

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

September 15, 2008

LOCATION:

GCCS

9165 Chinden, Garden City, ID 83714

Executive Session will start at 6:30 pm. Open Session at 7:00 pm.

**EXECUTIVE SESSION (Closed to the Public).**

Pursuant to Idaho Code Section 67-2345(1):

(a) to consider hiring a public officer, employee, staff member or individual agent.

This paragraph does not apply to filling a vacancy in an elective office;

(b) to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against a public officer, employee, staff member or individual agent, or public school student;

(c) to conduct deliberations concerning labor negotiations or to acquire an interest in real property which is not owned by a public agency;

(d) to consider records that are exempt by law from public inspection;

(f) to consider and advise its legal representatives in pending litigation or where there is a general public awareness of probable litigation.

**EXECUTIVE SESSION ITEMS MAY BE DISCUSSED AND ACTED UPON, IF APPROPRIATE, IN OPEN SESSION.**

**Open Session (to follow Executive Session)**

Present: Barbara Gaston, Jan Thomas, Teresa Worth, Bill Ramey, Cindy Hoovel, Marti Monroe, Matthew Shapiro, Kathy Wise, Brett Spencer

People on the Auditing Team present for the school tour and the dinner and the presentation about the mission, vision, and guiding principles of Garden City Community School by Barbara Gaston, President: Diane Demarest, Suzanne Gregg and, Nancy Smith

7:00 pm Opened meeting Brett S moved and Jan T seconded to adjourn to closed session Cindy proposed we hire a half time counselor. She is here 11 – 3:30. We realized we did this last session so closed the meeting. Jan T moved Brett S 2nded. Adjourned.

Present for open session: Barbara Gaston, Jan Thomas, Teresa Worth, Bill Ramey, Cindy Hoovel, Marti Monroe, Matthew Shapiro, Kathy Wise, Brett Spencer  
Laurel York Odell, Elizabeth Sackman, Marin Ramey, Marti Hinkley, Megan Jones

7:03 1. Check-in and agenda adjustments

7:05 2. Vote on closed session items (if any) No items from closed session. The board will be meeting the auditing team at 9 am tomorrow morning and from 2:30-3:30 pm for the final report from the team on Wednesday, September 17.

3. Minutes from 8/11/08 regular board meeting – Marti, Secretary Jan T moved minutes be accepted as read, Teresa W seconded, all approved.

4. Treasurer's report – Brett, Treasurer. He announced that the report is different this month. We don't have the August figures tied up yet due to the installation of the new software program

Have \$120,000 in bank. Will pay off Zion this month. Budgeted for an enrollment of 154 students/ (Oh, mercy, these figures don't seem to make sense. Hope you can remember it better.) Barbara G asked what is the max on line of credit – 50K. We have 145 enrollment so we really need to have high attendance. His report stated we don't have August financial statements prepared. The new software implementation has gone very well, however we do not have all the data input yet. Brett will provide the statements to the Board as soon as they become available.

We have \$120,000 in the bank currently and will be paying off the \$40K line of credit. We have an enrollment of 145 compared to our budgeted Average Daily Attendance of 139.

The State Department of Education has provided us with an additional \$40k in Charter Grant money which will likely be used for expenses outside of those already budgeted. This was an excess returned to the SDE from another school and it needed to be granted right away and Cindy just happened to ask in the office holding the money and walked away with it. Yea, Cindy!

We received a clean, unqualified audit for the school year ending 6/30/08. The auditor made note of the negative fund balance of \$140,500 but also noted the progress the school has made from the previous year.

The auditor did make note of one material deficiency in respect to internal controls for segregation of duties specifically with staff handling of cash. The auditor did acknowledge that improvements have been made and no specific recommendations were made. I will address this issue with Cindy and discuss with her any needed changes. This is a very common audit issue for a small organization with limited staff..

Auditor moved expenses from July to June. Quickbooks showed us about 40k in the hole from July to June. I we want to be flush without a deficit next year we need raise more revenue. Last year at this time we were in the hole approximately \$150k Bill Ramey moved and Teresa Worth 2nded that we approve the report. We are going to add comments to the report describing in fact what our cash procedures are. 'We' means Brett Spencer. The report has to be in to the commission and SDE by October 15. Report passed and was accepted.

5. Policy Committee report – The new attendance policy was circulated #3050 intended to replace #3050. This is the first reading. Jan T moved, Kathy W. Seconded All in favor. Move to second reading next month. This is a much tighter attendance policy, hoping to raise our figures for attendance and on time arrivals. This is so that our funding will increase.

6. School Director's report – Cindy Hoovel Jan Thomas requested that future school newsletters be sent to the board. She is hoping one or more board members will be able to come to the Chamber of Commerce meeting with her each month. She will notify the board by email. Her report follows these minutes.

7. Nominating committee report – Jan Thomas No report.

8. Community Council report – Teresa Worth/ for Chair of CC Mercedes Rice. Best attendance ever at the CC meeting last week. Up to 23 there at one time. Marti did an exercise with the group on discovering the most effective ways to approach and talk with your child about your fears around their behaviors. Financial report. October 9<sup>th</sup> will probably be the next meeting.

Hoping to have nominees for board of GCCS and then circulate the ballots just prior to the meeting of the Community Council.

Child care was provided for the CC meeting. We believe that this might be a contributing factor to increased attendance. They are considering providing child care for the board meeting also to help families attend.

Barbara suggested that nominees for the board from CC be interviewed by the nominating committee chair, Jan Thomas. Jan agreed she would be willing to contact each nominee and talk with them and let them know the responsibilities and scope of work.

Future agenda topic might be a discussion to change by-laws to the parent rep to the board be at least a one year veteran to the school

9. Strategic Plan Implementation progress reports
  - a. Public awareness & student enrollment – Megan No report
  - b. Support staff, scheduling, curriculum – Cindy, no report
  - c. Revenue generation - Brett
  - d. Facilities, location, capital campaign – Bill (20-30 minutes) Foundations

academy was to go to their board to inquire about rent or lease arrangements. Nothing yet from them.

There is a parcel over near the Boys and Girls Club. 1.4 acre parcel. Scott Wilson, the owner, wants \$4700/month. The person now owning it is a friend of Mark-Bader Hellstrom. The property adjoins a park that is now being built. It is now a trailer park. We did not, in the past, wish to evict the residents to have the property. We thought that might be bad public relations for the school. Kathy agreed to serve on the facilities committee. The problem with leasing back from people who package the building of the facility is that the board really needs to know what they are getting into.

If we want to inform parents about anything contact Cindy H or Teresa W. Barbara G suggested that we get more people on the committees! Newsletters will be coming out the last week of the month.

- e. 9<sup>th</sup> grade – Laurel She came tonight requesting direction from the board.

We have a class of 8<sup>th</sup> graders who will be looking for the next step at the end of this year. One idea is to find placements that match our students. Another is to put them into virtual school or should we use the same model that we used to create GCCS to create the High School. Marti M said at least this population has had some experience with the design model in creating the k-8 GCCS.

Barbara G said that we need someone to run the figures so we know what it would cost to run the HS or start it up. Laurel York Odell suggested that putting the dream together first might be better than doing the figures first. Jan T asked how many 8<sup>th</sup> graders do we have? We have 10. Matthew S says that we have 3 scenarios, sharing teachers or somehow cover 4 different subject areas, Math, Science, English, History, a combo of people with multiple endorsements willing to work part-time. If it is small as an operation, it might be housed in this current building. Option two would be a web based program. Marin R talked about an amazing school in Hawaii where students primarily do projects outside of the school building. In the beginning they are trained to manage time and how to get project learning going. Project based learning. 2<sup>nd</sup> scenario, need a critical mass of ? 150 kids – would need a space of its own. There might be a loss The 3<sup>rd</sup> option is start a whole new charter, school, high school. The problem might be that the founders' kids from this school might not get in. There may be no carry over from this school. Soonest will be 2010 to submit a charter application. Laurel YO is thinking that gathering the 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade parents together and ask what their needs are and tell them the options and see what their interest and investment is in the process.

- f. Parental involvement – Teresa reported that in the last newsletter she did an entire section to let parents know just what the community council is and is not.

- g. GCCS philosophy for students – Cindy No report this evening that the secretary recalls??

10. Other agenda items – Discussion re: revenue generation ideas from Board - Kathy talked with a friend about an endowment idea that the school might need to change the name. The board seemed to be willing to consider this idea. Kathy agreed to put a marketing presentation

together for the board by the next meeting so that this might be used to encourage involvement in the school.

Matthew S has collected a list of grants that are possible to apply for.

Bill R suggests that every board member contributes money each month, Scott Wilson suggested we have a fun run related to the International Children's day in June. We now have a fun run in October for the Boys and Girls Club.

Bill R is also thinking about things to do to decrease expense as well as fund raise.

Kathy W says we could get corporate sponsors to the tune of 5-10K

Kathy W suggested the school market Green grocer bags that the kids could make to sell as fund raiser.

Presenters here every month for green stuff and charge a fee. Open to the community as a fund raising and consciousness raising for the community.

Jan T agreed to offer Parent Ed and charge and donate the funds to the school. She plans to charge the same fees as Boise City classes.

Jan also suggested we raise the cap on the maximum number of students by 2 per classroom

Teresa W suggested some sort of event that the kids want to do that they could get corporate sponsors for.

Teresa also found green products companies researching on the www – some donate proceeds back to the school

Barbara G found something on the internet, can you spare a \$ Kids all have a dollar fund raiser. 25 or ? people sign and give one dollar. We figured if each student got the sheet filled out it would equal 1/2 of what the silent auction netted last year.

Also on the internet Barbara G found an adopt a classroom an on line donation thing where a company or individual adopts one classroom and provides for it.

Grants web sites [www.schoolfundingcenter.com](http://www.schoolfundingcenter.com). 60 day subscription for \$99

K12 grants.org Both of these sites have found many grants available to schools.

Marti M had planted a Jade plant in a pot she donated. The Jade plant is known to bring money to an environment. She is soliciting for garage sale items in the GC community of friends and searching and cleaning out her own house to support the surfacing of the play area under the climbing equipment.

Marti also suggests having a student fund raising committee.

We request a thermometer be installed in the school for \$300,000 to show our progress

Barbara G will call Brett and let him know that Kathy Wise, Cindy H, Matthew S, and Teresa W have agreed to serve on the funding (????) committee.

9:16 Adjourn Jan T moved and Bill R seconded and we all voted to adjourn at 9:16.

Attachment A: Director's Report

## **DIRECTOR'S REPORT to the BOARD**

*September 15, 2008*

- **ENROLLMENT:** 145 as of 9/12/08  
K: 21 (AM kindergarten- 16, PM – 12/including 7 all day)  
Marti's 1/2 - 20, Marin's 1/2 - 20, Lisa's 3/4 - 21, Tawnia's 3/4 - 24, Ben's 5/6 – 19,  
Brenda's 7/8 - 20
- **START to SCHOOL**

“Meet the Staff” Night was held August 21 with Open House to meet teachers and tour school. Wes Wingett gave a presentation to introduce GCCS families to Adlerian psychology and raising children. Teachers spent majority of first two weeks “building community” to get a great start to the year!

- **PROFESSIONAL DEVELOPMENT**

- August 18 – “Welcome Back” staff orientation day

- August 19-20 – Adlerian Psychology with Wes Wingett: team building, classroom management

- September 8 – Cindy & Michele Roth attended IBEDs trainings at SDE

- September 9 – Michele Roth attended Federal Lunch Program Training

- September 10 & 11 – Cyndi Groth-Landis attended SDE’s Safe & Drug Free Schools trainings

- September 12 – “Health Kick-Off: Physical, Mental, School”

- Morning wetlands hike and rules for classroom staff

- Community Room at G.C. City Hall “Joy in the School” share

- “Great Body Shop” health curriculum training by Kim Fanter

- September 15 – Cindy & Valerie Aker attending the Federal Programs workshops

- **NEW SPACES**

Necessary building requirements have almost been completed. We passed the first building inspection by the fire marshal in time to open school. Fire extinguishers had to be added and serviced, emergency lighting installed, and safety door systems added to the front and back entrances. The landlord has a couple things to complete before the final permit will be issued. The teachers have made two great classrooms in this addition. A counselors office, lunch room, larger teachers work area, and a Learning Lab have also been created by the shifting of spaces.

- **ADDITIONAL FUNDING**

After visiting with Shirley Rau (SDE Innovative & School Choice Director) to find methods to fund our growing costs for special services, we have been awarded \$40,000 additional Charter School Start Up Grant funds to help us hire one or two additional staff members to help us develop our program to meet federal requirements.

- **CHARACTER DEVELOPMENT TRAININGS**

We have received word that we are receiving a grant from the International training Associates for another two-day Kindness Campaign training. This will be October 23-24 for the 5-8 graders and will focus on Respect and Developing a Service Learning projects for the Garden City Community. This grant is valued at \$5000.

- **NETWORKING: PUBLIC RELATIONS & FUNDING**

Megan Jones and Marin Ramey went door-to-door placing door knob information cards on Garden City residences. Cindy Hoovel and Bill Ramey attended the August 26 Chamber of Commerce Luncheon meeting. Cindy met with the United Way to determine if they might have grants available to help the school. They recommended we consider their Born Learning program or develop another program and send in the basic concepts with a letter of intent by September 25 to see if their committee will consider it.

- **NEW STAFF**

Cyndi Groth-Landis has been hired as a part-time counselor and will work 11-3:30 each day. Susan Mills and Shannell Stinner have been hired as part-time paraprofessionals

working 19.5 hours per work to help with Special Education and Title I students under the direction of Valerie Aker, Special Services coordinator. Using the Charter Grant to pay their hourly stipends, we will also have a part-time Spanish teacher, RoseMarie Schwarzenberger and a part-time PE teacher Jenn Broncheau.

- **ARTS INTEGRATION COORDINATOR**

Rebecca has requested having second semester off so she may have time to spend with her new family additions. We are searching for a temporary sub and will be having interested applicants as guest art teachers and subs during the fall.

- **COMMUNITY COUNCIL MEETING**

They held their first meeting Thursday, September 11 which was attended by 20 parents, staff, and board members. They will give a report to the board.

- **FINANCIAL AUDIT & BOOKKEEPING**

Time Folke completed our financial audit and I sent copies to all directors so they could review this prior to the board meeting. He completed this after three stages the last few months. The last stage was at the school meeting with director Cindy, bookkeeper Michele Roth and consulting auditor, Terry. He was very pleased with the progress and feels our in-house bookkeeping system will be a great improvement. This transitioning of bookkeepers has been very challenging since the 07-08 year was not completed yet, but I commend Michele Roth for her hard, persistent work and many extra hours to make this happen.

- **PROGRAMMATIC AUDIT**

The audit team will be in the school September 15-17 working on our programmatic audit where they review all aspects of the school. Parent, student, board, and staff focus interviews are part of this process. Their report will be given to the board Wednesday afternoon.

Respectfully Submitted,

Cindy Hoovel, Director  
Garden City Community School  
September, 2008