



**HERITAGE ACADEMY
BOARD MEETING**

**Location: 500 South Lincoln Jerome, Idaho
7:00 pm, November 15, 2012**

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.

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.

7:00 pm – CALL TO ORDER WELCOME – B. Crouch

- ❖ Pledge of Allegiance
- ❖ Reading of Heritage Academy's Mission and Vision – K. Tate & J. Peterson
- ❖ Roll Call – Establishment of a Quorum. Present were B. Crouch, A. Crouch, A. Bingham, J. Peterson and K. Tate. T. Molitor was present by phone conference. C. Kary Was present as Board Clerk. Mr. Robert Lanford was present from the USDA to answer questions regarding the USDA loan.
- ❖ Approval of Agenda.
 - Agenda to be amended as follows: K. Tate asked to add business item regarding school on Wednesday, November 23rd, the day before Thanksgiving. B. Crouch asked to change the order of discussion to have Mr. Lanford speak first. A. Bingham moved the motion, A. Crouch, seconded, all.

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
 - October 9, 2012
- Approval of Bills Paid
- Current Budget & Payroll Report
- ❖ B. Crouch entertained a motion to approve the consent agenda. A. Crouch moved the motion. K. Tate seconded, all.

7:25 pm Reports (for discussion only)

❖ USDA Loan Update – B. Crouch & Robert Lanford

- Mr. Lanford said he supports the Charter school movement. He is in the process of determining eligibility for Heritage Academy for a USDA loan. He discussed the Loan Resolution Security Agreement.
- He acknowledged that we have addressed and made changes to our Board per USDA request.
- The USDA is concerned with our operating history due to operating issues with charters in the past. They are trying to accommodate the need for speed versus a financial history.
- Jerome County is not eligible for grant funding. HA is looking at the direct loan program with lower interest rates and longer terms. This financing is made available to those who can't get financing in the private sector. USDA offers guarantee loans to deal with banks to guarantee loans to the bank. If that is not possible then the option is the direct loan financing. HA has been filling out applications for the direct loan.
- Rates and terms would be \$1.647,000 of financing: \$350,000 to refinance the note, and the rest for upgrades and repairs. Normally loans are 30 year term. Regulation wise we can go to 40 years based on the life span of the building. That would be determined by an appraisal. Interest rate is 3.5% on direct loans, reset every quarter. Rates are locked in at time of committal. Payment would be \$89,564 a year at 30 year loan; at 40 year loan it would be \$77,130 a year.
- There is a 10% reserve requirement. Each year we are required to set aside \$9,000 until we accumulate one annual payment.
- Timeline:
 - Submit the Loan Resolution Summary.
 - Determine our eligibility by December 31, 2012.
 - After eligibility determination is made, the Boise office will review the Architectural Report. Will also need an environmental assessment.
 - USDA also requires a Feasibility Study. Decided a Feasibility Study could be put together by our financial auditor.
 - HA needs the loan in place before our note comes due in July 2013. Mr. Lanford didn't think that was possible, so HA is looking into getting an extension from Magic Valley Christian School. Best case scenario would be all the above by end of February 2013.
 - Then a Letter of Conditions – requirements for loan. That would be resolved by end of April.
 - Develop documents to go out to bid. Four months to do the work. This gets to September 30th.
- The USDA normally requires 3 years of audits. The USDA decided they would work with two years of audit plus the Feasibility Study. But, the final decision has not yet been made.
- The USDA is looking for a solid financial footing, and that we will be able to repay the loan.
- J. Peterson asked what the interest rates are tied to. Mr. Lanford said he would check and get back to him.

❖ Administrator's Report – C. Ivie

- Reported on Administrator report. We have 3 new students starting next week. New aides will be starting next week for Title I.

- T. Molitor asked about the status of the Pay For Performance. C. Ivie discussed how the money for the teachers will be distributed by December 15th. T. Molitor commented she was a great supporter of Pay For Performance.
- ❖ Facilities Committee Report - Playground – B. Crouch
 - Modern Woodmen have offered \$1,000 by year-end for grant for the facility. C. Ivie suggested using this for library shelves for books in the new library area in the basement. B. Crouch suggested C. Ivie to coordinate with Modern Woodmen.
- ❖ Safety Inspection Report – B. Crouch
 - Report has suggested items to work on.
- ❖ Administrative Evaluation – A. Bingham
 - There should be two administration evaluations a year. The first one is due by Christmas break, which is an informal one with feedback. A. Bingham said the board was very appreciative of the administrator. A. Bingham reported there was not one negative item on the report. The spring evaluation will include teacher and parent input.
- ❖ HPTO – A. Bingham
 - A. Bingham reported there is not a current board of the HPTO since it has dissolved. The monthly newsletter solicited parents to be involved in the HPTO. Resumes are due by December 31st for board positions. These spots will either be nominated or elected.
- ❖ LEP Plan – C. Ivie
 - C. Ivie created a LEP plan with assistance from Dr. Fernanda Brendefur, former LEP Coordinator at the State Department of Education.
- ❖ Student Assistant Team (SAT) Policy 3341 – C. Ivie
 - Response to Intervention process for students struggling with academic and behavior issues. Teachers team together to develop strategies.
- ❖ Gang Policy 3310 – C. Ivie
 - One of the policies that need to be in place for first reading.
- ❖ Marketing Committee Report – K. Tate
 - Received quotes for mailings. J. Peterson talked about a targeted route for post cards. Postage is cheaper.
 - A. Crouch said the “Español” cluster is discussing an outreach to the Hispanic community.
 - C. Ivie asked to schedule a meeting in early December regarding marketing timeline. T. Molitor commented she would like to be part of this meeting.
- ❖ Finance Committee Report – J. Peterson
 - Reported he met with business manager and Administrator regarding the budget.

8:00 pm Business Item(s)

- ❖ Loan Resolution Agreements - B. Crouch
 - B. Crouch entertained motion to approve the Loan Resolution Security Agreement as presented and the attachment to Form RD
 - T. Molitor moved, A. Crouch seconded, all.

- ❖ Grade/Class Configuration – C. Ivie
 - In looking at budget and feedback from parents, C. Ivie suggested adding 7th grade next year. C. Kary has developed a draft budget for adding 7th grade next year and 8th grade the following year. Kids will be in self-contained classrooms based on 225 students with 15 students in 7th grade. These are conservative figures. B. Crouch suggested this be a discussion item and business item in December. B. Crouch called for a motion to table the grade/class configuration to present this in our December meeting. A. Crouch moved the motion, K. Tate seconded, all.

- ❖ Alternate Route for C. Ivie & C. Clark – C. Ivie
 - C. Clark, who is our Aide, has a Masters Degree and has expressed desire to pursue an Alternate Route for being an elementary teacher. C. Ivie has a secondary education certification, and special education certification. She needs a K-8 general education certification in case she will be providing direct education in addition to special education. The Board has to declare there is a need for these positions.
 - B. Crouch entertained motion to approve the alternate route for C. Clark and C. Ivie, and declared the need to fill two teaching positions at Heritage Academy. The board authorizes C. Clark and C. Ivie to fulfill those two positions and pursue the alternate route. J. Peterson moved the motion. K. Tate seconded, all.

- ❖ Homeless Policy – C. Ivie
 - B. Crouch entertained motion to adopt the Homeless Policy. A. Crouch moved the motion. T. Molitor seconded, all.

- ❖ Attorney Agreement – C. Ivie
 - C. Ivie suggested signing a Law Firm Fee Agreement with Borton & Lakey, a law firm with experience in personnel issues. A. Crouch entertained motion to accept contract with Borton & Lakey as presented. T. Molitor moved the motion. J. Peterson seconded. A. Crouch moved for discussion.
 - T. Molitor is familiar with Mr. Borton and Mr. Lakey. She wanted to add that Mr. Lakey has recently been elected to the State Senate. She didn't believe this presented any issues for the Board, but that they would understand this work would primarily be done by Mr. Borton. A. Crouch asked why we would need this agreement. T. Molitor explained for convenience sake an agreement avoids going through a process when we need their counsel. The amount per hour is also spelled out ahead of time. J. Peterson explained this is a standard engagement letter. B. Crouch entertained motion to enter into agreement with Borton & Lakey. A. Crouch moved motion; K. Tate seconded, all.

- ❖ Approval of LEP Consultant Contract for Dr. Fernanda Brendefur – C. Ivie

- B. Crouch entertained motion to enter into contract with Dr. Fernanda Brendefur as a LEP consultant. K. Tate moved the motion. J. Peterson seconded, all.
- ❖ Approval of Agreement for Developmental Therapy
 - Based on the needs of a student, HA has located Progressive Behavior Systems to provide developmental therapy. B. Crouch entertained motion to have Progressive Behavior Systems provide Developmental Therapy. A. Crouch moved the motion. K. Tate seconded, all.
- ❖ Wednesday schedule- C. Ivie
 - To match the Jerome School District who has no students on Wednesday, C. Ivie suggested we would close the school as well on Wednesday November 21st. C. Ivie to notify parents to keep our calendar in sync with Jerome. B. Crouch entertained motion. J. Peterson moved the motion. K. Tate seconded, all.
- ❖ Mr. Lanford, from the USDA, commented he had failed to mention the Letter of Agreement. He also read the following regarding the appraisal:
 - “The Applicant must provide Rural Development with an appraisal report, prepared by a qualified appraiser, that shows an as-developed present market value of the property that is equal to or greater than the amount of the loan to be obtained plus any other indebtedness against the proposed property. The appraisal must comply with the guidelines in the latest edition of the Uniform Standards of Professional Practice (USPAP).”

9:10 pm ADJOURN

B. Crouch entertained motion to adjourn and to go into Executive Session. T Molitor moved the motion. K. Tate seconded, all.

9:10 pm - Executive Session

Executive Session pursuant to ID Code Section 67-2345(1)(b). Following executive session, action may be taken in the open meeting as appropriate. Consider personnel matters [Idaho Code § 67-2345(1)(a) & (b)]

ROLL CALL

K. Tate
 J. Peterson
 T. Molitor
 A. Crouch
 B. Crouch

9:36 ADJOURN Executive Session

B. Crouch entertained motion to end the executive session. T. Molitor moved the motion. K. Tate seconded, all.

B. Crouch entertained motion to adjourn. K. Tate moved the motion. A. Crouch seconded, all.

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: tmolitor@cableone.net or call (208) 595-1617.

Approved: December 13, 2012