

**American Heritage Charter School**  
Minutes of Regular Board Meeting  
September 7, 2017

Time: 6:42 pm

**Roll Call**

<p><b>Board of Directors:</b> Chairperson Deby Infanger Assistant Treasurer &amp; Director Mike Infanger Assistant Secretary &amp; Director Sara Schofield Director Tappia Infanger Director Chris Schofield Director Kristen Barney</p> <p><b>Others in Attendance:</b> Executive Director &amp; Treasurer Jim Dalton Secretary &amp; Board Clerk Katy Mason Elementary Administrator Tiffnee Hurst Secondary Administrator Shawn Rose Jeffrey Keller Daniel McCowan Jolene Harris Cheryl Kidd</p>	<p><b>Not in Attendance:</b> Vice Chair Trent VanderSloot</p>
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**Agenda**

Director Mike Infanger moved to accept the amended agenda and Director Chris Schofield seconded. Director Tappia Infanger moved to approve the agenda and Director Mike Infanger seconded. Both Motions were unanimously approved.

**Special Orders**

Cheryl Kidd with the EF Foundation (foreign exchange student program) presented before the board. She expressed her appreciation and gratitude to the board and the school for allowing her program in. She has also been grateful for the hospitality of the 2 teachers employed by AHCS who have hosted students in the past. She left a handout (see handout) that can be given to interested families (she is still seeking host families within the area).

Katy Mason informed the board of an opportunity for school employees to receive a free flu shot. Mountain view hospital will be coming to the school to offer flu shots to all staff and teachers as well as their spouses. Through the health insurance offered by the school these shots will be free (most other insurances will cover the cost as well). If other insurances do not cover the cost of the shot, then the individual will be charged \$25 for the shot.

**Approval of Minutes**

Director Sara Scofield moved to approve the minutes and Director Tappia Infanger seconded. The motion was unanimously approved.

### **Approval of Accounts Payable, Payroll, and Claims**

Director Chris Schofield moved to pay the bills and Director Mike Infanger seconded the motion. The motion was unanimously approved.

### **Executive Session IC74-206(1)(d)**

Director Mike Infanger moved to go into Executive Session at 6:49 pm. Director Sara Schofield seconded the motion and it was approved with more than two thirds of the board present and voting.

Director Tappia Infanger moved to go out of Executive Session at 7:29 pm. Director Kristen Barney seconded and the motion was unanimously approved with more than 2/3 of the board present and voting.

Director Mike Infanger moved that, with the consent of the Principal, the Executive Director, and the Board Chairperson, employee A, after exhausting all personal leave and after purchasing additional leave days at the sub rate of \$65 per day, they may then have no more than 5 additional days, provided that those personal leave days are traded on a 2-1 basis for non-contracted days in the summer. Director Sara Schofield Seconded the motion and it was carried unanimously.

### **Chairperson Report/Notes: Deby Infanger**

1. September 27, 2017, a meeting will be held with the County Commissioners Office to see AHCS can use part of the store property for school activities.

### **Parent Faculty Association Report: Kristin Barney**

1. First PFA meeting was held on 9/7/17. They reviewed the secondary activity at the corn maze on Friday 9/15/17, and the Cowboy Ethics assembly on 9/18/17. Tappia's father has said he is willing to help with anything related to Cowboy Ethics.
2. Sept. 25<sup>th</sup>-29<sup>th</sup> is Wellness Week. The week will tentatively end with the Walk-A-Thon and Relay race. Tappia suggested that one of the prizes be something local that the families can do together.
3. Oct. 4<sup>th</sup> is Wendy's Night.
4. Oct. 16<sup>th</sup>-20<sup>th</sup> is Service Week. One possibility for service would be to make hygiene kits for The Humanitarian Center since they are in need of those.
5. Oct. 27<sup>th</sup> is Carnival Night at the corn maze. There will not be any auction baskets this year. The auction basket idea is being saved for later in the year, maybe spring.
6. Kayce Wagener is wanting the left over ski club funds from last year so that she can use them for this year. Jim Dalton has informed the board and the PFA that Ski Club is not an approved school club. The funds should not, and cannot be run through the school.

### **Elementary Administration and Federal Programs Report: Tiffnee Hurst**

1. Great start to the new school year. Professional Development went really well this year.
2. The book Regarding Money is in the curriculum this year. With that, Tiffnee has implemented rewards into the students cleaning up after themselves in the lunchroom. The better they are at picking up after themselves, the more rewards they will get.
3. Mrs. Croft wants to raise money for a bike or scooter and then raffle it off.

- a. Sara Schofield moved to approve the fundraiser for Mrs. Croft and Mike Infanger seconded the motion. The motion was carried unanimously.
4. PFA receives \$2 of each sale at the corn maze for nights that they attend and help with an event.

### **Secondary Administration Report: Shawn Rose**

1. Shawn agree it has been a great start to the new school, and he recognizes the administrations hand in that. There was a better handle on everything this.
2. Yellowstone Fieldtrip: Students had to complete a packet (see handout.) They visited Mesa Falls, Old Faithful, and Norris Guider Basin in West Yellowstone. The students witnessed a smoke jumping presentation and were able to recite their creed to the presenters. The students worked together to get another student her oxygen, it was a great act of kindness to witness. The students bonded with other students they wouldn't normally talk to. Parents were really appreciative of the opportunity their students had to visit Yellowstone.
3. Student Council meeting tomorrow, 9/8/17 and student council will officially begin.
4. Leadership academy is being revamped and it starts tomorrow. 9/8/17. Anyone who wants to join will get a booklet tomorrow. Students will participate in service, citizenship, heritage, and scholarships. Special thanks to Tappia for putting together the booklets and for all her hard work she has put into Leadership Academy. This program replaces National Honor Society and so it is very important.

### **Executive Director Report: Jim Dalton**

1. The Eclipse Board Fundraiser went well. There were between 700 and 800 pancakes made. 20 AHCS Students and 110 Provo Charter School students attended. Everyone paid \$5 for the pancakes and AHCS raised \$855 total.
2. Repairs on the building are mostly done. Some secondary building needs are still being completed but the new drains and concrete are complete. We will see if the upgrades fix the flooding. The total for the repairs so far is around \$46K, just over half of the budget for building repairs.
3. We have a full staff with great success and all teachers being flexible and patient so far. Mr. Dalton wanted to give a special thanks to Mr. Rose and Mrs. Hurst for all their hard work. Many staff members have been taking on multiple responsibilities and they have all been good team players about it.
4. Professional Development Chukars night was well attended and the staff really got to know each other. The school want to do more nights like that. The school is planning a staff movie night later in the year.

### **Old Business**

The old Business has been deferred until the next board meeting.

### **New Business**

1. Leave Bank Proposal 4.30.8: The Leave Bank will be optional. Staff members can donate Sick Leave. Committee will be established and will oversee the Leave Bank. Employees will be able to donate to specific individuals if they choose. In order to take advantage of the Leave Bank an individual must have used all of their own personal and sick leave and

the leave bank days must be used for medical/emergency leave. Individuals cannot take more days from the leave bank than there are contracted days left in the year. 187 days in a 5-year period is the limit for an employee to use. A committee will be appointed by the board and the committee has to generate the rules.

2. Policies 4.31-4.31.6 were reviewed. Work place injuries, worker's comp were reviewed. Internet use and safety policy was in student handbook but not in Teacher handbook, it has now been added.
  - a. Mike Infanger moved to approve the amended teacher handbook. Kristen Barney seconded the motion and it was unanimously approved.
3. Oct. 5<sup>th</sup> grades 4, 5, 8, 11, and 12 will be going on a fieldtrip to the Boise Capital to see how the government runs and take a look at the state's history. The fieldtrip will include the State Capital, The Old State Penitentiary, and the Discovery Center. Chairperson Deby Infanger has requested that all seats be filled on the buses, she wants everyone who can to take advantage of that opportunity.
4. Nov. 7<sup>th</sup> is the Aspire to Hire Career Fair for grades 9-12. They will have mock interviews, learn about different careers, and take a tour of the school. This will be reimbursed from the state up to 60%.
5. Oct. 4<sup>th</sup> is Wendy's night fundraiser.
  - a. Sara Schofield made a motion to approve the Boise Fieldtrip. The Aspire to Hire Career Fair, and the Wendy's Night Fundraiser. Chris Schofield seconded and the motion was unanimously approved.
6. Bylaw updates were deferred to the next board meeting.
7. Edgar policies: (See Handout)
  - a. Chris Scofield moved to adopt the EDGAR Federal Programs Policies. Mike Infanger seconded the motion and it was unanimously approved.
8. First Reading of: 7460, 7235, 7240, 7320, and 7450

Mike Infanger moved to dispense the first reading of policies 7460, 7235, 7240, 7320, and 7450. Kristen Barney seconded the motion and it was unanimously approved.

### **Adjournment**

Sara Schofield made a motion to adjourn the meeting and Mike Infanger seconded it. The motion was unanimously approved.

8:41 pm

**Respectfully Submitted,**

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Kathleen Mason  
Board Clerk