

**Garden City Community School
Board of Directors
Regular Meeting
Minutes**

October 20, 2008

LOCATION:

GCCS

9165 Chinden, Garden City, ID 83714

Open Session at 6:00 pm.

In attendance: Teresa Worth, Marin Ramey, Bill Ramey (acting as President in BG's absence) Brett Spencer, Jan Thomas, Matthew Shapiro, Michele Roth, Marti Monroe. Kathy Wise, Barbara Gaston arrived about 7:30.

Open Session (to follow Executive Session)

- 6:00
1. Check-in and agenda adjustments
 2. No closed session this evening.
 3. Minutes from 9/15/08 regular board meeting – Marti submitted minutes from last 2 board meetings to the board from review. 9-29 meeting were reviewed and Brett Spencer moved and Matthew Shapiro 2nded that we accept both sets of minutes, and all approved.
 4. Treasurer's report – Brett distributed. This is the first monthly report from our new accounting system. He stated that he is hoping to see a slowing down of monthly expenses. Under Building care the amount will spread out between the categories below. Brett said they are still working to determine which reports are best to bring to the board. Marin asked that there be an explanation about the income in the kindergarten. If there is only one person paying for the entry into the program and the monthly fee, it would match. If there are more students this number does not seem to be reflected in the budget. Next month– more information ASAP.
Matthew S moved we accept the t report Jan Teresa c seconded. Approved.
 5. Policy Committee report – NO REPORT Members: Jan Thomas, Barbara G
 6. School Director's report – Cindy Hoovel
Cindy is working on writing a grant for additional funds for the school year 08-09 from the Federal Government to the Idaho State Department of Education called the Charter School Support Grant. Teresa W moved and Jan T seconded that we want Cindy to apply for this additional grant money and that we will follow the requirements for it.
Discussion included suggestions for board members and teachers to attend the national charter school conference and board members and teachers to attend the ISIP conference in March. The motion passed.
 7. Nominating committee report – Jan said that Barbara G had suggested that we change the nominating committee into a governance committee to train and orient new board members using all of the materials from the national conference. Jan agreed to chair that committee and Bill said that there would be others to support this committee.
Teresa W moved we change to a governance committee with Jan as the chair. Brett S seconded. Bill offered to be on the committee. They will also look for a parent, teacher and community member to serve on the governance committee.
Motion passed.
 8. Community Council report – Teresa Worth/gave a report from Mercedes Rice, CC Chair. - Report follows at the end of these minutes. Attendees wanted to know what will be included on the thermometer showing our income gains up to \$350,000 to cover expenses for the next school year.
 9. Strategic Plan Implementation progress reports. We covered only those submitted in advance due to the anticipated workshop with Shirley Rau to begin at 7:30 this evening. It is board training. Shirley is the director of school choice with the Idaho Department of Education.
 - a. Public awareness & student enrollment – Megan
 - b. Support staff, scheduling, curriculum - Cindy
 - c. Revenue generation - Brett
 - d. Facilities, location, capital campaign – Bill's report follows minutes

- e. 9th grade – Laurel’s report at end of minutes.
 - f. Parental involvement – Teresa
 - g. GCCS philosophy for students – Cindy
10. Other agenda items –
- a. Status report on phone campaign – Kathy Wise/Marin Ramey. Marin R reported that the campaign will begin Tuesday, 10/28, from noon -2. There will be a training for both the phone and in person contacts. 10/29, 6:30- 8:30 pm. Brett S brought up that we want to make sure this is not called a capital campaign.
 - c. Status report on endowment possibilities with Idaho Community Foundation – Bill’s Report follows the minutes.
 - d. Matthew S mentioned that there is a provision in state law that would allow City of GC to float a bond for anything that might contribute to the quality of life in GC. Matthew and Teresa W suggested that there is no community center in GC and that it is in our charter that we intend GCCS would be a part of a larger community facility so this is within our charter commitment.
11. Board Training with Shirley Rau

Agenda and highlights of Shirley Rau’s talk/workshop

Mission and Vision are used as the lens for decision making. Ask are we using the values that all of us should be operating under? Are we living with the values we expect for the children?

Great schools “row as one”, they are tightly aligned communities marked by common purpose and shared identity - a clear sense of “we.”

Great schools create and are guided by a clear and compelling vision of what the school must become in order to help all students learn.

Struggling schools feel fractured. People work in the same school, but not toward the same goals.

How can Cindy and the Teachers measure whether or not the students are taking and feeling the responsibility for their learning.

Matthew S suggested that having an internal friendly audit to check what is happening vs. what our mission and charter state.

Maybe this year we need to create a tool to measure or survey or observe the teachers to see what is or is not happening. Teresa W shared her observation of comparing her daughter’s experience here vs. other children she knows at other public schools.

Shirley R says that stories are powerful. The story of the school and how it started up and how it is going is important to make available to all constituents involved.

What do we know about all of the children’s experience?

Create a data sheet that is filled in each month.

How many teachers, students, referrals in each class, test scores, conversations with parents? We want a pulse of the school.

Demographics, diversity, performance outcomes also need to be recorded.

What is GC going to be in 5-10 years? What about ID, the world?

How are we unique? With charters getting more common, we may be competing with others and we need to know who we are.

Market assessment:

Boards are usually moving from Founding Board to Governing Board, to Sustaining Board. Shirley R says that we are in the middle and moving to sustaining.

New Profile of Board Leadership.

Visionary

Entrepreneurial

Risk takers

Effective communicators

Systems thinkers

Seek partnerships and alliances

As part of admin report

Provide board with information on the school’s image in the community, competing organization and future needs and expectations of the children and families served.

Board can schedule a series of school community forums so that board members can talk to students and parents about emerging needs.

Board can tap staff about who are the families who would enjoy this.

Provide board with summarized information that is relevant on changes that will have the greatest impact on the charter school and the community and develop a plan to respond.

Ask Cindy to alert us to trends in spending.

We need a finance committee that goes over finances line by line and gives the board the meat of the situation.

It is time to think about creating a business plan for the school. A quick sheet to give to donors is needed which enables us to work out problems on paper.

Part of business plan is to develop a facilities plan as integral part of business plan.

As aspects of school (number of students and staff, level of funding available, expected growth, etc.) will determine the type of facility needed.

The physical space will affect the education and services provided: Comfort level, space, accessibility and costs

Business plan can guide the selection of facility and anticipate the ramifications on operation

Once business plan is done

Call these and more mentioned schools: Vision , Nampa classical, Victory At Vision School, Olencamp might be willing to share which grants she goes for. She gets bunches of them

Ask, "How did you fund raise, what to do, what not to do?"

Two firms that support charter schools, let them know what we do.

Shirley Rau will be happy to come work with us on a business plan. There was also come mention that Laurel York Odell, might be an expert at creating such plans.

Ways to finance schools.

Government grants

Foundation grants

Corporate grants

Individual donations

Private investors

Wachovia Bank doing bond sales for two schools in the state.

Business plan totally focused on mission and vision

What does the school do and what are the needs?

Wickenberger grant easy to use.

Mary Kay Acklin at downtown library can make grant suggestions and she will help us select the ones we should apply for.

Make sure that the grants match your values and needs.

Have pre-written mission and accomplishments of the school on hand to drop into any grant application.

Committees are bound by open meeting laws, also. All notices no less than 5 days in advance of meeting informing the public, if there is any decision being made.

We need job descriptions from Jan

We need people to be committee participants

We need to create a business plan.

Hopefully Laurel York Odell will be head of the business development plan.

Executive committee – all officers

Policy Committee

Any critical decisions being made in committee needs to make sure that the time, place, and agenda need to be announced to the public and posted.

Meeting was adjourned at 8:50 pm . Brett moved and Jan seconded. All in favor. Adjourned

DIRECTOR'S REPORT to the BOARD

Garden City Community School

October 20, 2008

ENROLLMENT: total 151 Kindergarten- 24, 1/2 - 40, 3/4- 44, 5/6- 22, 7/8-21

STUDENT LED CONFERENCES These will be held Wednesday, November 5 (3-8PM) and Thursday, November 6 (1-7PM)

GARDEN CITY FUN RUN GCCS supported the Chamber of Commerce's First Annual Fun Run with about 20 adults and students in the run and a promotional table in the Community Fair aspect. They had 200 runners and were quite pleased with the first time event.

ART SHOW at GARDEN CITY LIBRARY Thanks to Rebecca for organizing "Trees", an art show of over 40 GCCS students' work. The library sponsored a very nice reception October 8 to kick off the show with about 100 students and family in attendance. They said it's the biggest reception response they've ever had! Refreshments were served, Rebecca explained the process and children told the audience about their art. This show will continue to be on display through October and we plan to also show it at the State Department of Education in the Len B Jordan building and the new hospital in Eagle.

CHAMBER of COMMERCE Marti Monroe and Cindy Hoovel attended the September 23 Chamber meeting. Legislative candidates answered questions presented regarding various topics of interest to Garden City. Chamber luncheon meetings are every fourth Tuesday.

PROGRAMMATIC AUDIT I sent electronic copies of the final programmatic audit to all board members. Hard copies will be given to you during the board meeting. This audit has been sent to the Charter Commission as it was due October 15.

AFTER SCHOOL ACTIVITIES An all-school choir is being organized by Marin Ramey and Marti Hinckley with the help of parent volunteers. We have received a grant for a "first Moves" chess program and are asking for parent volunteers to start this. A community member has offered to help teach chess and introduce it to the various classes once the volunteer coordinator is determined.

KINDNESS CAMPAIGN We have received a grant from International Training Associates to hold another Kindness Campaign training for the 5th-8th grade students. The respect day will be this Thursday (October 23) at the Boys and Girls club. Students will spend Friday (October 24) in City Hall preparing their Service Learning projects which they have been researching this month. A program to present their ideas will be held 1:30-2:30PM for city officials, parents and business owners. *I hope some of the board members will be in attendance!*

>>>>RESTORATIVE JUSTICE International Training Associates will also be presenting a workshop for parents Thursday, October 23 (6:30-8:30PM) for adults. *(Please try to attend this since we are not being charged for this and need to show our appreciation!)* This dynamic, caring concept will be helpful for adult and child relationships as she will teach conflict resolution and learning to care for others.

ARTS GRANT We have received another grant from the Idaho Commission of the Arts thanks to Rebecca. She, Tawnia and Lisa are working with our new artist in residence Anna Marie Boles to develop a theater program. This will start with a teacher in-service and will mostly involve the 3-4 grade students November 12-20. Other students will receive training in theater arts as the year progresses.

FALL FUN After meeting with staff and Community Council to gather everyone's opinions, it has been decided to call the "formerly known as Halloween" event "Fall Fun". Students will be allowed to dress up on October 31 as long as 1) there are no face coverings (safety), 2) blood and gore is avoided, 3) bathroom facilities are not needed to dress, and 4) the costume characters can be explained to represent at

least one of the 4 R's (Examples: Little Bo Peep was Responsible to take care of her sheep. Bat Man was Responsive to people in need. The Spider is Resourceful finding his food.) Parents will organize a "Trunk-or-Treat" in the parking areas around the school. The event will run 12:15-1:15 on this early release day.

COMMUNITY CIRCLES Community circles have included: a guest speaker from Guatemala (thanks to Spanish teacher RoseMarie), gardening expert from ZamZow's (thanks to Tawnia), Garden City Firemen (fire safety month), Gaylen Curry (our bus driver discussing bus safety and answering students' questions about his life), student skits for the 4R's and Lisa and Tawnia's classes performing a song encouraging good health (thanks to Marti).

IN-SERVICES Staff professional development have included:

- State Teacher Days October 2 -3 with teachers attending various educational conferences across the state. I traveled to Tri-City area in Washington to observe a new elementary school's classrooms studying their curriculum and classroom management styles.
- October 16 – Differentiation to meet all students' needs (AM) and PowerSchool Grading System (PM)
- October 31 – early release for end of quarter. Teachers will work on portfolio and achievement reports as needed.
- November 7 – Curriculum Development (AM) and Theater Skills (PM)
- **SPECIAL SERVICES DEPARTMENT** Valerie and the paraprofessionals are developing an exceptional program for special needs students. The learning lab is busy all day and paras are now starting to visit classrooms to help during DEAR (Drop Everything and Read time) and to help during certain class lessons. Using the additional charter school grant money awarded to us specifically to help develop a more severe needs program, we have just hired Matt Borchard. He has years of experience as a student "tech" for companies. Valerie gave a presentation to the Community Council at their October 9 meeting to explain the purpose and eligibility requirements of Title I – as required by federal law.
- **COUNSELING DEPARTMENT** Counselor Cyndi Groth-Landis is doing a fantastic job developing our counseling department in her short half day schedule! She is completing a student survey to gather data to determine counseling needs in order to create her program. Parents have returned questionnaires to give her feedback regarding what they think the school and/or their particular child needs from a counselor. Teachers have completed forms to recommend students to take part in various small groups to deal with various topics such as anger or grief, developing social skills, etc. Counselor Cyndi has visited all classrooms giving mini lessons on bullying, personal safety, stealing and other special topics teachers have requested.

STUDENT ACTIVITIES A lot of creative educational activities have been taking place in our school. A few include:

- PE teacher, Jenn, has been getting the students "fit" with a lot of walking and running to the wetlands and Boise Bible College's soccer fields. Students will start bussing to the Boys & Girls Club gym in November for team sports.
- The Great Body health program is now being used in all classrooms. If interested, feel free to ask to see this curriculum. It's proving to be an excellent program and includes a component which gets parents involved. The kindergarten program included CD's of catchy "health" songs for every family to have at home to sing together!
- Spanish teacher RoseMarie and Art teacher Rebecca are coordinating a project the next few weeks to study the Spanish culture's traditions such as Day of the Dead.
- Marti and Marin's 1-2 classes walked to the Garden City Library to visit. They have also planted blubs in our new planters as part of their math and science experiments.
- Marti held a Reader's Theater for parents to enjoy their children's acting skills to present various plays of their favorite stories. These same students are walking to the Senior Housing on Coffey Street to interview residents to learn more about Garden City as part of our overall school theme about our community.
- Brenda's 7-8 class has had several visitors to their room to learn about our community to develop their service learning projects. Last week they listened to refugees – some who had just arrived two weeks prior.
- Kindergarten teacher Elizabeth invited her doctor husband to visit. Dressed in his official doctor's outfit, he taught them many things and showed them how to set a cast by using Valerie as his "model". He then hurried off to his duties – with Valerie's arm left in the cast!...a great story!

ADDITIONAL CHARTER GRANT MONEY Michele Roth and I participated in a conference call October 17 to learn about the possibility of receiving more charter grant money for this year. I am in the process of writing additional grant narratives to apply for a possible \$50,000 - \$83,000. This is due in the

next two weeks. I plan to poll teachers for their ideas and welcome any ideas you might have. *This grant must include training plans for staff and board professional development to work towards our original grants' goals, so I recommend we consider covering some of the board's costs to attend the Idaho School Boards Conference. Computers for the classrooms, marketing, and covering the costs for our counselor to develop the counseling program are currently priorities. This money will have to be used for "start up" items and must be used during the 08-09 school year. NOTE: As part of the board's October 20 meeting, it is required that a motion is passed stating you want me to apply for this additional grant money and that we will follow the requirements for it. This must be stated officially in the board minutes as part of our "assurances" process.*

Respectfully submitted, Director Cindy Hoovel

REPORT SUBMITTED BY LAUREL ODELL:

Garden City Community School
9th Grade Options
10/13/08 Parent Meeting Summary

Present: Janet Bean, Michelle & Mr. Rollins, Matthew Shapiro, Laurel York-Odell

Discussion Points

I. Current Options/Decisions

Information from two current 8th grade student parents, via phone calls, indicated that their decision had already been made relative to placement of their students for 9th grade. These included North Star Charter School and home schooling.

Matthew reviewed suggested options which included -

- (a) finding rare teachers with multiple subject area endorsements willing to work at least part time
- (b) sharing teachers with others who want to do 9th grade but are in the same boat (e.g., ANSER)
- (c) using some combination of the above with a virtual school like Idaho Digital Learning Academy
- (d) using some combination of the above with a homeschooling co-op, wherein kids can get together to work on units, activities, projects, under the guidance of well-informed parents and/or tutors or privately-hired teachers.

Since constraints of finance and space limit GCCS's ability to administer a 9th grade class, we decided to explore the following two options with the parents who were not at the meeting. These options were predicated on information provided by Matthew on the alternative high school he is working on, i.e., meeting attendees were very supportive and indicated commitment to the proposed alternative high school which could be available to students as early as fall 2010.

II. Going Forward

Laurel stated that she would call the parents of the current 8th grade students to determine any interest in the following two options for further exploration/possible implementation.

- a) Home schooling coop where parents would provide space and instruction for the students integrating virtual curriculums (Idaho Distance Education Association, Inspire or Idaho Virtual Academy) with recreation, arts and community activities.
- b) Group enrollment in a virtual school with parent provided enrichment (recreation, arts and community activities)
- c) Students/friends attending the same public school.

Information from the phone calls will be shared via email to meeting participants for further follow-up. It was agreed that we would need a minimum of four students to move forward with any of the options. If four were willing to move forward on any one option, the option would be shared with ANSER for possible involvement by their families/students.

MEMORANDUM

TO: GARDEN CITY COMMUNITY SCHOOL BOARD
FROM: BILL RAMEY
DATE: OCTOBER 17, 2008 (FOR OCTOBER 20TH BOARD MEETING)
RE: FACILITIES REPORT AND ENDOWMENT INFORMATION

I. Facilities

A. Foundations Building

1. On Monday, October 6th, Matthew Shapiro, Marin Ramey, Marti Hinckley, and I met with Mike Irvan to tour the Foundations Academy building. We were all very impressed with the facility.
2. Mike reported that they are still considering: (1) leasing the school portion, or (2) selling the entire building. Their decision will be contingent upon the results of an appraisal they are obtaining as to the FMV of the building as well as to the FMV rent.
3. Mike repeatedly stated that their hearts are with the children of Garden City and that they want to see the facility used to that end.
4. Mike mentioned that a few other groups have expressed interest in the building, notably, Anser Charter School. Anser has gone so far as to submit a proposal for purchase (or lease), which Mike's group rejected since they did not have a recent appraisal of the buildings. I am not sure where Anser stands at this point, though it seems that Mike would prefer to see our school in the facility since we specifically target Garden City children. Where that gets us, I don't know.
5. HISTORY - We learned that the facility was not only the birthplace of Mike's church, but also to a retirement community that is currently located in Garden City, the Boys and Girls Club of Garden City, the GC library, and Head Start in GC.

B. Boys and Girls Club

1. On Tuesday, October 14th, Cindy Hoovel, Kathy Wise, and myself met with Jason, the Director of Operations at the GC Boys and Girls Club to explore a potential partnership with them vis a vis facilities.

2. Currently the Boys and Girls Club does not have sufficient space to house our classroom needs. They housed an alternative school of 2 classrooms for two years. While that program was very successful, it was a challenge for both the B&G Club and the school to share the limited space, even with only 2 classrooms.

3. However, there is a portion of the Fisher's lot next door that may be available for placement of modulars while a long-term solution is explored. **This remains to be explored with Fisher's.**

3. Proximity to the Boys and Girls Club would be helpful to the school for a number of reasons, including use of their current gym, technology space, and art space, as well as increased participation in the school and the B&G Club and other potential synergies.

4. A long-term possibility with the Boys and Girls Club may be to add on to their existing structure to allow for our capacity. **We will explore this as we learn more from Fisher's.**

II. Endowment Information

A. On October 16th I spoke with representatives of the Idaho Community Foundation. We discussed the potential to begin an endowment of our own through ICF, as well as any potential sources of funding through existing ICF funds.

B. Endowment: ICF recommended their "agency fund" for a group of our age and size.

1. Minimum Start-up amount - \$10,000 (can be pledged over 5 years)
 - a. \$10,000 over 5 years is **only \$167 per month**
- b. Divided equally among the 8 current board members this is a little under \$21 per month per board member
2. Fee - .5% annual fee (1% is a typical community foundation fee)
3. Management fee - .3% annually (charged quarterly)
NOTE - The investment committee meets quarterly to review their investment strategy. The investment manager is accountable to them and can be removed for under performance.
4. Annual distributions :
 - a. Historically made at 5% annually.
- b. No requirements for distributions from a community foundation (like the 5% requirement for *private* foundations).
 - c. ICF revisits the distributions annually depending upon fund performance, needs of the community, etc.
 - d. If no distribution is needed, we can take whatever is distributed and recontribute it to our fund. (*The IRS is currently pushing community foundations to make distributions even though there are no*

required minimum rules. Until further guidance is published, this is the tactic the Idaho Community Foundation is taking.)

- e. Money is locked in to the foundation, **no distributions of corpus.**

5. Returns - ICF aims to get an 8-9% return per year (enough to make a 5% distribution, pay the investment and foundation fees, and have some growth). Last year they achieved an 8% return, the year before they earned 14%, and have earned as high as 26%.

6. BENEFITS TO GCCS

- a. We would be listed on their website.
- b. Donors could make a contribution directly to our fund through ICF.
- c. Donor peace of mind with ICF's name and stability.
- d. ICF can facilitate receipt of gifts which may be administratively burdensome to us (e.g., appreciated stock)

C. Current Potential Sources - We were encouraged to apply for relevant grants in their regional competitive grants "category." The next application cycle is May 1 to July 1. **We should review their website to see if there are appropriate grants to target.** These are capped at \$5,000, but according to Cathy Silak at ICF, many donors look to see who is being funded by these grants to determine where to donate other dollars.

Community Council Report

Parent Rep to the Board Report
October 20, 2008

The Community Council held their Regular Meeting 9/15/08

Valerie Akers gave a report on Title 1. She also gave out a flier that helped to explain what it is and how it helps the students.

Treasurers Report - Treasurer was absent, but Teresa reported that \$492.60 was received at the Garage Sale, Rebecca Ernst reported that she received \$40 in cash for Books from the sale that went to a book store.

Other checks were received for:

Cartridges for Kids - \$7.75

Albertsons - \$16.64

Bank Balance as of 9/30/08 (not including above deposits) \$1815.84

It was suggested to give the names of the people outside the school that donated items to the Yard Sale to Tonya, and she could arrange thank you cards to be made by the students.

We discussed the Books for Brushes program at the Library where GCCS Students artwork was displayed. There were at least 65 people that attended the reception, which is the most that Image Maker (sponsor) had ever seen at a reception.

Teresa reported the following:

The Board continues to work on the Strategic plan that was formulated last year.

The items that are currently being focused on are

1. Revenue Generation - Special Meeting (see below)

2. Facilities & Location - Several different locations are being considered.
3. Capital Campaign - This will begin once we narrow down facilities and location.

Other area's that are currently being researched is adding the upper grades of 9-12 - Laurel made a presentation about this later.

Special Meeting 9/29/08

The topic for this meeting was the financial position of the school. Since the school started operating we have been receiving over \$150,000 a year in start up grants. Next year the school will no longer be eligible for this type of grant. We brainstormed and pursued idea's that would allow us to generate the income with out having to increase the class sizes. Out of a large list of prospects the board decided the best one to start with will be a Outbound Phone Calling Campaign asking for donations. There will be other activities that we will be pursuing as the year progresses.

The auction this year will most likely once again help with shortfalls in other area's as we continue to get grants to pay for things that the council would normally pay for.

Regardless of the project, all of the money that is raised goes directly into the school for the education of the kids and we are all working toward the same goal.

Within the next few weeks a large thermometer will be made and displayed in the school, showing the goal of raising \$250,000 (or greater) before the end of June 2009.

Parents questioned what moneys will be reported on the Thermometer, Yard Sale? Grants? Fundraising by Board?

Michelle Rollins will be taking over as the Co-Ordinator for the Book Fair.

Teresa reported on the beginning activities of the auction. The auction will be on March 7, 2009 with Larry Gebert being the MC. The first Auction Committee meeting will be on October 30th at 7pm at the school.

The people present at the Council meeting voted that 10% of the proceeds will be redeposited into the Community Council account with the remaining 90% to go to the School.

I have received the list of business listings that Kathy obtained and I have been entering them into a spreadsheet. I have emailed this to several parent volunteers who are working diligently on locating any missing contact information.