



**HERITAGE ACADEMY
BOARD MEETING**

**Location: 500 South Lincoln Jerome, Idaho
6:00 pm, December 15, 2011**

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.

6:20 pm – CALL TO ORDER WELCOME – A. Crouch

- ❖ Pledge of Allegiance
- ❖ Reading of Heritage Academy's Mission and Vision
- ❖ Roll Call – Establishment of a Quorum. The Board Clerk read roll call: In attendance were B. Crouch, A. Crouch, A. Bingham and K. Tate. K. Bangerter joined later by phone call. Absent was S. Bybee.
- ❖ Approval of Agenda. C. Kary asked for the addition of approval of Primary Therapy Source, LLC for PT and OT Therapy. A. Crouch entertained motion to approve agenda as revised. A. Bingham made the motion. K. Tate seconded, all.

6:30 pm BOARD TRAINING: SELECTING, REVIEWING, AND SUPPORTING THE

ADMINISTRATOR – Since K. Bangerter was ill and unable to physically attend Board meeting, the board agreed to reschedule board training to the next January 2012 Board meeting.

- ❖ Selecting, Reviewing and Supporting the Administrator – K. Bangerter
- ❖ Administrator Assessment – A. Crouch

6:30 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 November 17, 2011 Minutes
- Approval of Bills Paid
- Current Budget
- Administrator Report
- Food Services Budget (included in Charter School Commission Report)

A. Crouch entertained motion to approve Consent Agenda. B. Crouch made motion. K. Tate seconded, all.

6:45 pm Discussion Item(s) (for discussion only)

- ❖ Handbook – A. Crouch.
 - B. Crouch suggested, in order to save the costs of printing, putting the handbook on the school website for parent's access. He suggested up to 10 hard copies be available at the school.
 - There was discussion on the need to change the volunteer dress code.
 - Board agreed grace period on uniform infractions should now be over, and to ask staff and R. Reddington to enforce uniform rules. The Board agreed to approve Handbook with discussed changes. A. Crouch is to make changes and submit to C. Kary to make changes to the master Handbook.
- ❖ Marketing – Board agreed to have K. Tate continue as the head of marketing. K. Tate asked to have teachers and principal at open houses. We need to hit it hard to increase enrollment.
- ❖ HPTO – K. Bangerter wants to thank HPTO for their hard work with their fund raising activities.
- ❖ Letter from Joel Wright – A. Crouch.
 - Joel Wright, a real estate attorney for one of the largest real estate law firms in Utah, made a presentation on mortgage refinancing available from the U.S. Department of Agriculture. Mr. Wright explained that the Senate makes low interest loans to community facilities, which includes Charters schools, in rural areas. In order to be eligible, the Charter needs to be in a city with fewer than 20,000 residents. According to Mr. Wright, HA is eligible for one of these USDA loans.
 - With the USDA loan we could borrow \$750,000, pay off existing debt and make \$350,000 worth of improvements. The USDA requires you borrow more than you owe. This would be a 40 yr. loan with interest rates around 4%. With 4% interest, our \$71,500/year mortgage expense could be reduced in half. These are competitive loans with Idaho's allocation at around \$3-8 million.
 - Mr. Wright explained that it would take about a month to put together an application for submittal, and around two months for USDA approval. They loan 100% on value. According to the USDA, the normal debt for schools is \$10,000/ per student. HA is much lower than that. Since we have to refinance by July 2013, it appears a decision needs to be made quickly.
 - Mr. Wright does the first \$10,000 of work free until application is approved by the USDA. This \$10,000 would be included in the \$20,000 - \$30,000 fees incurred after the loan is approved. These fees are for loan documents, an appraisal, environmental reports, and reports for real estate due diligence. Most of these fees could be part of loan.
 - USDA would request about the same type of annual reports as the state requires. HA would need to present a list of building projects to give to USDA, inform them of our deadline of July 2013 for refinancing, and submit the application. Because sometimes it takes a year or more to receive funding, Mr. Wright would like to have application in by end of January for funding either this year or next. Board agreed to have a special meeting by phone call to discuss options on Monday, December 19, 2011 at 1:00pm. C. Kary to ask for

references. Rebecca Stallcop from Legacy Charter School would be a good reference; C. Kary agreed to try to contact her on Friday the 16th.

7:50 pm Business Item(s)

- ❖ Approval of Special Education Manual – 2007, with new language including: “all amendments and adoptions as they are added”. A. Crouch entertained motion to approve the Special Education manual with the new language. A. Bingham made the motion. B. Crouch seconded, all.
 - ❖ Approval of Primary Therapy Source, LLC. A. Crouch entertained motion to approve the contract. B. Crouch made the motion. K. Tate seconded, all.
 - ❖ Idaho Charter School Network membership fee for 2011-12. A. Crouch entertained motion for approval of membership fee. B. Crouch made the motion, K. Tate seconded, all.
 - ❖ Mass notification for schools: BrightArrow Digital Voice Dialer. This system notifies parents of school closure, parent conferences, and snow days. Cost is \$250. Box tops might be able to pay for this. A. Crouch made motion to approve purchase stipulating using funds from Box Tops as offered by J. McCool. B. Crouch made the motion. K. Tate seconded.
 - ❖ Approval of HA Charter – recommendations for changes. Discussed the three enrollment scenarios and the respective budgets. A. Crouch entertained motion to adopt proposed changes to charter, to include scenario #3, and minor semantic changes made to the charter. A. Bingham made the motion. K. Tate seconded. It was agreed that K. Bangerter needed to be in on this discussion, and the vote, so he was reached by phone. A. Crouch entertained a re-motion as above. A. Bingham made the motion. K. Tate and K. Bangerter approved the motion. B. Crouch voted “nay”. The motion was carried. It was agreed that the changes to the charter should be reviewed.
 - ❖ Approval of Policy Manual sections:
 - “Instruction”- Lesson Plan 2110; Diagnostic Test 2120; Research Studies 2130.
 - “Students” – Compulsory Attendance 3040; Attendance Policies 3050, Alternatives 3050A1 or 3050A3. Alternative 3050A1
 - “Personnel” - Certificated Staff Grievances 5250
 - “Administration” Goals 6000
 - “Financial Management” Goals 7000
- A. Crouch entertained motion to approve the above sections of the Policy Manual, specifically Alternative 3050A1 for attendance. A. Bingham made the motion, B. Crouch seconded, all.

9:00 pm ADJOURN

- A. Crouch entertained motion to adjourn. A. Bingham made the motion; K. Tate 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: ktbangerter@gmail.com or call (208) 595-1617.