

Taylor's Crossing Public Charter School
Board Regular Meeting Minutes 08-08-2018

Those in attendance: Superintendent Wendt, Vice-Principal Mills, Financial Director Toop, Board Clerk Sterzick

I. CALL TO ORDER

The meeting was called to order at 7:15 p.m.

II. DETERMINE IF A QUORUM IS PRESENT/ROLL CALL

Board Chairman J. Taylor	Present
Board Vice-Chairman Cardon	Excused
Board Treasurer Capener	Present
Board Secretary Rice	Present
Board Member Radford	Present
Board Member Montgomery	Present
Board Member Andersen	Present

III. PRAYER

The prayer was offered by Board Member Montgomery

IV. PLEDGE OF ALLEGIANCE

Everyone participated in the Pledge

V. TCPCS SLOGAN

The slogan was read by Superintendent Wendt

VI. ACTION ITEM: APPROVAL OF AGENDA

MOTION: A motion was made by Board Secretary Rice to approve the agenda. The motion was seconded by Board Treasurer Capener. Discussion was held on items timely appearing on the Action Items. Vote was unanimous. Motion carried.

VII. PUBLIC COMMENT

No public comments were made.

VIII. ACTION ITEM: CONSENT AGENDA

1. Pay Bills
2. Approval of Previous Meeting Minutes:
 - July 11-2018 Work Session Minutes
 - July 11, 2018 Regular Session Minutes
 - July 31, 2018 Special Session Minutes

MOTION: A motion was made by Board Treasurer Capener to accept Consent Agenda: 1. Pay Bills and 2. Approval of Previous Meeting Minutes. The motion was seconded by Board Secretary Rice. Vote was unanimous. Motion carried.

IX. INFORMATION ITEM: PRESENTATION ITEMS

1. Introduction of 7th Grade teacher

Mrs. Bell appeared before the Board to introduce herself. She was enthusiastic as she talked about teaching. Her desire is to teach students of all learning levels instilling in them the confidence to learn and achieve.

2. PFA Report – No report was given

X. ACTION ITEM: BOARD REORGANIZATION

1. Seat 2, Jared Taylor
Will the Board reappoint Seat 2?

MOTION: A motion was made by Board Member Radford to reappoint Seat 2 held by Jared Taylor. The Motion was seconded by Board Secretary Rice. Vote was unanimous. Motion carried.

Seat 4, Adam Andersen
Will the Board reappoint Seat 4?

MOTION: A motion was made by Board Secretary Rice to reappoint Seat 4 held by Adam Andersen. The Motion was seconded by Board Member Montgomery. Vote was unanimous. Motion carried.

Seat 6, David Montgomery
Will the Board reappoint Seat 6?

MOTION: A motion was made by Board Member Radford to reappoint Seat 6 held by David Montgomery. The Motion was seconded by Board Member Andersen. Vote was unanimous. Motion carried.

2. Discussion: Duties of Board officers.

Duties as established in the Charter were discussed.

3. Election of Officers for the 2018-2019 school year.

Election of Board Chairman: Open nominations, close nominations, vote.

MOTION: A motion was made by Secretary Rice to open the nominations for the election of Board Chairman. The Motion was seconded by Member Montgomery. Motion passed. Nominations were made by secret ballot. A motion was made by Member Montgomery to close the nominations. The motion was seconded by Secretary Rice. Motion passed. Nominations closed. Ballots were counted by Clerk Sterzick. A discussion of the nominees

was held. Voting commenced. Treasurer Capener voted for Matthew Rice. Members Radford, Montgomery, and Andersen, voted for Jared Taylor. Secretary Rice and Chairman Taylor abstained from the vote. The majority vote was for Jared Taylor. Jared Taylor was elected Board Chairman.

Election of Board Vice-Chairman: Open nominations, close nominations, vote.

MOTION: A motion was made by Secretary Rice to open the nominations for the election of Board Vice-Chairman. The Motion was seconded by Member Montgomery. Motion passed. Nominations were made by secret ballot. A motion was made by Treasurer Capener to close the nominations. The motion was seconded by Member Andersen. Motion passed. Nominations were closed. Ballots were counted by Clerk Sterzick. A discussion of the nominees was held. Mathew Rice was elected Board Vice-Chairman.

Election of Board Secretary: Open nominations, close nominations, vote.

MOTION: A motion was made by Treasurer Capener to open the nominations for the election of Board Secretary. The Motion was seconded by Vice-Chairman Rice. Motion passed. Nominations were made by secret ballot. A motion was made by Treasurer Capener to close the nominations. The motion was seconded by Vice-Chairman Rice. Motion passed. Nominations were closed. Ballots were counted by Clerk Sterzick. A discussion was held. David Montgomery was elected Board Secretary.

Election of Board Treasurer: Open nominations, close nominations, vote.

MOTION: A motion was made by Vice-Chairman Rice to open the nominations for the election of Board Treasurer. The motion was seconded by Member Andersen. Motion passed. Discussion indicated that there was one nominee for the position. A motion was by Vice-Chairman Rice to close the nominations. The motion was seconded by Member Andersen. Motion passed. Nominations were closed. Nathan Capener was elected as Treasurer.

Election of Community Outreach Representative: Open nominations, close nominations, vote.

MOTION: A motion was made by Vice-Chairman Rice to open nominations for Community Outreach Representative. The motion was seconded by Secretary Montgomery. Motion passed. During discussion, it was suggested that the Board eliminate the Community Outreach Representative as well as the Policy and Regulation Representative. It was pointed out that each Board member should be involved in Community Outreach and each Board member be familiar with Policies and Regulations. If needed, a committee could be created for any specific issues. After discussion, no one was nominated for either position so neither position was filled.

Election of Policy and Regulation Representative: Open nominations, close nominations, vote.

The Policy and Regulation Representative Position was not filled as noted above.

Determine date of Regular monthly meeting and have posted in District Office.

Vice-Chairman Rice opened a discussion to keep the Regular monthly meeting on the second Wednesday of each month. It was agreed that the meeting time will be changed to 7:30 p.m. All Board members present agreed with the date and time change.

XI. ACTION ITEMS: ACTION AGENDA

1. Authorize Check Signers

Will the Board approve Board members as check signers for the bank?

MOTION: A motion was made by Vice-Chairman Rice to approve the four Board officers and listed school officials as check signers for the bank. The motion was seconded by Member Radford. The officers are: Chairman Jared Taylor, Vice-Chairman Matthew Rice, Secretary David Montgomery, Treasure Nathan Capener, Administrator Wendt, Assistant Principal Mills, and Business Manager Toop. Vote was unanimous. Motion carried.

2. Liability Insurance Policy

Will the Board approve the 2018-2019 Liability Insurance Policy?

MOTION: A motion was made by Vice-Chairman Rice to approve the 2018-2019 Liability Insurance Policy. The motion was seconded by Secretary Montgomery. Superintendent Wendt presented two options for insurance through Archibald Insurance. Automobile coverage will be included for official school business travel. The two options were compared. Glatfelter Public Practice was selected. Vice-Chairman Rice amended his motion to select Glatfelter for the 2018-2019 Liability Insurance Policy. The amended Motion was seconded by Secretary Montgomery. Vote was unanimous. Motion carried.

3. Supplemental Contract

Will the Board approve the Supplemental Contract?

MOTION: A motion was made by Secretary Montgomery to approve the Supplemental Contract for the College and Career Coordinator. The motion was seconded by Vice-Chairman Rice. There was discussion regarding the one year contract and the potential hiring of a counselor who would assume the duties. Vote was unanimous. Motion carried.

4. Increase \$25 per month for Employee Health Insurance Benefit

Will the Board approve an increase of \$25 per month for Employee Health Insurance Benefit?

MOTION: A motion was made by Member Andersen to approve an increase of \$25 per month for Employee Health Insurance Benefit. The motion was seconded by Secretary Montgomery. Superintendent Wendt explained the increase of the employee health insurance. Vote was unanimous. Motion carried.

5. Coaching Stipends for 2018-2019

Will the Board approve coaching stipends for 2018-2019?

MOTION: A motion was made by Treasurer Capener to approve the coaching stipends for 2018-2019. The motion was seconded by Member Andersen. Superintendent Wendt stated that the amount of the stipends were researched by comparing TCPCS to other schools of comparable size. Attached is Appendix A which sets forth the specific coaching stipends. Vote was unanimous. Motion carried.

6. Cell Phone Reimbursement

Will the Board approve cell phone reimbursement?

MOTION: A motion was made by Vice-Chairman Rice to approve cell phone reimbursement. The motion was seconded by Secretary Montgomery. Member Radford shared a prior experience and expressed concerns for the costly expansion of reimbursement to all staff. Superintendent Wendt stated that the Superintendent and Vice-Principal are required to carry cell phones in conjunction with their school responsibilities. He also noted that other districts either provide a cell phone or provide a stipend to those individuals. Several other employees use their personal cell phones for school business. Further discussion was held on the necessity of employees needing cell phones. It was agreed to reimburse the Superintendent and Vice-Principal \$50.00 a month for one year and \$25.00 a month for one year for the Financial Director. Vote was unanimous. Motion carried.

7. Custodian of Student Records

Will the Board approve TCPCS Attendance Secretary as the Custodian of Student Records?

MOTION: A motion was made by Board Member Andersen to approve the TCPCS Attendance Secretary as the Custodian of Student Records. The motion was seconded by Vice-Chairman Rice. Idaho law requires a dedicated individual be "Custodian of Records" and an additional individual as "Backup Custodian." Vote was unanimous. Motion carried.

8. Backup Custodian of Student Records

Will the Board approve TCPCS Business Manager as the Backup Custodian of Student Records?

MOTION: A motion was made by Vice-Chairman Rice to approve of the TCPCS Business Manager as the Backup Custodian of Student Records. The motion was seconded by Secretary Montgomery. Vote was unanimous. Motion carried.

9. Hail Damage Repair of the Shingle Roof

Will the Board award the hail damage repair of the entire shingle roof to _____?

MOTION: A motion was made by Treasurer Capener to move ahead with Premier Roofing and Restorations to repair of the entire shingle roof. The motion was seconded by Vice-Chairman Rice. Superintendent Wendt presented three bids received for replacement of the school roof. Through the inspection by those who presented bids, it was determined that replacing

individual shingles would cause more damage to the roof and none of the three would bid on that option. It was determined that the entire roof needed to be replaced. After further discussion, the Board proposed Premier Roofing and Restorations as the contractor. The contractor will take pictures of the shingle damage and the HVAC damage. Chairman Taylor and Member Radford abstained from the vote. Vice-Chairman Rice, Treasurer Capener, Secretary Montgomery, and Member Andersen voted in the positive. Motion carried.

10. Vice-Principal Job Description

Will the Board approve the Vice-Principal Job Description?

MOTION: A motion was made by Vice-Chairman Rice to table Vice-Principal Job Description until the September Board meeting. The motion was seconded by Member Andersen. Vote was unanimous. Motion carried.

11. Policy 6100 Administrator Job Description

Will the Board approve Policy 6100 Administrator Job Description?

MOTION: A motion was made by Member Andersen to approve of Policy 6100 Administrator Job Description. The motion was seconded by Secretary Montgomery. Changes earlier discussed have been implemented in the policy. Discussion was held on the January date for the extension of contract evaluation for the Superintendent. Vote was unanimous. Motion carried.

12. Policy 4210F Fee Schedule for Community Use of School Facilities

Will the Board approve Policy 4210F Fee Schedule for Community Use of School Facilities?

MOTION: A motion was made by Secretary Montgomery to approve Policy 4210F Fee Schedule for Community Use of School Facilities. The motion was seconded by Vice-Chairman Rice. Superintendent Wendt presented a change to the policy that would charge Drivers' Education for a classroom or the commons area at \$30.00 per student per course. Renting a classroom provides PR as well as providing income for the school. Vote was unanimous. Motion carried.

13. Drivers' Education Third Party Contract

Will the Board approve the Drivers' Education Third Party Contract?

MOTION: A motion was made by Vice-Chairman Rice to approve of the Drivers' Education Third Party Contract for one year with the stipulation that the contract dollar figure be correct to \$30.00. The motion was seconded by Member Andersen. Vote was unanimous. Motion carried.

14. Comprehensive Assessment Plan

Will the Board approve the Comprehensive Assessment Plan?

MOTION: A motion was made by Member Andersen to approve of the Comprehensive Assessment Plan as discussed in a prior meeting. The motion was seconded by Treasurer Capener. Vote was unanimous. Motion carried.

15. 2018-2019 Student Handbook

Will the Board approve the 2018-2019 Student Handbook?

MOTION: A motion was made by Vice-Chairman Rice to table the approval of the 2018-2019 Student Handbook. The motion was seconded by Secretary Montgomery. Vote was unanimous. Motion carried.

XII. DISCUSSION ITEMS (Information Item)

1. Superintendent Report by Superintendent Wendt

- **Enrollment/Registration**

Enrollment and registration went well. Staff is following up with students who missed registration.

Superintendent Wendt provided Board members with the Junior High Literature and Language Arts text for their review prior to the next Board meeting when it will be presented for approval.

The Board requested a high school officer attend Board meetings to report on activities.

- **Maintenance and Cleaning**

Maintenance and cleaning is on schedule

- **HVAC Contract**

First Call Jewell brought in a team and are starting to work on the HVAC. Two units were special ordered from a factory in New Jersey and may arrive after school has started. They will be installed on a weekend or after school has been dismissed for the day.

- **High School Harbor**

Teachers suggested changing the time between classes from three minutes to four minutes. Lunch will change from 30 minutes to 26 minutes. The suggestion has been implemented. At registration, a Parent Contract, which sets forth the Harbor method, was given to parents of high school students. Teachers will go over the Contract with the high school students the first day of school. Mrs. Shenton's sister who is experienced with the Harbor method has agreed to come to TCPCS to teach Harbor to both teachers and administration.

- **Athletics**

Vice-Principal Mills presented the upcoming athletic schedule.

- **Process to decide if projects need to have Board approval**
Financial Director Toop discussed the dollar amounts of projects that need bids and the projects that may need Board approval. It was agreed that the Board needs to be aware of all projects for the school.

XIII. BOARD CALENDAR (Information Item)

09-04-18 4:30 p.m. Agenda Planning Meeting
09-12-18 6:00 p.m. Board Work Meeting; 7:30 p.m. Regular Board Meeting
11-14-18 through 11-16-18 ISBA Annual Convention in Boise

XIV. SCHOOL CALENDAR (Information Item)

08-16-18 6:00 p.m. Back to School Staff BBQ at Empey residence
08-22-17 School starts for students
08-23-17 Back-to-School Night
09-03-17 Labor Day (no school)

XV. PENDING TOPICS (Information Item)

ISBA policies
I-Farms Report due in October
Audit Report due to State 10-31
Executive session: define Superintendent goals
Gender identity
Harbourness
1000 in Policy manual

XVI. REVIEW OF ASSIGNMENTS GIVEN IN THIS MEETING (Information Item)

Superintendent to email Student Handbook to Board for review
Find sponsors for athletic program
Stipends for staff members
Update bank signature cards
Discuss Vice-Principal Job Description
Clerk Sterzick to email Board to prepare suggested goals for Superintendent Wendt to be discussed in Work meeting

XVII. BOARD INPUT FOR FUTURE MEETING (Information Item)

XVIII. ADJOURNMENT

MOTION: A motion was made by Secretary Montgomery to adjourn the meeting. The motion was seconded by Member Andersen. Motion carried. Meeting adjourned at 12:21 a.m.

APPENDIX A

Name	Position	Stipends
McInelly, Blaine	Admin Consulting	7,500.00
VanDyke, Michael	Graduation Coordinator	1,140.00
Byrnes, Mitch	JHS – BB Boys	1,000.00
Byrnes, Mitch	JHS – BB Girls	1,000.00
Orchard, Loree	JHS – VB – Girls	1,000.00
Blanchard, Niki	JV Head – BB Girls	2,500.00
Webb, Heather	NHS Advisor	1,140.00
Meldrum, Mary	NJHS Advisor	1,140.00
Newell, Sherry	Student Council Advisor	1,140.00
Bush, Damon	V Assist – BB Boys	2,000.00
Waters, Blaiken	V Assist – VB Girls	2,000.00
Hatch, Ryan	V Head – BB Boys	2,500.00
Meldrum, Mary	V Head – VB Girls	2,500.00
		26,560.00