



**HERITAGE ACADEMY  
BOARD MINUTES  
Location: 500 So. Lincoln, Jerome ID  
October 6, 2016 6:00PM**

**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.*

**6:07 pm - CALL TO ORDER WELCOME – T Packard**

- Pledge of Allegiance
- Reading of Heritage Academy's Vision and Mission – A Crouch; A Bingham
- Roll Call – Establishment of a Quorum  
Tiffany Packard, Anneli Crouch, Amanda Bingham, Kris Gilgren
- Approval of Agenda

Motion to approve the agenda – A Crouch  
Second – A Bingham  
Vote – all aye; motion passed

**6:05 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  
August 11, 2016  
August 15-16, 2016  
August 24, 2016
- Approval of Bills Paid
- Payroll Report
- Budget

Motion to approve consent agenda as presented – A Crouch  
second – A Bingham  
Vote: all Aye; motion passed

**6:10 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.*

### **Introduction and Swearing In of New Board Member Karen McGee – A Crouch**

A Crouch swore in Karen McGee as Board Member

Sarah Ahrens joined the board meeting at 6:25pm

### **6:17 pm REPORTS (for discussion only)**

- Audit Presentation

See Audit report for specific information on draft audit and findings

Board discussed procedure needed to be followed if there is excess money or funding that comes in that was not expected or budgeted for. The board also discussed issues that the charter commission has with having the audit company also do our financial statements and options to fix our accounting situation. Laurie was very complimentary with efforts the school is making to increase reserve moneys. The board was very appreciative of Laurie's comment that no other charter school has a CPA on staff as school budgets are so tight already.

- Administrative Report – C Ivie
  - Student Handbook

Student handbook has changes in staff member names, 7 mindsets, life principles, dress code and emergency evacuation procedure.

Highlights – clusters are running well; middle school dividers in upstairs hallway have been removed as we are teaching students proper behavior and expectations; Dr. Ivie shared with the board the morning meeting procedure for the middle school students; teachers are really enjoying CKLA

- Facilities Report – K Gilgren

We are working on repairs to the boiler. They will also be working on the lights in the lunchroom. Mr. Herting, a parent of students, has donated 2 chest freezers to the school.

- Budget & Finance Report – T Carver

The bank statements are being sent to the school so that our treasurer and business manager can look at them each month.

T Carver reported that we are about 30% into our budget. We made some big purchases in curriculum and furniture at the beginning of the year. This will even out as we finish the year as we don't have other "big" purchases to make this year.

- SEM & Student Achievement - A Crouch

No new information this month

- Marketing, Parent & Community Relations – T Packard

Dr. Ivie attended a meeting presentation on media. She suggested meeting with T Packard to share the information and work on getting our school information out to the community more effectively.

- Administrator Evaluation & Cert. Staff Prof Dev. – A Bingham

No new information this month

- Board Training, Board Evaluation, Strategic Plan – S Ahrens
  - Commission Visit Report

Dr. Ivie felt that we had all the documentation in order and that the panels were diversified and members were able to represent the school well.

- 2016-17 Strategic Plan

The updates to the strategic plan reflect the information discussed during the Board and Staff retreat.

- Employee Handbook – T Carver

Every job description is now in the handbook except the Administrator and Business manager.

- Dress Code Policy – C Ivie

Recommendation are included in the policy –

- Adds a line in the list of things allowed – shorts are allowed if the administrator sends a note home if the weather is forecasted to be above 90 degrees. This would help eliminate us having to cancel school because of heat and not put a specific date to the policy.
- Change the wording in the color of the shirts. We have so many students that are trying to comply but come to school unintentionally in the wrong color blue, green and yellow.

Then board made slight changes to the suggested changes:

- Make-up changes - board suggested changing by taking out “girls” and change “natural” to “neutral” and “light concealer” to “natural concealer”
- Change word - “sends a note home” to “when the administrator notifies parents/guardians that the following day....”

### **8:00 pm BUSINESS ITEM(s)**

- Audit Report

Motion to accept and approve the Audit Report as presented by Laurie Harberd. – A Crouch  
Second – A Bingham

Vote: all aye; motion passed

A Crouch - motion to have Teresa Berry, board clerk, email an updated list of board members to the school attorneys and approve K Gilgren and T Carver contact Eberhart-Maki to find out about budget hearing questions.

Second – A Bingham

Vote: all aye; motion passed

- Employee Handbook

A Crouch – motion to approve the Employee Handbook

Second – A Bingham

- Strategic Plan

A Crouch - motion to approve the strategic plan

Second – A Bingham

Vote: all aye; motion passed

- Dress Code Policy

Not motion was made

A Bingham - motion to adjourn

Second – A Crouch

**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: [tberry@heritageacademyid.org](mailto:tberry@heritageacademyid.org) or call (208) 595-1617.