion passed.

Annual Financial Audit

Judy Brower from Galusha, Higgins, and Galusha provided the scope, cost, and schedule for our upcoming annual financial audit. She explained that the scope of our audit would increase this year since some new auditing standards had been put into place and we had borrowed money to finance the building. The increased scope includes a review of our internal controls. She stated that an on-site team would conduct the audit, and the deadline for submittal to the state Department of Education was November 15. Based on the increased scope, she estimated that a fee increase of \$2,500 over last year's fee of \$7,000 would be reasonable, but she had come to the meeting to negotiate a fee that was acceptable to all parties. Anita stated that she sees advantages in doing business with same auditing firm each year to avoid annual ramp-up costs, and that the firm was very experienced in conducting financial audits for schools much larger than White Pine, including District #91. Miles stated that the firm also conducts the annual financial audit for District #93. Helen asked Anita if she had shopped bids for the auditing services. Anita responded that she had not, since the service had been much better than the services provided by a firm in Pocatello for our first annual audit. Jeremy asked Judy if the audit could be conducted for \$8,000. Judy responded no. Jeremy and Judy continued negotiating until a figure of \$9,000 was reached. Aaron moved to retain Galusha, Higgins, and Galusha to conduct our annual financial audit for an amount not to exceed \$9,000. Ryan seconded. Motion passed. Helen was noted as voting nay.

Old Business

Transportation contract update. Anita reported that the state of Idaho requested the RFP and bidding documents associated with the procurement and the payment schedule. The review is routine and should support issuing the contract in July.

Purchase additional land for second entrance/exit update. Anita reported that she had contacted Robert Suitor, owner of the land. Robert Suitor stated that the option for the land west of the school had fallen through. Anita recommended we make an offer for a three year option on the property. Anita estimated that an option would cost approximately \$800. Helen moved to have Anita prepare a three year option to purchase the 1 1/3 acre parcel of land directly south of the school for \$20,000. Jeremy seconded. During the discussion, Ryan stated he felt the offer was too low. Motion passed.

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Draft revision of Treasurer's duties. Tabled.

Investment policy. Anita reported that the bank had responded on her inquiry regarding our sweep accounts. The sweep accounts are not FDIC insured. Anita recommended that we keep the funds in the sweep accounts, but conduct a quarterly review of the health of the bank to ensure our funds are safe. Anita said that District 93 and other school districts have uninsured monies banked.

New Business

Code of Conduct Policy. Kimberly Flores provided public input and was not present to discuss additional concerns with the policy. Helen asked for clarification that the Flores concerns were regarding enforcement of the policy and not the content of the policy. Rob stated he believed the concern was regarding enforcement of the policy.

Administrative reorganization. Miles led the discussion on the administrative reorganization. The two proposals considered were (1) replacing the part-time assistant administrator position with an executive secretary and increased teaching staff support for critical areas and (2) replacing the part-time assistant administrator position with a full-time administrator responsible to the board for discipline and other specified duties. Miles stated the budget for each proposal was the same. Proposal #1 would utilize existing staff with added time for those people. Proposal #2 would likely require additional staff not currently at the school and would require more time to set up. Jeremy stated that we have not been bragging up our academic achievements. Cheryl Gaylean stated that she was split between the proposals but liked the gifted and talented portion and offering higher level courses in Proposal #1. Helen was concerned that it would reduce Cheryl's classroom time. Cheryl replied that she would only be reduced by two classes. Jeremy stated that Cheryl would be in everyone's classroom. Aaron asked Cheryl if she would enjoy taking charge of the gifted and talented program. Cheryl replied "yes" and that parents often come to this school frustrated with the hope that we can help. She also stated that she would like to expose all kids to the program as a school wide enrichment effort. Helen stated that she liked Proposal #1 and each of its pieces, but worried about execution and no change in the approach to discipline. Peggy stated that she felt she now has more time to think about program needs because she does not have to worry about the new building or the next modular being installed. Rob stated that he was concerned about the increased management time required under Proposal #1. Peggy stated that administrator time would be freed up due to the role of the executive secretary. Aaron moved to enter executive session under provision #2 in the Open Meeting Law. Jeremy seconded. Rob, Ryan, Helen, Miles, Jeremy, and Aaron all voted in favor of entering executive session at 9:30 p.m. The executive session included discussions of hiring and personnel impacts regarding the proposals. Ryan moved to

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adjourn the executive session. Helen seconded. All voted in favor of adjourning the executive session at 10:52 p.m. Aaron moved to approve the gifted and talented portion of Proposal #1 with a \$5,000 stipend for the lead teacher, establish a full-time administrator as Dean of Students that reports to the board as discussed in Proposal #2, and assign each administrator position one of the administrative assistants. Helen seconded. Motion passed.

Staffing. The administrator's annual performance review was to be scheduled by the assigned review committee. The business manager's annual performance review was scheduled for June 30 at 8:00 p.m. Rob moved to enter executive session under provision #2 in the Open Meeting Law. Jeremy seconded. Rob, Ryan, Helen, Miles, Jeremy, and Aaron all voted in favor of entering executive session at 11:24 p.m. The executive session included discussions of hiring teaching personnel. Rob moved to adjourn the executive session. Ryan seconded. All voted in favor of adjourning the executive session at 11:36 p.m. Rob moved to offer teaching contracts to Lee Ann Reinhart and Amanda Torgerson. Jeremy seconded. Motion passed.

Adjournment

Rob moved to adjourn. Jeremy seconded. Motion passed. Meeting adjourned at 11:50 p.m.

No changes between original minutes and web version. RB