



**HERITAGE ACADEMY
BOARD MINUTES**

**Location: 500 South Lincoln Jerome, Idaho
October 16, 2014 7:00 PM**

VISION

As a community of children, families, and educators, Heritage Academy believes that each individual has gifts, talents, and strengths. Our commitment to academic excellence will ensure that all students acquire the meta-cognitive skills and knowledge necessary to reach their highest potential and become responsible, respectful, and caring members of society. We will accomplish this by establishing high expectations, integrating enriched learning strategies for all students, and by promoting home, school and community partnership.

MISSION

Using the School-Wide Enrichment Model, Heritage Academy will educate students, leading them to develop meta-cognitive skills. In a safe and respectful environment, these skills will allow them to learn how to organize information and solve real-life problems. Our students will graduate with skills in both the core content areas and in critical thinking that will lead to success in school, in the workforce, and in the community.

This session is a public session for the purpose of conducting Heritage Academy business; patron comment time will be provided for in accordance with the established agenda.

7:10 pm – CALL TO ORDER WELCOME – B Crouch

- ❖ Pledge of Allegiance
- ❖ Reading of Heritage Academy's Mission and Vision – A Crouch, K Tate

- ❖ Roll Call – Establishment of a Quorum
Kala Tate, Anneli Crouch, Blair Crouch, Kurt Hopper, Teresa Molitor

- ❖ Approval of Agenda

T Molitor requested to add board training to the agenda

T Molitor motioned to approve agenda with the addition of board training.

A Crouch second

Vote: All Aye

7:55 pm CONSENT AGENDA: *(Information in Board Packet)*

The Board previews the enclosures under Consent Agenda. If a Board Member elects, any consent Agenda item may be pulled and discussed at the meeting. If no item is pulled, acceptance will be automatic under the motion for the Consent Agenda.

- Approval of Minutes
 - September 18, 2014
- Approval of Bills Paid
- Current Budget & Payroll Report

A Crouch made the motion to approve the minutes, approval of bills paid and current budget and payroll report.

K Tate seconded

Vote: All Aye

7:10 pm PUBLIC COMMENT

This time is open for public comment. Information shared during this time that is not on the agenda will not be added to this agenda or discussed by the Board during this meeting, but will be acknowledged by the Board and may be added to a future meeting as necessary.

No public comment

7:15 pm REPORTS (for discussion only)

❖ Board Training

T Molitor gave definitions of open meeting law, convene, decision and deliberate. In order for the board to meet open meeting law 3 or more cannot meet, deliberate, convene or make a decision about school issues unless a meeting notice has been posted according to open meeting laws. Whenever a quorum of a board meets informally and makes a decision that breaks the open meeting law. There was discussion as to whether the board retreat is considered a meeting. T Molitor stated that it should be posted as a meeting so that the board can officially make decisions if needed.

❖ Administrator's Report – C Ivie

K Hopper asked for clarification on the knife that was brought to school. Dr. Ivie stated the school policy and how she handled it according to the school procedures. Board chair and other board members thanked Dr. Ivie for how she handled the lock down last week.

❖ Financial Audit - B Crouch

Board members received the financial audit by email several days ago. A Crouch asked if Cheryl Kary has any concerns about the audit. B Crouch stated that he and Cheryl have been discussing it and the major concern is that the school does not have enough carry-over funding for next year. This is a big concern. K Tate wondered if this would cause us to not be able to continue on next year. Dr. Ivie stated that to make the budget work, it may cause her to cut staff. She would not cut our key staff. This would be a challenge to meet the needs of all of our students. We are requesting emergency money for our special education department as we have a lot of students with special needs.

A Crouch was wanting clarification on the comment from Laurie that stated "Should funds become available in the future, the Academy should consider hiring a person with the expertise to prepare the financial statements and related notes in accordance with accounting principles generally accepted in the United States of America." She was wondering if Cheryl met these requirements. She does meet these requirements.

K Hopper questioned what the board is doing to have a board member review all financials every month. Currently the board does not have anyone experienced enough to understand all that is needed. The board really needs to get a board member that has an accounting background. K Hopper is volunteering to look at the financials until that position is filled. K Tate wondered if a vote was needed to have K Hopper take over that responsibility. It was discussed that the position of treasurer is not filled at this point. The board will still keep looking for an accountant. A Crouch suggested that the financial statements be sent to K Hopper to look at each month. No vote is needed.

❖ Facilities Report – B Crouch

We have had a little bit of painting and weeding done. Dr. Ivie said that things are going fairly well. There are a couple of windows that are cracked, but are not letting in any air. Right now things seem set for the winter. K Tate noted that the drinking fountain on the second floor is leaking. Will it be fixed? Dr. Ivie stated that they have had the handy man try to fix it, but he was not able too. They need to get a plumber to come. She will follow up on it. K Tate also wondered how often our janitor cleans the building. Dr. Ivie stated that he comes in 4 nights a week and has a cleaning schedule that makes sure that over those days, the whole building is cleaned. Our building doesn't stay as clean as schools that have a custodian that works full-time during the school day. She suggested that we could use parent volunteers to help keep the building clean from the dust and such that comes from being an old building.

Dr. Ivie suggested making a shelf that could be attached to the wall under the coat rack for muddy boots and such. B Crouch asked Dr. Ivie and A Crouch to work on that option.

❖ D.L. Evans Loan Proposal - B Crouch

B Crouch had been looking at other proposals in place of the USDA loan. He is working on getting a loan through D.L Evens Banks of \$250,000 that would pay off Magic Valley Christian School, get a new roof and have a little money left over for other small things along. It would also have a \$100,000 line of credit to help us make it through the month of June and July. A preliminary proposal is looking like a 10 year loan, renewable in 5 years at 5.5%. Right now we are paying MVCS at 6%. This would bring down our loan substantially. A Crouch wondered if there is enough money in the proposal to do a playground. B Crouch stated that they are working on a grant for the playground.

❖ Marketing Update – K Tate

K Tate shared that she sent our article to Northside Journal on September 21. She also met with Pastor Clay to get the busses moved. She wondered if a note has been sent out to parents of students encouraging them to write a thank you note/letter to the editor to the Journal in regards to Jerome School District letting our students join their sporting programs. Dr. Ivie is still working on getting that along with a few other things written up in a school letter and set out soon.

❖ Personnel - Alternative Route Authorizations - C Ivie

Dr. Ivie informed the board that they are being asked to approve alternate routes authorization for a few of our middle school teacher. We were not able to hire teachers that have all of the qualifications for all the subjects they are teaching at this time. All of them will be able to get the qualifications and/or endorsements through alternative routes as needed.

The Board understands that all three staff members have significant education and career experience in multiple endorsement areas and are able to meet State Certification requirements in multiple content areas through pursuing an alternate route to certification and/or endorsement in additional content areas. The Board also understands that all three staff members will be completing identified steps to obtain the appropriate additional certification and/or endorsements as a condition of their employment.

❖ Lock Down and School Emergency Procedures - C Ivie

We have looked into several options to be able to send text messages, emails and phone calls out to all parents in a quick and timely manner when we have emergencies.

❖ Parent Communication Systems (bids)

There was discussion about all of the bids that came in for parent communication options. The board would like to get more input from the faculty that would be responsible for using the system.

❖ Greg Durrant – School Psychological Services

Dr. Ivie stated that Mr. Durrant is doing a wonderful job for the school.

❖ Policy 2395 - Idaho Digital Learning Academy Classes

Dr. Ivie is excited that we are starting to offer IDLA classes for our students. Our site-coordinator for IDLA is Dr. Ivie.

❖ Policy 2410 - Section 504 of the Rehabilitation Act of 1973

No comments

❖ Policy 2410P - Section 504 of the Rehabilitation Act of 1973 ("Section 504")

No comments

8:50 pm BUSINESS ITEM(s)

❖ Personnel Alternative Route Authorizations

K Tate made a motion to approve hiring Ann Richman, Randy Grove and Aaron Ivie to fill specific positions requiring specific combinations of teaching endorsements that HA was not able to fill after advertising for openings in several different content areas as presented in discussion.

A Crouch seconded.

Vote: All Aye

❖ Greg Durrant – School Psychological Services

K Hopper motioned to approve contract for Greg Durrant

K Tate seconded

Vote: All Aye

❖ Financial Audit

K Tate motioned to approve the financial audit.

K Hopper seconded

Vote: All Aye

❖ Parent Communication Systems

A Crouch motioned to table discussion on the Parent Communication Systems until next month pending information from Dr. Ivie, Stephanie Coelho and Teresa Berry

K Tate seconded

Vote: All Aye

❖ Policy 2395 - Idaho Digital Learning Academy Classes

K Tate motioned to approve Policy 2395 Idaho Digital Learning Academy Classes.

K Hopper seconded

Vote: All Aye

❖ Policy 2410 - Section 504 of the Rehabilitation Act of 1973

A Crouch moved to approve Policy 2410 Section 504 of the Rehabilitation Act of 1973.

K Tate seconded

Vote: All Aye

❖ Policy 2410P - Section 504 of the Rehabilitation Act of 1973 ("Section 504")

K Tate motioned to approve Policy 2410P Section 504 of the Rehabilitation Act of 1973.

K Hopper seconded

Vote: All Aye

A Crouch motioned to adjourn meeting.

K Tate second

Vote: All Aye

8:55 pm ADJOURN

If auxiliary aids or services are needed for individuals with disabilities, or if you wish to speak during an Open Forum if applicable, please contact a Heritage Academy board member before the meeting opens. While the Board of Directors will attempt to address items in the listed order, some items may be addressed prior to or after the order listed above. To contact the Board of Directors, please email: teresa@molitorandassociates.com or call (208) 595-1617