

**WHITE PINE CHARTER SCHOOL BOARD OF DIRECTORS**

**School Board Meeting Agenda**

**Join Zoom Meeting**

<https://us02web.zoom.us/j/88901658990?pwd=SCt4djgyOG9lcVVISXp3eFJaRVhZQT09>

**Meeting ID:** 889 0165 8990

**Call in number** 1 346 248 7799 **US**

**May 26, 2020 at 6:30 P.M.**

*Note: This is a public meeting, not a public hearing. It is expected that audience members will only speak when invited by the Chair. If a member of the audience is disorderly and speaks out of turn, he or she will be invited to leave the meeting.*

**I. Call to Order – 6:30 p.m.**

Board Chair Robinson called the meeting to order at 6:30 p.m.

**II. Director Roll Call**

Chair Robinson	Aye
Director Larsen	Aye
Director Seamans	Aye
Director Stark	Aye
Director Duncanson	Aye
Director Medina	Aye
Director Armstrong	Excused

**III. Pledge of Allegiance**

Lead by Director Duncanson

**IV. Mission**

Read by Director Larsen-Success for Every Student

**V. Approval of Agenda-Action Item**

**MOTION:** Director Larsen made a motion to accept May 26<sup>th</sup> Agenda,  
Seconded by Director Seamans. All agreed

**VI. Consent Agenda 1 Action Item**

- Approval of April 28, 2020 School Board Meeting Minutes
- Approval of May 06, 2020 Amended-Special Board Meeting Minutes
- Approval of May 19, ,2020 Special Board Meeting Minutes

- Approval of Expenditures

Director Larsen needs typos fixed in agendas. Before posted.

**MOTION:** Director Larsen made a motion to approve the Consent Agenda with all typos fixed, Seconded by Director Duncanson. All agreed

**II. Public Input** – Public input is an opportunity for anybody to raise an issue. The Board will receive input without comment except to ask questions to those speaking. Comments should be limited to three minutes. The Board will not take a related action during the meeting unless the topic is already noted as an action on the agenda, the Board may address the item in writing or in a subsequent Board meeting.

Mrs. Heather Smith talked about the Cougar Cares program and what a success it has been.

**III. Chair Vision** – Chair Robinson-School Board Chair

Chair Robinson talked about the value of certainty or joy. In the beginning of my board term there were a lot of certainties. Now I would like to focus on having more joy!! We have to start having more joy in our direction. I think of the movie “Replacements” and our current administration team are amazing and how many hours and effort they put into making this year a reality, a possibility. They are our Replacement Team. “You’ve gotta have heart” is the quote from the movie. We are a success today because of the miles and miles of heart from Mr. Graham and Mrs. Tyler. I cannot thank them enough. We have hired someone to be a mentor, director and coach to help this team. Her name is Dr. Joy Lea. Dr. Lea comes to us with over 20 years’ experience in education. We filled our empty spot on the board with Sylvia Medina. She has a lot of business experience in the community and we are happy to have her on the board.

**IV. PFA Update** - Hanna Gladowski-PFA President-Not present so we heard from Connie Goodwin.

Connie Goodwin is the new vice president of the PFA, there is a new PFA board. Getting rid of our rental to save some money. Excited to help the STEM Academy and work together.

**V. Booster Club Update**-Aelin Allegood

Looking forward to working together with the PFA to get things planned. Still in the planning sessions.

**VI. Administrator Report**

- Bid Update-Michelle Waters

Mr. Graham-put walls up in the Quiet Zone for a classroom.

-Title 1 will be in the old Special Education room.

-Found out we have to have an architect to make changes in the building.

Dr. Lea- has talked with the contractor (Tory Aldridge) that has been working on the STEM things and he is getting things done.

-Emergency access road is not legal to use. Working to see what we can do with this.

-The legal address or the STEM Academy is something the owners have to take care of.

-Going to inventory unused stuff and see what we can do with it.

-Compiling an ongoing need for safety and security.

-Big storage at the STEM Academy is empty that we can use.

- Hiring Update

Mrs. Tyler-4 people that have been hired. Charles Horikami, Tony Walker, Kelsey Lindsay, Part-time Amanda Poitevin. Currently looking for a Math/Science teacher, a school counselor, school secretary and an administrative assistant for business manager.

Mr. Graham-Christina Fritchen-3<sup>rd</sup> Grade, Amy Webster- 5<sup>th</sup> Grade, Emi Walker-6<sup>th</sup> grade.

- Present Fall Covid Scenario Plan

Mr. Graham –Chair Robinson reached out to BIUUM and they gave us another school’s scenario plan and where they are and what they are doing. We are going to reach out the parents a lot over the summer. Lots of talks of what we might do. Possibly ½ the class come Mon, Tues. then the other half come Thursday, Friday. Maybe have ½ the class come morning and the other ½ come in the afternoon. These are all just discussions for now.

Chair Robinson-why we are doing this now is because the state does not have a plan at this time. We want our children to have success. We want them to be taken care of and parents will know ahead of time what each scenario looks like. There is a lot that is still uncertain.

Mrs. Tyler-We understand that there are unique cases. We are open to feedback and open to being creative.

Dr. Lea-We want to make sure that we don’t lose our students and so we need to be proactive.

Mrs. Tyler-We will be using a platform called Summit at the STEM Academy. It will help parents see where their student is in their school work and how best to help their students. Visually easy to see how a parent’s student is doing with mastering a subject. We will also have some one-on-one time with students. Students can take control of their learning experience.

Mr. Stubbs-one of the best things with Summit is that it teaches kids to be in charge of their learning.

## **VII. Financials Update**

Mrs. Toop-shared her summary from April. This document can be obtained from the board clerk. We did get payment on the BLUUM loan and we received guidance on the PPI loan. Amended budget will be turned into BLUUM by July.

## **VIII. PPP Loan Account – Action Item**

- **LGIP – Action Item**

WPCS has a trust account that we should put the money in. We need to get others access to that. Mrs. Toop is the only current person on the account. We get a higher interest rate because it is a government account. Put Chair Robinson and Director Duncanson on the account. Don't we have to keep the PPP loan in a separate account? We do have it in a separate account. Chair Robinson and Director Duncanson will have visibility but cannot move any money around. Only way to get money in and out is to transfer the money. Few more safety precautions. What is the plan to pay off original loan? The PPP loan will help us clean up our loans, and financial issues.

**MOTION:** Director Duncanson made a motion to remove Mr. Clarke from the LGIP account, Seconded by Director Larsen. All agreed

**MOTION:** Director Larsen made a motion to add Director Mark Duncanson and Chair Emily Robinson to be authorized users on the LGIP account, Seconded by Director Medina. All agreed

**MOTION:** Director Larsen made a motion to amend the previous motion to state that we will be moving money from our general fund to the LGIP account. Seconded by Director Medina. All agreed

## **IX. Credit Cards – Action Item**

Staff will use the purchase order system. We need to keep one credit card. Can we look and see which card is best to keep? Using points from the American Express is not best practice. We will use purchase orders no matter what. Dr. Lea only needs one card, just for emergencies. American express is where the Amazon is. So let's keep the American Express. Need to get Mr. Clarke and Mr. Burrows off the account at Sam's Club.

Mr. Graham-American Express, Bank of Idaho Sam's Club

Mrs. Tyler-American Express, Bank of Idaho

Michelle Waters-American Express

Lori Orme—American Express

**MOTION:** Director Stark made a motion to add Dr. Lea and Jamie Toop to the American Express credit cards, Seconded by Director Larsen. All agreed

**MOTION:** Director Larsen made a motion to collect the Bank of Idaho credit cards and put them in the safe and only use in an emergency, Seconded by Director Stark. All agreed

## **X. Policy**

- Personal Electronic Device Policy-AMENDED-Action Item

Mrs. Tyler-just need to approve some new language in the policy.

Director Larsen-Why do we need to strike out using the phones between classes? I think students shouldn't use them.

Chair Robinson-I think they should be able to check their phone between classes.

Dr. Lea-I think they should be able to and kids will use them and not sneak. It will take care of themselves.

**MOTION:** Director Larsen made a motion to accept the amended personal Electronic device policy, Seconded by Director Stark. All agreed

- Election Bylaws-Action Item

Director Larsen- Board members 2, 4, 6 will be appointed by current directors and founders, other board members are voted on the board by stakeholders. 3 people at the most to be elected. The Lawyer pointed us to similar bylaws. We looked at The Village Charter School too. This is a hybrid of those two school's bylaws. Chris Yorgenson the school lawyer, helped write up the other school's election bylaws. He is looking over ours now.

**MOTION:** Director Seamans made a motion to approve the updated article 4 of the bylaws, Seconded by Director Medina. All agreed

We can now open up for elections of board members. Interested people need to send in a resume, cover letter and a biography sent into the board. Then they will be posted for 30 days. Need to have the candidate list ready by next board meeting in June, maybe a little before.

- Teacher Contract HR Policy-Action Item

We have been using the wrong contracts. Our Administration team has been talking to legal counsel to get the official wording on the contracts. Tonight we will only be approving the amounts on contracts. We will

have another school board meeting on June. 16, 2020 at 6:30pm to approve final contracts.

**MOTION:** Director Larsen made a motion to table the Teacher Contract HR Policy, Seconded by Director Medina. All agreed

**XI. Certified Salary Schedule**-Action Item

Mrs. Toop-part of the charter says that WPCS will pay above the state level. We upped our salary schedule by \$500.00 to stay in compliance with our charter. We just have to send it to the state, we don't have to post it.

**MOTION:** Director Larsen made a motion to accept the Certified Salary Schedule for 2020-2021. Seconded by Director Duncanson. All agreed

**XII. Executive Session -74-206(1)(a)** To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. This paragraph does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general

**MOTION:** Director Larsen made a motion to move into Executive Session per 74-206(1)(a) at 8:44 p.m., Director Medina provided the second. All Agreed

A roll call was taken:

Chair Robinson	Aye
Director Larsen	Aye
Director Seamans	Aye
Director Stark	Aye
Director Duncanson	Aye
Director Medina	Aye

Executive session was exited at 9:32 p.m. The board discussed Personnel Matters.

**XIII. Personnel Matters**

- **(Teacher Contracts)** – Action Item

**MOTION:** Director Larsen made a motion to allocate \$1,437,190.00 for teacher contracts, Director Seamans provided the second. All agreed.

**MOTION:** Director Seamans made a motion that the school has a need for the school counselor and the candidate has not been found, Director Larsen provided the second. Director Seamans abstained, Motion Passes.

- **(Admin Titles and Contracts)**

- Joy Lea – Action Item

**MOTION:** Director Larsen made a motion to give the title of Mentor Principal to Dr. Lea, Director Stark provided the second. All agreed.

- Ken Graham – Action Item

**MOTION:** Director Larsen made a motion to give Mr. Graham the title of Elementary Principal, Director Stark provided the second. All agreed.

- Devan Tyler – Action Item

**MOTION:** Director Larsen made a motion to give Mrs. Tyler the title of Secondary Principal, Director Stark provided the second. All agreed.

**XIV. Adjourn**-Action Item

**MOTION:** Director Larsen made a motion to adjourn at 9:42 p.m.,  
Seconded by Director Stark, All Agreed