

**Garden City Community School
Board of Directors Regular Meeting Minutes
9/20/2010**

Present: Laurel York Odell, Matthew Shapiro, Tim Richey, Michael Tetrault, Michele Roth, Cindy Hoovel, Sharon Dollinger, Tiffany Coffey, Brenda Miller, Byron Folwell, Anna Gamel, Anneliessa Balk Stimpert

Action Items:

- Create/gather materials for the Board orientation on November 15 – LYO, TR
- Attend a Community Council meeting by December 1- ALL.
- Volunteer at any upcoming events that are possible within member's schedules (Pancake Fundraiser, Kids' Fit Expo, etc)

Discussion Points

I. Welcome, Introductions & Agenda Adjustments

There were no additions to the meeting agenda and everyone's check in was to tell something they've learned on the school's website.

II. Presentation & Approval of August Board Meeting Minutes

The minutes from the August 16, 2010 meeting were submitted for approval.

- Motion for approval of August Board Meeting Minutes by Tim Richey, seconded by Michael Tetrault. Passed unanimously.

III. Treasurer's Report

2010-2011 Financial Audit -The auditors found that our internal cash control and segregation of duties were more than adequate and found no issues in our procedures or in our books.

- Motion for approval of the Financial Audit by Michael Tetrault, seconded by Sharon Dollinger. Passed unanimously.

Finance Committee Report - Although the Finance Committee did not meet in August, financials were submitted to the board for review. The first installment of state funding was received. The committee met Sept. 16 and the August financials were presented. Tim stated all is right were it should be.

IV. School Director's Report

The School Director's report was reviewed. Cindy pointed out key dates that the board needed to be aware of: Family Goal Night September 23, State education superintendent debate between Tom Luna and Stan Olsen October 4, Kid's Fit Expo October 9-10 at the Fairgrounds where we'll have an informational booth, Applebee's pancake feed fundraiser, October 16, Eric Jensen's Teaching with Poverty in Mind October 21.

V. Board Nominations & Elections

General Membership

Board member prospects Annaliesa Stimpert Balk, co-owner of the Visual Arts Collective in Garden City and Anna Gamel, Account Representative for Red Sky Public Relations were introduced and shared their background with the board. They also shared with the group why they would like to be part of Garden City Community School.

Parent Representative to the Board

Voting will take place at the September 23 Community Council meeting. Applicants for position to date include: Tiffany Coffey, Audra Bryant and Melanie Owens. The votes will be counted the following day.

New Board Member Orientation

A two-hour orientation for new board members is being planned for November 15, 2010 from 5:00 – 7:00pm prior to the regular board meeting.

VI. Community Council

Laurel presented a purposed 2010 Community Council Outline to the board. There was discussion about decision making and it was decided that a consensus-based decision method will be used.

A coordinating body could consist of :

Chair (1 yr term)- Primary responsibilities include: setting CC meeting agendas; serving as meeting facilitator ensuring meetings run in accordance with the agenda; and managing and assisting members with accomplishing activities, projects and events.

Communications Chair (1 yr term) - Primary responsibilities include: preparing and disseminating meeting summaries; and coordinating and distributing meeting, project, event, activities announcements and/or other relevant information.

Parent Representatives to the Board – Liaisons between the Board of Directors and members of Community Council. This position will also be responsible for communication of funding requests and other relevant financial information with the school.

Auction Chair – Coordination of the annual GCCS auction fundraising event.

Class Parent Representatives (1 yr term) – Liaison between the class students and staff and members of Community Council.

It was agreed that the events need some type of review by the School Director to ensure legal, ethical and safety considerations.

The Chair and Communications Chair will be elected in the spring by parents but for this year they will appointed by the board of directors.

The school will come up with a priority list of needed items for Community Council to purchase with donated money. Community Council will donate 80% of what they raise to the school and will keep 20% for operating expenses. The auction will also donate 80% of what they raise to the school and will keep 20% for operating expenses.

VII. Programmatic Audit Review

Copies of the Programmatic Audit conducted by the Idaho Charter School Network this spring were explained by Director Cindy and discussed with meeting participants. Cindy explained the progress made on the academic recommendations given in the audit to help board members understand what staff has been doing to improve curriculum continuity and assessment methods to increase students' learning – while staying true to our charter's uniqueness. Staff has been involved with numerous professional development hours including an NNU Differentiation for All Students class for credit and on-going school improvement trainings through the Idaho Capacity Builders project. The November 15 Board orientation will contain trainings based on the areas of improvement from the Programmatic Audit specifically board directed.

VII. Review of Director Evaluation Process

Laurel said this was in progress and would be discussed further at the October board meeting.

VIII. October Meeting Agenda Items

Identified discussion points for the October meeting agenda include:

- Committee structures and commitments.
- Review of Director Evaluation Process
- Election of additional board members and secretary

Meeting adjourned at 8:55pm.

Motion for adjournment by Sharon Dollinger, seconded by Tim Richey. Passed unanimously.

Submitted by Michelle Roth, GCCS Business Manager
substituting until election of new Board Secretary

Attachment A –
Director's Report for the Board

DIRECTOR'S REPORT for the BOARD

Garden City Community School

August 16, 2010

ENROLLMENT: 160 total as of 8/10/10

Elizabeth's Kinder: 21, Marti 1/2- 25, Gina 1/2- 25, Wren 3/4 – 17, Ben 3/4- 17, Ryan 5/6 – 28, Brenda 7/8- 27

We still have some openings in classes, so please pass the word!

CURRICULUM

- This year staff will continue curriculum work through the Idaho Capacity Builder grant. A main focus will be “gap analysis” and development of assessments to help understand and continue to develop student learning.
- All teaching staff will be taking an NNU class for two credits titled “Differentiation for the Classroom” which Director Cindy will be teaching.

PROFESSIONAL DEVELOPMENT

Staff has attended the following workshops this summer:

- June-August: This summer Marti Hinckley (K-3 class), Brenda Miller (6-12 class) and myself (4-8 class) each attended Math Initiative classes now required by law for all Idaho teachers and administrators to attend. They were perfect for our staff as it is exactly the same teaching philosophy as GCCS! All staff will have taken these courses by the end of this school year.
- It was just announced that I was chosen (through a written application process) to become part of the Idaho Superintendent's Network. This is facilitated by Tom Luna and his deputy superintendent, Marybeth Flachbart, and all costs of the workshops are covered by the state. I think this will be a great way for me to continue to learn professionally as well as to network – all beneficial to GCCS.
- August 3: Coordinated School Health Program “Healthy Schools” – this one-day planning session/training was part of our second year grant we received last spring. It is to improve physical, nutritional and social health in schools and will be used for continued development and implementation of our PE and health program. This was attended by our Healthy Schools Leadership Team*: Elizabeth, Ben and Director Cindy.
- August 4: “Brain Rules by John Medina” was sponsored by the Idaho Coordinated School Health program. Our *Leadership Team's fee was covered by the state and we used part of our grant to also send Angela, Wren and Gina. It was incredible information regarding how the brain functions in connection with education.
- August 4-6: Brenda and Ryan attended workshops sponsored by Idaho Arts Charter on Using Video Production in the Classroom. They are very excited to be sharing their first production with staff and students!
- August 5 & 6: Cindy attended the Idaho State Superintendents Conference in Boise.
- August 7: Elizabeth completed CPR and first aid training.
- August 11: Cindy joined the Fruitland School District for trainings on School Improvement methods as part of our Idaho Building Capacity grant.

Special professional development is planned for the staff when they return August 24.

- Monday, August 16 – Team Building Day “Balancing”. This day will also include teachers sharing from their summer workshops and plans for the year
- Tuesday, August 17 – Capacity Builders, Joanie Peterson and Kathleen have a great training planned to address the needs identified in the staff survey taken last spring. I will be presenting this information (the board saw it in June) to staff during the meeting. Our main focus is studying student data gathered the past three years and analyzing any curriculum “gaps” so we can finish aligning our curriculum grades K-8 so each year builds from the previous year. We are also developing a variety of assessments to determine student progress and help teachers identify their needs.

- Wednesday, August 18 – Wes Wingett will be working with the entire staff on using Adlerian psychology in various aspects of their teaching.
- Thursday, August 19 – finalizing the first week's plans and preparing for the 7-8PM Open House.
- Friday, August 20 – teacher work in classrooms

SPECIAL ACTIVITIES

- We received a thank you card from the Idaho Rivers Unlimited for bringing our students river art mobile and school info table to their River Arts Festival in June.
- All-School Potluck was held at Demeyers Park August 5. There was a turnout of about 80 and everyone enjoyed the great weather and food!
- October 7 & 8: State Teacher Professional Development days. The Idaho Art Education Association's State Conference will be held at GCCS! The IAEA will cover all costs, but asked if they could use our facility. They are covering the insurance cost for special events. All our teachers will be attending while parents and board are also able to register to attend. It should be great advocacy for the school, too!

FINANCES

- No new information.

MARKETING

- We have continued to have tours of the school every Wednesday June through August from 6-7PM. Thanks to Brenda Miller, Marti Monroe, Marti Hinckley, Laurel Odell, Wren Nicks and Ben Miller for helping me with these.
- An ad about the school was placed in the summer Back to School issues of the Family Weekly magazine and we also now have a standard ad in the magazine each month as well as an elementary and middle school ad in their on-line version.

UPCOMING EVENTS

- There will be the annual **OPEN HOUSE** to start the school year Thursday, August 19 from 6-7PM. The board is invited to attend as they will be introduced and families will be given the opportunity to visit with them – in addition to meeting teachers and checking out their classrooms for the new year.
- September 23 will be Family Goal Night. Voting for the parent rep to the board and reviewing the school name change will also be part of the program.

Respectfully submitted,

Cindy Hoovel, Director

Attachment B –

08/09/2010 Governance Committee Meeting Summary

Garden City Community School 08/09/2010 Governance Committee Meeting Summary

Present: Jan Thomas; Cindi Hoovel, Laurel York Odell

Action Items –

- Contact John Thuerber regarding potential recruitment to the Board of Directors – Laurel.

Discussion Points

I. Review of Board Member Applicants

The application forms for prospective board members Annaliessa Balk and Sharon Dollinger were reviewed and discussed. It was determined that both would be presented to the full board for nomination to the Board of Directors at the August 2010 meeting.

John Thuerber had been recommended and initially expressed interest in joining the Board. Effort will be made to see if he is still a potential candidate.

II. Election of Officers

At the present time, Laurel York Odell is the only candidate prospect for President of the Board of Directors. We will seek a candidate/nomination of Secretary once the new slate of directors has been voted in.

III. Parent Representative to the Board

Three applications have been received from parents. One parent representative to the Board position will become open upon Sara's resignation at the August board meeting. In accordance with our bylaws, the parent representative is elected by the parents. It was agreed that we would announce and introduce the candidates at the August 19th Open House. Any other parents wishing to apply will have until September 10th to turn in an application. Voting will take place at the September 23rd Community Council meeting. Applicant information will be posted to the website as well as in the September 16 school newsletter.

Attachment C –

Board Meeting Schedule & Master Calendar

**Garden City Community School
Board of Directors
FY 2010 – 2011 Meeting Schedule**

Meetings of the Board of Directors for Garden City Community School are generally held the third Monday of each month. Exceptions are made to accommodate legal and summer holidays. Agendas are posted a minimum of five days in advance of the meeting at the school, at Garden City City Hall and on the school's website. The board meets from 7:00 to 9:00 pm at the school, 9165 Chinden Blvd, Suite 101, unless otherwise posted.

FY10-11 Board of Directors Meeting Schedule

August 16
September 20
October 18
November 15
(no meeting in December)
January 24
February 28
March 21
April 18
May 16
June 20
(no meeting in July)

GCCS Board Activity Calendar FY2010-2011															
	Owner	Committee	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
Financial Oversight	Treasurer	Finance													
Financial audit											X	X			
Approve financial audit		Board			X										
Review FY2011-2012 budget		Board											X		
Public hearing and approval of FY2011-2012 budget		Board												X	
Board Development		Board Development													
Annual meeting/election of new board members & officers				X											
New board member orientation					X	X(2010)									
Identification & recruitment of new board members															
Parent Representative to the Board Recruitment											X	X			
Parent Representative to the Board Election													X		
Board Planning						X									
Strategic Planning	President	Board													
Develop process for updating strategic plan									X	X					
Conduct strategic plan update		Board										X	X	X	
Approve strategic plan		Board												X	
Director Evaluation & Contract Renewal	President	Board													
Develop process & criteria for Director Evaluation	School Director/President	Board			X	X									
Evaluate School Director		Board					X		X						
Renew administrators contract		Board								X					

