**American Heritage Charter School**

Minutes of Annual Budget Board Meeting

June 12, 2014

Time: 6:34pm

**Roll Call:**

**Board of Directors**

Chairperson Debra Infanger

Vice Chairman Trent VanderSloot

Secretary Sara Schofield

Director Tappia Infanger

Director Tony Lima

Parent Rep Dana Alboucq

**Others in Attendance:**

Vice Principal Tiffnee Hurst

NVA Business Manager Cathy Thompson

Business Manager Angela Lords

**Agenda:**

Motion was made by Director Tappia Infanger and seconded by Director Tony Lima to approve the agenda. Motion carried unanimously.

**Approval of Minutes:**

Motion was made by Secretary Sara Schofield and seconded by Director Tony Lima to approve the minutes of the meeting held on May 1st, 2014 and May 15th, 2014. Motion carried unanimously.

**PFA Report:**

*Tappia Infanger*

1. May was a busy month. The students went on their class field trips, we had field day and ended the year with a bang.
2. Parent Involvement and Funds Accounting was presented to the board. (attached)

**Chairperson Report:**

*Good of the Order*

Deby Infanger states that if you log on to smiles.amazon.com when you order from Amazon, you can put in our school name and the school will benefit .5% of all purchases. This information will be sent out in the next PFA newsletter.

**Admin Report: Gayle DeSmet/Tiffnee Hurst**

Mrs. Hurst reports that the school year ended well. A survey for the parents and one for the students have been completed and the results are included in the packet. Board requests that three things be added to the teacher handbooks this next school year: 1. Weekly Positive Calls to Parents for each student. 2.Emails sent to parents for any student with a D or lower in their classes. 3. Chain of Command details for staff completed.

**New Business:**

1. **2013-2014 Amended Budget**—

Cathy Thompson presented the amended budget to the board. A motion was made by Treasurer Mike Infanger and seconded by Vice Chairman Trent VanderSloot to approve the 2013-2014 amended budget. Motion carried unanimously.

1. **2014-2015 Certified Pay Scale Approval**—

A motion is made by Treasurer Mike Infanger and seconded by Director Tappia Infanger to approve the 2014-2015 certified pay schedule. Motion carried unanimously.

1. **2014-2015 AHCS Budget Adoption**—

Cathy Thompson presented the 2014-2015 proposed budget to the board. A motion was made by Vice Chairman Trent VanderSloot and seconded by Treasurer Mike Infanger to approve the 2014-2015 budget. Motion carried unanimously.

1. **Administrator Contract Approval—**

A motion is made by Secretary Sara Schofield and seconded by Director Tappia Infanger to approve the administrator contract for Tiffnee Hurst as presented to the board. Motion carried unanimously.

1. **Employee pay date change—**

A motion is made by Director Tony Lima and seconded by Treasurer Mike Infanger to change the employee pay date from the 24th of the month to the 10th, due to the teacher’s request. Motion carried unanimously.

1. **Policy #8200 School Wellness Policy-1st Reading—**

Administrator Hurst presents the board with the first reading of the wellness policy. A motion is made by Director Tappia Infanger and seconded by Mike Infanger to accept the wellness policy for the school with amendments. Motion carried unanimously.

1. **Policy #5430 Employee Insurance Policy—**

Cathy Thompson presents the board with the details of the employee insurance policy. A motion is made by Board Vice Chairman VanderSloot and seconded by Treasurer Mike Infanger to approve the employee insurance policy amendment to include part time employees. Motion carried unanimously.

**Old Business:**

1. **School Premise Security—**

This agenda item will continue to be tabled until an employee expresses interest to carry a weapon with their own concealed weapon permit on school premises.

1. **Modular Building Report—**

A modular building is needed for more space in order to add the 9th grade students until the permanent building is completed. Board Chairperson Infanger presents the board with modular options available from District 91 that are currently available for sale. A motion is made by Director Tappia Infanger and seconded by Treasurer Mike Infanger to approve to make an offer for purchase of the modular(s) available, contingent on our inspection.

1. **New Building Report—**

**The loan for the building in still in process. Updates to come soon.**

**Financials:**

Motion was made by Treasurer Mike Infanger and seconded by Director Tony Lima to pay the bills. Motion carried unanimously.

The new hire applicants were introduced to the board.

**Executive Session:**

Motion was made by Director Tappia Infanger and seconded by Treasurer Mike Infanger to go into Executive Session. Motion carried unanimously.

Discussion of New Teacher Hire Recommendations

Motion was made by Board Treasurer Mike Infanger and seconded by Director Tappia Infanger to move out of Executive Session. Motion carried unanimously.

**New Hires:**

1. **New Staff/Faculty Hire Approval—**

Motion was made by Board Vice Chairperson Trent VanderSloot and seconded by Board Treasurer Mike Infanger to accept Ashley Gallegos as a new teacher with the contingency of proven HQ status and completed observation of teaching from AHCS. Also to accept the hire of Heather Webb as a middle school History teacher and Leigh DeHart as a first grade teacher. Motion carried unanimously.

**Adjournment:**

Motion was made by Treasurer Mike Infanger and seconded by Director Tappia Infanger to adjourn the meeting. Motion carried unanimously.

9:47pm

**Respectfully submitted,**  **Approved,**

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Angela Lords Deby Infanger

Business Manager Board Chairperson