

**MINUTES
LIBERTY CHARTER SCHOOL
SPECIAL MEETING
GOVERNING BOARD
September 15, 2016
7:00 a.m.**

I. OPENING OF SPECIAL MEETING

- A. Vice-Chairman Colbert called the meeting to order at 7:00 a.m.
- B. Roll Call: Clyde Colbert, Sherry Mancuso, Ted Hernandez and Robbie Hamblin were present. Also present were Rebecca Stallcop, Mark Wachsmuth, and Jim Ashton.
- C. Persons Wishing to Speak on an Agenda Item: No one.

II. BUSINESS

- A. Vice-Chair Colbert stated he would entertain a motion to approve the 2015.2016 financial audit. Motion was made by Board Member Hamblin and seconded by Board Member Hernandez to approve the 2015.2016 financial audit. Motion passed 3-0.
- B. Board Member Hernandez moved to approve the 2016.2017 Liberty Charter School Strategic Plan. Motion was seconded by Board Member Mancuso. Per legislation that became law in 2014, all Idaho school districts must have in place an up-to-date strategic plan that is approved annually by their governing board. Our strategic plan is based on our 5-year Performance Certificate and Framework that is in place with our authorizer, the Charter Commission. Our strategic Plan is updated annually only to document the school's Progress and Outcomes whereby we provide links to the annual reports provided by the Commission that show our success in the school's academics & mission-driven goals, operation, and finances. As you know, our school is a top-performer in all of these areas, and in terms of student achievement, not only is it the top performer in the Nampa area, but it is also well above the state averages. After a full discussion, motion carried 3-0
- C. Vice-Chair Colbert called for a motion to approve policies 2420 – Title I Parent Involvement and 2420P- Home and School Compact. Board Member Hamblin seconded motion made by Board Member Hernandez to approve policies 2420, and 2420P. These policies are annually reviewed, and agreed upon by parents, and disseminated to them. Parents are invited at the beginning of the school year in the Parent Notice for Federal Programs, and several times in the weekly Attendance Note to review and provide comments. The policy/plan and compact are located online, at the front office, and can be emailed to parents. Additionally, we invite parents at the annual Open House, which includes the Title IA parent meeting, to review and comment on the policy/plan and compact. The policy and compact are also on the school website year-round. Motion to approve policies 2420 and 2420P passed 3-0.
- D. Vice-Chair Colbert stated he would entertain a motion to approve the 2016 Special Education Manual. Motion was made by Board Member Hamblin and seconded by Board Member Mancuso to approve the 2016 Special Education Manual. After a full discussion, motion carried 3-0.
- E. Board Member Hernandez motioned to approve the Activity Scholarship Program Agreement. Motion was seconded by Board Member Hamblin. After a complete discussion, motion passed 3-0.
- F. In compliance with policy 7260 to have an assistant treasurer, Mr. Hamblin seconded motion made by Mr. Hernandez to appoint Susan Larson assistant treasurer. Motion passed with a vote of 3-0.
- G. Mr. Hernandez motioned, and Mr. Hamblin seconded the motion to approve the 2015 IRS form 990. Motion passed 3-0.

H. Board Member Hamblin motioned to amend policies:

2435 – Advanced Opportunities

2700P – High School Graduation Requirements

3510 – Student Medicines

5105 – Certificated Personnel Employment

5340 – Evaluation of Certificated Personnel

5400 – Leaves of Absences

5460 – Workers' Compensation Benefits

5480 – Leadership Premiums

6100 – Principal Duties and Authorities

8605 – Retention of Charter School Records

Motion to amend policies 2435, 2700P, 3510, 5105, 5340, 5400, 5460, 5480, 6100, and 8605 was seconded by Board Member Mancuso. After a full discussion, motion carried 3-0.

I. Board Member Mancuso seconded Board Member Hamblin's motion to approve policies:

2425 – Parental rights

2435F – Advanced Opportunities Participation Form

2700F – High School Graduation Requirements Plan

7100 – Budget and Program Planning

7110 – Budget Implementation and Execution

7120 – Budget Adjustments

7200 – Accounting System Design

7210 – Fixed Assets and Management

7220 – Documentation and Approval of Claims

7225 – Financial Fraud and Theft Prevention

7230 – Financial Reporting and Audits

7235 – Fiscal Accountability and IDEA Part B Funds

7250 – Fund Accounting System

7260 – Student Activity Fund

7300 – Revenues

7310 – Advertising in Schools/Revenue Enhancement

7320 – Allowable Uses for Grant Funds

7400 – Purchasing

7400F – Time and Effort Documentation

7400P – Procurement Under a Federal Award

7407 – Public Procurement of Goods and Service

7415 – Authorizer Fee

7420 – Personal Reimbursements

7450 – Federal Cash Management

7600 – Declaration of Financial Emergency

Motion carried with a vote of 3-0.

III. REPORTS AND DISCUSSION

- A. Mrs. Stallcop expressed appreciation to the Board for their dedication and service to the school, and support of the method and programs. The board makes employees' jobs easy to take care of business because of their support. Mrs. Stallcop also said she was very happy with the audit, and commended the clerk on the clean audit, and her value to the school.

IV. CONSENT AGENDA

Board Member Mancuso seconded motion made by Board Member Hamblin to accept the consent agenda as printed in the agenda. Motion passed 3-0. Consent agenda contained meeting minutes 2016.08.11, coach contracts, and accounts payable and financial reports 2016.08.31.

V. ADJOURNMENT

Vice-Chair Colbert asked for a motion for adjournment. After a full and complete discussion, upon motion made by Board Member Hernandez and second by Board Member Mancuso, the meeting adjourned at 7:12 a.m. with all members voting aye.

The above minutes represent a true and accurate summary of this meeting.

Chairman

Clerk