



# Pocatello Community Charter School



995 S. Arthur, Pocatello, ID

Governing Board Meeting Minutes

August 18, 2016

## Our Mission

Through the Expeditionary Learning model, Pocatello Community Charter School creates a learning environment for students to develop a love of learning, think at a high level, work hard to overcome difficult challenges with no excuses, persist to achieve their personal best relative to previous performance, seek to improve the world around them, and treat others with kindness and respect. Our teachers, parents, and community are empowered to enable students to meet these expectations.

### Present: (voting members in bold)

Chair	<b>Barbara Roberts</b>	x	Community Member	<b>Joel Lovstedt</b>	
Vice-Chair	<b>Sharolyn Belzer</b>		Teacher Representative	Colleen Broce	x
Secretary	<b>Kristine Hunt</b>	x	Teacher Representative	Lisa McAteer	x
Treasurer	<b>Kitty Griswold</b>	x	Teacher Representative	Taylor Terlson	x
Parent Member	<b>Jamie Anthony</b>	x	Dean	Michael Mendive	x
Parent Member	<b>Geoffrey Bennett</b>	x	Business Manager	Alli Flores	x
Parent Member	<b>Sean McCoy</b>	x	Guest:		
Parent Member	(vacant)		Guest:		
Parent Member	(vacant)		Guest:		

<i>Agenda Item</i>	<i>Presenter</i>
Call to Order/Attendance and Welcome Guests	
<ul style="list-style-type: none"> <li>Meeting called to order at 6:05 pm.</li> </ul>	
Reading	Colleen Broce
<ul style="list-style-type: none"> <li>Reading for August: <b>????</b></li> </ul>	
Approval of previous month's minutes	Kristine Hunt
<ul style="list-style-type: none"> <li><b>Motion</b> to approve July meeting minutes: Jamie, <b>seconded</b>: Sean, <b>vote</b>: passed unanimously.</li> </ul>	
Public Comment	Barbara Roberts
<ul style="list-style-type: none"> <li>None.</li> </ul>	
Dean's Report	Michael Mendive
<ul style="list-style-type: none"> <li>Volleyball – Alli reports that parent Lorie Kalivas has found 2 coaches and several schools in Pocatello and Blackfoot to form a Private/Charter Schools league to play in fall and winter. The schools that currently have a team charge a small fee for shirts and a stipend for the coach(es). Travis Kumm has suggested using 2 months of Pay to Wear Day funds for sports needs.</li> </ul>	

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<p>Referees must stand on a small platform; we have something that will work temporarily until we can find something more permanent. Transportation to away games would be parents driving their own kids or our bus (Lorie's preference for team building). We will offer this as a coed sport. Grace Lutheran pays a fee to be a 1A team so would only scrimmage with us, not be in the league. 1A status could be a future goal for us as well.</p> <p><b>Motion</b> to approve coed volleyball team plan: Kitty, <b>seconded:</b> Geoffrey, <b>vote:</b> passed unanimously.</p> <ul style="list-style-type: none"> <li>• Back-to-School – This Friday is the New Parent evening; Monday is the whole school.</li> <li>• Parking Lot – We have had an informal arrangement with the City of Pocatello to grade/gravel the lot once a year and we handle snow removal. Mike and Sean met with city officials to discuss them grading/graveling more often, and installing directional signs. The City sent a proposed contract for grade/gravel twice a year for \$200/month (\$2,200 per year) with an option for an additional \$800 one-time repair. The Finance Committee will meet to determine where these funds could come in the budget and report back to the board before a vote on the contract.</li> <li>• Technology – Mike's PC has been replaced. 10 Chromebooks have arrived, 10 more have been ordered, and then 14 more will be ordered. The PTO also bought 4 for testing.</li> <li>• Fast Forward – Began August 1 with 5 students. Improvement has already been observed in the first 2 weeks. Will be continued during the school year with an AmeriCorps volunteer.</li> <li>• Personnel – Will be hiring one more education assistant. All crew leaders will have an assistant going forward.</li> <li>• Dean's Evaluation Goals – Mike to meet with the committee.</li> <li>• Professional Development – <ul style="list-style-type: none"> <li>○ EL national conference: Cara and Mike to teach master class. 3 other staff to attend: 2 new crew leaders and Chris Coast.</li> <li>○ EL Math in Boise: 1 crew leader per grade plus Mike to attend.</li> <li>○ EL Literacy in Florida and Denver: Various crew leaders to attend.</li> <li>○ EdS: will be interning this year in American Falls with Dr. Bolinger.</li> </ul> </li> <li>• Work Plan – <ul style="list-style-type: none"> <li>○ Staff meeting: Met today with all staff and education assistants. Created ed. assistant evaluation form to be used each semester. Evaluation discussion between crew leader and assistant, then given to Mike.</li> <li>○ RTI: Response to Intervention approach for struggling students, to be used more formally.</li> <li>○ Title I Conference: staff to attend in Boise.</li> <li>○ Martha Martin to be here Friday and Monday to finalize work plan before semester starts.</li> </ul> </li> </ul>	
Board Training Option	Michael Mendive
<ul style="list-style-type: none"> <li>• Board on Track responded to our cancellation and proposed to Mike that we continue under a \$,1000 annual fee for access to resources and individual consultation with Gina available to Mike and the board. Idaho State Boards Association is more Idaho-specific but Board on Track is more aligned with charter schools specifically. We will still pursue ISBA membership. Mike will confirm that this new contract would still be billed to the Charter School Network as in the past.</li> </ul>	



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PTO update	Danna McCoy
<ul style="list-style-type: none"> <li>• None.</li> </ul>	
Fiduciary/Treasurer Report	Alli Flores
<ul style="list-style-type: none"> <li>• Alli has corresponded with an attorney to set up meeting to discuss the necessity of a legal opinion on our exposure to the SD25 lawsuit regarding student fees.</li> <li>• The auditor was here last Thursday and we are awaiting final numbers from him.</li> <li>• General Fund Carry Forward: 1.5–3 months is recommended (to cover summer expenses between spring/fall payments); schools average 2.4 months.</li> <li>• Title I grants still not approved. Alli has resubmitted application with comments.</li> </ul>	
Committee Reports	
<ul style="list-style-type: none"> <li>• Governance – Jamie <ul style="list-style-type: none"> <li>– Still working on new board member packets.</li> <li>– Volunteer agreement and background check policy updated? Kristine checked previous meeting minutes: appears to have been dropped, although we did vote on policy change.</li> </ul> </li> <li>• Academic Excellence – Geoffrey <ul style="list-style-type: none"> <li>– Met August 4, finished simplifying and amending speech festival assessment rubric. Mike will distribute it to the staff after the semester starts. The committee is reviewing parent survey results.</li> </ul> </li> <li>• Communication – Kristine <ul style="list-style-type: none"> <li>– Kristine has created a draft brochure advertising PCCS and its unique programs. Will send draft to Mike to review and see if he has a photo for one section. Mike will also send Kristine the middle school tour guide training information to see if that can/should be incorporated.</li> </ul> </li> <li>• Fundraising – vacant <ul style="list-style-type: none"> <li>– No report. Barb is pursuing someone who might be willing to take over this position.</li> </ul> </li> <li>• Facilities – Sean <ul style="list-style-type: none"> <li>– Trees have been replaced. Sean installed a soaker hose to water them but the outdoor spigot caused a leak in the girls' bathroom on the south side of the building, so that needs repair.</li> <li>– All bathroom stalls now have new latches.</li> <li>– Alli proposed putting Travis Kumm on the committee as he is doing some facilities repairs. She will ask him if he is willing.</li> <li>– A new water fountain was installed in the hallway with a water bottle filling station.</li> <li>– The Playground Subcommittee met with Starr on outstanding needs. They are having some personnel issues making it difficult to work on some things they had offered to do. It is possible we will need to find a new vendor.</li> </ul> </li> </ul>	
Update on Policy Manual	Jamie Anthony
<ul style="list-style-type: none"> <li>• Status of sections: <ul style="list-style-type: none"> <li>2000: Approved.</li> <li>3000: <b>Motion</b> to approve section: Sean, <b>seconded</b>: Kitty, <b>vote</b>: passed unanimously.</li> <li>5000: <b>Motion</b> to approve section: Kitty, <b>seconded</b>: Geoffrey, <b>vote</b>: passed unanimously.</li> <li>6000: Completed by staff and will be sent to Jamie.</li> </ul> </li> </ul>	

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7000: Jamie and Alli to meet. 8000: Still with Sharolyn.	
New Business	
<p>Lisa McAteer: Crew leaders have expressed concerns over the amount of cleaning prep they are doing, especially the classroom floors. There was a breakdown in communication between staff and Kreg about when he was going to clean floors this summer, so that not all classrooms were cleaned because the floors were not cleared of furniture etc. in time. Kreg does not use email so communication is especially difficult in the summer. Also he is unable to move heavy items, so staff are responsible for that themselves.</p> <p>In addition, currently staff inform the school secretary of one-time needs and the secretary puts a sticky note on Kreg's door. Jamie suggests putting up a form on/near Kreg's door where staff can fill in requests, which will be more efficient and clear. Sean will create a draft form.</p> <p>There is also a lack of clarity over what tasks Kreg is responsible for generally. At one point he had developed a list of daily/weekly/monthly tasks, but Mike does not have this list. Mike will follow up with Kreg to ensure we have this list, possibly update it, and distribute it to the staff.</p>	
Executive Session	Michael Mendive
None.	
Adjournment: 8:00 pm.	
<ul style="list-style-type: none"> <li>• <b>Motion:</b> Jamie, <b>seconded:</b> Kitty, <b>vote:</b> passed unanimously.</li> <li>• Next meeting: September 15, 6 pm.</li> </ul>	

Respectfully submitted,  
Kristine Hunt