



**HERITAGE ACADEMY
BOARD MINUTES**

**Location: 500 South Lincoln Jerome, Idaho
7:00 PM – October 17, 2013**

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

Heritage Academy will allow students to participate in instruction leading them to develop meta-cognitive skills. These skills will allow them to learn how to solve real-life problems and organize information. Our students will graduate with skills in both the core content areas and in critical thinking that lead to success in school, the workforce and 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 – K Tate & A Crouch
- ❖ Roll Call – Establishment of a Quorum
K Tate, B Crouch, A Crouch
- ❖ Approval of Agenda
Discussion to remove executive session
A Crouch motioned to approve agenda with the removal of executive session.
K Tate seconded.
Vote - all Aye

7:10 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 19, 2013
 - September 24, 2013
- Approval of Bills Paid
- Current Budget & Payroll Report

Motion to approve Consent Agenda – K Tate
Second – A Crouch
Vote – all aye

7:20 pm REPORTS (for discussion only)

❖ Financial Audit – Presentation by Laurie Harberd, C.P.A.
2 pieces were presented. Auditor has 2 audit reports she is responsible for. The board is responsible for the financial statements. The Board has hired Laurie for these. Eventually we will move to keeping the financial statements.

Went through audit report. Reviewed responsibilities. GAAP standards used.
The Board reviewed opinions – unmodified opinion. There was nothing that is materially incorrect in the financial statements.

Internal control – required to submit. This was not audited so no official opinion.
Defined – “deficiency”. There were a couple deficiencies found in the audit.. the last 2 pages have findings.

Laurie reviewed: 1) financial statements done by Laurie – common findings
2) fund account over-report JICAF funds
3) federal funds reimbursements

Cheryl Kary provided comments on how these will be corrected (remedy)

There is a process now in place that should be more effective.

The Board reviewed financial statement results.

Laurie Harberd reviewed required information that she is required to state as part of the audit.

- any material errors were fixed
- now have about 1/3 of a month of expenditures on reserve. Last year we had about 1 month reserve.
- discussed 2M software
- suggestion made to look at financial statements quarterly

❖ School Counseling Presentation – Suzanne Bowen (10 mins.)

❖ Administrator’s Report – C Ivie
BC kids – May

❖ USDA Update – B Crouch
B Crouch and Barrett responded to some questions

❖ Facilities Report – B Crouch
Roof repaired

❖ Finance Committee Report – C Kary
No new information. The Board liked the new format. The Board discussed the food service budget and noted to make it a business item in the November board meeting.

❖ IRS 403(b) plan for staff
Summary of plan

❖ Wellness Plan
Discussed Child nutrition program. A Crouch noted that this is important.

❖ Snow Removal
Reviewed 2 bids.

8:20 pm EXECUTIVE SESSION

~~Pursuant to Idaho Code 67-2345(1)(a)(b) (CLOSED TO THE PUBLIC): Closed Session to: (a) "consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need" (b) "consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student"~~

Removed from Agenda in opening motion.

8:50 pm BUSINESS ITEM(s)

❖ Financial Audit
Motion to accept Financial Audit – K Tate
Second – A Crouch
Vote – all Aye

❖ Hiring Emergency Declaration for the following positions:

- Part-time kindergarten & part time music teacher – 1 FTE
 - Provisional Authorization for Collette Clark
- Part-time Middle School Math teacher & part-time Food Service Director – 1 FTE
 - Provisional Authorization for Anna Clark

Motion to approve the Provisional Authorizations for Anna Clark & Collette Clark- A Crouch
Second – K Tate
Vote – all Aye

❖ Personnel Policies

- Certified Personnel Records – 5500 & 5500P
- Staff Health – 5600
- Prevention of Disease Transmission – 5610

Motion to accept the Personnel Policies 5500, 5500P, 5600 and 5610– K Tate
Second – A Crouch
Vote – all Aye

❖ IRS 403(b) plan for staff
Motion to accept IRS 403(b) plan for staff – A Crouch
Second – K Tate
Vote – all aye

❖ Wellness Plan
Motion to table vote on Wellness Plan until a committee can make a recommendation – K Tate
Second – A Crouch
Vote – all Aye

❖ Snow Removal
Motion to approve NeuScapes LLC for snow removal – K Tate
Second – A Crouch

Vote – all Aye

Motion to adjourn meeting – K Tate

Second – A Crouch

Vote – all Aye

9:10 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