

MINUTES
GOVERNING BOARD
ROLLING HILLS PUBLIC CHARTER SCHOOL
January 17, 2019
5:30 p.m.

I. REGULAR MEETING PRELIMINARIES

- A. Meeting Called to Order: by Chairwoman Fears at 5:38 p.m.
- B. Roll Call: Governing Board members Jennifer Fears, Mai Betterley, Chris Wilson, Joe Critchfield, Marc Hamilton and Dilara Dyer. Also present Krissy LaMont, Joy Conn, Shane Pratt, Emily McCoy-Leffel and Skye Hamilton.
- C. Persons wishing to speak: none

II. BOARD TRAINING

- A. Board Training: Board training session with Krissy LaMont, from ISBA. There will be a more in depth training on February 6th at 5:30 p.m.

III. CONSENT AGENDA

- A. Approval of Minutes: Board member Wilson motioned to approve the minutes of 12-18-18. Seconded by Board member Critchfield with all members voting aye.
- B. Financial Reports: Joy gave a short explanation of how she comes up with the figures for the reports. After a brief overview and AmEx bill and bank balances Board member Wilson motioned to approve the financial reports of 12-31-18. Seconded by Board member Dyer with all members voting aye.

Board member Dyer requested further discussion at a later meeting concerning Grammerly.

IV. REPORTS AND DISCUSSION

- A. PFA Report: Report from Skye Hamilton. They have sent thank you notes for the Harvest Festival donations. The tentative dates for the Middle School dance are May 10th or 11th.
- B. Administrator Report: Overview of administrator notes sent to Board via email. Mr. Pratt had one recommendation for hire, Kelly Cooper for SpEd assistant for 15 hours. After a brief discussion Board member Wilson motioned to approve the recommendation to hire Kelly Cooper as a SpEd assistant for 15 hours. Seconded by Board member Critchfield with all members voting aye.

Mr. Pratt gave an update on the Huntley Lawsuit concerning fees that schools charged students. The arguments in front of the court took place on Jan 14th and are still in deliberations. We offer scholarships for parents who cannot pay from Title 4 funds.

The School Literacy Plan has been approved for school improvement and college planning.

We are starting to use Poweschool, moving towards standardized curriculum and report cards. Teachers will be working on Feb. 2, from 9-2, to complete their power standards. They will get paid a \$200 stipend.

- C. Academic Report: Overview of academic report sent to Board via email.

V. BUSINESS

- A. Enrollment Lottery Dates: Powerschool is running and helping with the process. The dates are:
Open house: April 9th
Application deadline: April 12th

- B. PA/Intercom System Solution: Brief overview of PA/Intercom system presentation from a local company, Front Row. They came out to inspect the school and had some good ideas to fit our needs. The quote is \$4600 and NeroLink would be the company installing the product. Board member Hamilton asked if there is a service fee and Mr. Pratt wasn't sure if there was. Mr. Pratt will ask for additional quotes and present them at the February regular meeting.
- C. Gates & Doors Update: Mr. Pratt presented a quote from Derek Cooper for \$14380 for the front door and foyer. The Board feels this needs further discussion and will set the date for a work session at the regular February monthly meeting.
- D. Policy Review: Review of policies.
- 3530: This is an update to a policy based on House Bill 634 from the 2018 Legislative session. This will add additional requirements to your existing suicide policies about adopting prevention, intervention, and postvention procedures. As of now, the State Department of Education has not proposed any rule changes to correspond with the update to the statute. ISBA will be monitoring the progress of this and will amend this policy when rules are promulgated. This is a required policy.
 - 7218: This is a new policy and addresses requirements for a district's Federal Grant Financial Management System. It will outline standards, a general overview of the financial management or accounting system, budgeting with your grant award, accounting records, and spending of grant funds. This is a required policy, if your district receives federal grant funds.
 - 7235: This is an update to a policy to outline who may approve IDEA Part B expenditures, and includes necessary language for Time and Effort Reporting. It also provides a link to the State Department of Education's Special Education Funding template. This is a required policy.
 - 7235 F1 – F2: These are new forms to be included when reporting activity on your Federal Funds. These are suggested forms.
 - 7235P: This is new procedure and outlines the Written Compensation Procedure (Time & Effort Reporting) that is required by the Uniform Guidance on Federal Funds. This is a suggested procedure to correspond with requirements in 7235.
 - 7237: This is a new policy on records retention related to federal grants. It outlines procedures for how the district or charter school shall maintain these records, the collection and transmission of these records, who has access to these records, and how to maintain privacy to these records. This is a required policy.
 - 7270: This is an update to how you will track property records for goods purchased with federal funds. It also addresses maintenance, lost or stolen items, and use of equipment purchased with federal funds. This is a required policy.
 - 7320: This is an update to an existing policy about the allowable uses for grant funds. It includes necessary language required under the Uniform Guidance on Federal Funds, and adds a new section to provide guidance for determining whether a cost is allowable under these funds. This is a required policy.
 - 7320P1, P2: These are procedures to coincide with 7320 that can provide guidance when determining the necessity and reasonableness of expenses when using federal funds.

- 7400, 7400F, 7400P1-4: These are updates or additions to the procurement standards and breaks out procedures and forms specifically for procurement using federal grants. These are required policies, and suggested forms and procedures.
- 7430: This is an update to the policy to include necessary language for travel costs using federal grant money. This is a required policy.
- 7450, 7450P1-2: This update simply removes redundant language. The corresponding procedures outline the timely obligations of funds, including carryover of grant money. In addition, they provide necessary definitions about a program's income. This is a required policy.
- 9100: This adds language about equipment that the school district or charter school acquires under a federal award. This is a required policy.

After discussion Board member Hamilton motioned to approve Policies #3530, #7218, #7235P, #7235F1, #7235F2, #7235F3, #7237, #7270, #7320, #7320P1, #7320P2, #7430, #7450, #7450P1, #7450P2 and #9100 with changes presented by Mr. Pratt. Seconded by Board member Wilson with all members voting aye. Policies #7400, #7400F, #7400P1, #7400P2, #7400P3 and #7400P4 have been tabled for further discussion.

VI. ADJOURNMENT

After a full and complete discussion, upon motion by Board member Wilson and seconded by Board member Hamilton, the meeting adjourned at 8:26 p.m.

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

Chair

Clerk