

HOPE for Hyndman Charter School
Board of Trustees
Board Meeting Minutes
July 31, 2014 at 6:00pm
HOPE for Hyndman Charter School Music Room

The HOPE for Hyndman Charter School Board of Trustees held their regular monthly Board Meeting on July 31, 2014 in the HOPE for Hyndman Charter School music room. Trustees present at the meeting included: Angela Coughenour, Brigitte Emerick, Ron Gibbner, Christine McKenzie, Jessie Spiker, Ron Scritchfield, Jerry Leydig, HOPE for Hyndman Charter School CEO Aiko Malynda Maurer, and Board Secretary Angela Gibbner.

There were 2 visitors/members of the Hyndman community present at the meeting.

The meeting was brought to order at 6:08pm by President Angela Coughenour. Mrs. Coughenour opened the meeting with the Pledge to the flag and prayer.

Adoption of Agenda

Mrs. Coughenour asked if the Board approved the agenda for the meeting with the addition of Approval of the “Swipe Boost” program with First People’s Credit Union under “General Operations”.

Motion made by Mrs. Emerick and seconded by Mrs. Spiker

Roll Call: All Board Members present were in favor.

Secretary’s Report & Treasurer’s Report

- Request approval of the minutes recorded for June 12, 2014 and June 17, 2014. (see attachment in Google Drive)
- Request approval of financial records as of June 30, 2014. (see attachment in Google Drive)

Motion made by Mr. Gibbner and seconded by Mrs. Emerick

Roll Call: All Board Members present were in favor.

Old Business

None

Committee Reports

- Academic & Athletic—No meeting
- Facilities & Technology—No meeting
- Finance—No meeting
- Governance/Personnel—July 30, 2014 (see minutes in Google Drive)
- Fundraising—No meeting

New Business

- **Reorganization**
 - **Election of Officers:** (this portion of the meeting was conducted by Mr. Brad Allison)
 - Office of President

i. Motion for Nominations for Office of President

Moved by Mrs. Spiker to nominate Mr. Ron Gibbner—Respectfully Declined nomination
Mr. Jerry Leydig—Respectfully Declined nomination
Mrs. Brigitte Emerick—Accepted nomination

Seconded by Mr. Gibbner

ii. Motion to close nominations for Office of President

Moved by Mr. Gibbner and seconded by Mrs. Spiker

iii. Election of Mrs. Brigitte Emerick as President

Moved Mr. Gibbner and seconded by Mrs. McKenzie

Roll Call: All Board Members present were in favor.

- Office of Vice President

i. Motion for Nominations for Office of Vice President

Moved by Mrs. Spiker to nominate Mrs. Angela Coughenour—Accepted nomination

Seconded by Mr. Gibbner

ii. Motion to close nominations for Office of Vice President

Moved by Mr. Gibbner and seconded by Mrs. Emerick

iii. Election of Mrs. Angela Coughenour as Vice President

Moved by Mrs. Emerick and seconded by Mr. Gibbner

Roll Call: All Board Members present were in favor

- Office of Secretary

i. Motion for Nominations for Office of Secretary

Moved by Mrs. Emerick to nominate Mrs. Christine McKenzie—Accepted nomination

Seconded by Mrs. Coughenour

ii. Motion to close nominations for Office of Secretary
Moved by Mrs. Coughenour and seconded by Mrs. Spiker

iii. Election of Mrs. Christine McKenzie as Office of Secretary

Moved by Mrs. Coughenour and seconded by Mr. Leydig

Roll Call: All Board Members present were in favor

- Office of Treasurer

i. Motion for Nominations for Office of Treasurer

Moved by Mrs. Coughenour to nominate Mr. Ron Scritchfield—Accepted nomination

Seconded by Mrs. Emerick

ii. Motion for close nominations for Office of Treasurer

Moved by Mrs. Coughenour and seconded by Mrs. McKenzie

iii. Election of Mr. Ron Scritchfield as Treasurer

Moved by Mr. Leydig and seconded by Mrs. Coughenour

Roll Call: All Board Members present were in favor

- **Appointment of Board Committees**
 - **Academic & Athletics**
 - i.** Chairperson: Brigitte Emerick
 - ii.** Members: Brigitte Emerick, Mrs. Jessie Spiker
 - **Facilities & Technology**
 - i.** Chairperson: Ron Gibbner
 - ii.** Members: Ron Gibbner, Ron Scritchfield, Jerry Leydig
 - **Finance**
 - i.** Chairperson: Ron Scritchfield
 - ii.** Members: Christine McKenzie, Ron Scritchfield, Angela Coughenour
 - **Governance/Personnel**
 - i.** Chairperson: Angela Coughenour
 - ii.** Members: Donald Gross, Angela Coughenour, Brigitte Emerick

(The remainder of the meeting was conducted by the Board President Mrs. Brigitte Emerick)

- **Finance**
 - None
- **Policies**

- None

At 6:45pm Mrs. Emerick asked that the board enter into Executive Session to discuss Personnel issues

Motion made by Mr. Gibbner and seconded by Mrs. Spiker

Roll Call: All Board Members present were in favor

At 7:50pm the Board reconvened to continue the public meeting

- **Personnel**

- Request approval to convert Maintenance Positions from hourly to Salary, Non-Exempt
- Request approval of Personnel Issues, as per document in Google Drive
- Request approval of Substitute List, as per document in Google Drive
- Request approval of the HHCS Management Level Organizational Chart, as per document in Google Drive

Motion made by Mr. Gibbner and seconded by Mrs. Spiker

Roll Call: All Board Members present were in favor

- Request approval of Job Descriptions, as per documents in Google Drive—Maintenance 1 & 2
- Request approval of Extra Duty-Extra Pay list, as per document in Google Drive

Motion made by Mr. Gibbner and seconded by Mrs. McKenzie

Roll Call: All Board Members present were in favor

- Request approval of Employee Pay Scale revisions, as per documents in Google Drive

Motion made by Mrs. Coughenour and seconded by Mrs. Spiker

Roll Call: All Board Members present were in favor

- **Food Service**

- Request approval of substitute Food Service Worker, as per Substitute List document in Google Drive
- Request approval to start a student organization called Orange & Black Catering

Motion made by Mrs. Coughenour and seconded by Mrs. McKenzie

Roll Call: All Board Members present were in favor

- **Technology**

- Request approval to enter into a new lease with Queen City Business for \$970/month, as per document in Google Drive
- Request approval to purchase Electronic Health Records software in the amount of \$1,799 for the initial cost, and an anticipated recurring cost of \$479 per year, as per document in Google Drive

Motion made by Mrs. Coughenour and seconded by Mrs. McKenzie

Roll Call: All Board Members present were in favor

- **Athletics/Transportation & Maintenance**

- Request approval of substitute Bus Drivers, as per Substitute List as per document in Google Drive
- Request approval of substitute Maintenance Worker, as per Substitute List document in Google Drive

Motion made by Mr. Gibbner and seconded by Mrs. Spiker

Roll Call: All Board Members present were in favor

- **Instruction**

- Request approval of the 2014-2015 Graduation Requirements Handbook, as per document in Google Drive

Motion made by Mrs. McKenzie and seconded by Mr. Scritchfield

Roll Call: All Board Members present were in favor

- **General Operations**

- Request approval of updated Employee Handbook, as per document in Google Drive

Motion made by Mrs. Spiker and seconded by Mrs. Coughenour

Roll Call: All Board Members present were in favor

- Request approval of MHMR Agreement, as per document in google Drive
- Request approval of the 2014-2015 Extended Family Programs, Inc. Service Agreement, as per document in Google Drive
- Request approval of the 2014-2015 IU8 District & Teacher Participation Agreement for the Title II B Math Science Partnership Grant, as per document in Google Drive

Motion made by Mrs. Coughenour and seconded by Mrs. McKenzie

Roll Call: All Board Members present were in favor

- Request approval for Mr. Jeff Maust to be an American Express cardholder

- Request approval to enter into agreement with AmeriCorps, as per document in Google Drive
- Request approval to match the AmeriCorps funds in the amount of \$9,300 and \$1,000 in kind contribution
- Request approval to enter into agreement with the Hyndman Area Health Center to provide physical and dental exams for the 2014-2015 HHCS students at the rate of \$5/student, as per the document in Google Drive
- Request approval of the Hyndman Area Health Center's 2014-2015 Standing Orders, as per the document in Google Drive

Motion made by Mrs. Spiker and seconded by Mrs. McKenzie

Roll Call: All Board Members present were in favor

- Request approval of PDE Charter Annual Report, as per document in Google Drive

Motion made by Mr. Gibbner and seconded by Mr. Scritchfield

Roll Call: All Board Members present were in favor

- Authorize the Governance Committee to approve the Annual School Profile, upon completion

Motion made by Mrs. Coughenour and seconded by Mr. Gibbner

Roll Call: All Board Members present were in favor

- Request approval of the Swipe Boost Program through First People's Credit Union

Motion made by Mr. Gibbner and seconded by Mrs. McKenzie

Roll Call: All Board Members present were in favor

- **21st Century**

- None

- **Miscellaneous**

- Mr. May informed the Board that the motor has blown up in the push-mower that was donated to HHCS approximately 2 years ago. We are currently in need of a push-mower donation and volunteers to mow.

- **CEO Report**

- Update on Funds moved from Capital Funds
- NCSC—National Charter School Conference (see report in Google Drive)
- Funding Commission—Charter Choices
- 21st Century Funding Update

- Dismissal schedule for 2014-2015
 - Classes begin at 7:50am, ALL students dismissed at 3:15pm, no stagger dismissal
 - Board Retreat—August 19, 2014 in “The Hive” with dinner at 5:30pm
 - Read Annual Profile
 - Fill out Board Self-Evaluation
 - Be ready to discuss Board goals
 - Dashboard—EOY
 - Update on work with Drs. Wertheimer and Nelson
 - Current Enrollment
- **Public Comment**
 - Mr. Mowry commented on the HHCS financials and the property issues. All comments were discussed in length between the public and the Board.

Adjournment

Motion made by Mr. Gibbner and seconded by Mrs. Coughenour to adjourn the meeting at approximately 9:46pm. All Board Members present were in favor.

Respectfully submitted,

Angela D. Gibbner
Board Secretary