



**HERITAGE ACADEMY  
BOARD MEETING**

**Location: 500 South Lincoln Jerome, Idaho  
7:00 pm, March 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.

**7:12 pm – CALL TO ORDER WELCOME – A. Crouch**

- ❖ Pledge of Allegiance
- ❖ Reading of Heritage Academy's Mission and Vision
- ❖ Roll Call – Establishment of a Quorum. Those present were board members B. Crouch, A. Crouch, A. Bingham, and K. Tate. Also in attendance were L. Driscoll, R. Reddington and C. Kary, Board Clerk, via speaker phone to take minutes.
- ❖ Approval of Agenda –A. Crouch asked to add the plan for morale improvement to the business items. B. Crouch asked to add opportunity for new board members to the discussion items. A. Crouch asked to add the presentation to Charter Commission on April 5<sup>th</sup> to discussion items. A. Crouch entertained motion to approve agenda as amended. A. Bingham made the motion. B. Crouch seconded, all.

**7:18 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 February 16, 2011 Minutes – It was noted to correct the word “Woodsmen” to Woodmen for the organization of Modern Woodmen.
- Approval of Bills Paid
- Current Budget & Payroll Report
- Administrator Report –
  - Item #5. R. Reddington suggested employing a person or persons to do the custodial work will be more cost effective than hiring a custodial service since our budget is only \$600 a month for custodial services. K. Tate offered to provide a detailed checklist of what is to be cleaned and how it should be cleaned. K. Tate, R. Reddington and C. Kary to be part of the interview committee.

- Item #10 - Confratute – R. Reddington recommended sending the following teachers to Confratute: A. Herman and J. Bubak. C. Kary advised that we have Title II money to pay for teacher training on the SEM model in the amount of \$16,500 and \$5, 000 for travel.
- A. Bingham asked R. Reddington on when he thought we should post new jobs. It was suggested we wait until after the Charter Commission meeting to see what is approved.
- Item #11 ISAT – ISAT is scheduled for April 10-May 9. We will be downloading the tutorial and practice tests in the next days to allow the students a chance to familiarize themselves with the test and its format. A. Crouch suggested due to proctoring we need to contact HPTO for volunteers.
- A. Bingham asked about when the enrichment clusters are starting. They will start in May.
- B. Crouch requested C. Kary to send financial packet each month to our independent auditor, Laurie Harberd.
- A. Crouch entertained motion to approve consent agenda as discussed. B. Crouch moved the motion. A. Bingham seconded, all.

**7:40 pm Discussion Item(s) (for discussion only)**

❖ HPTO – L. Driscoll –

- \$1300 was spent at the IHOP fundraiser with 20% going to Heritage Academy for a total of \$260. This money will go towards the playground.
- Coming up on April 14 is the Barnes & Noble book fair. CSI has been contacted to provide a mascot to read. Orders can also be placed on-line with a percentage going to HA. This money will go towards the library.
- Shamrock cookie grams have raised \$236 so far. This money is for the field trip for 4<sup>th</sup> -5/6<sup>th</sup> grades. Considering having a school store after spring break to help raise additional money for field trips for 5<sup>th</sup> – 6<sup>th</sup> , and possibly scholarships for uniforms.
- B. Crouch mention he is requesting more funds from the Rotary and Kiwanis for playground.

❖ Marketing Report – K. Tate –

- We now have a 60 second radio ad with kids on 88.1. It will run March 20-April 2<sup>nd</sup>. The radio station will put HA on their home page which leads to our website.
- 500 Business cards were printed with one side in English and the other in Spanish telling people how to enroll. Volunteer committees will hand these out throughout the community including Wal-Mart.
- New outreach dates to be approved by R. Reddington and then new flyers will be printed.
- Sunday volunteers will hand out business cards to the Catholic Church and mass to reach the Spanish community.
- Hung up banner on front lawn.
- Article about HA to be in the city newsletter for April. 400 are on the mailing list for this monthly newsletter.
- New brochures were printed up. C. Kary to mail those to HA so they will arrive first part of next week.
- B. Crouch volunteered to do a morning show on KMVT television.
- B. Crouch is doing Kiwanis and Rotary presentations. B. Crouch opened an invitation for R. Reddington to attend.
- Summer fun events are in the planning stages.

- K. Tate asked for all news releases to be sent to Tina and she will post them on our website and Facebook.
  - Yard signs are in the community.
  - The Community Calendar has the new Open Houses.
  - Chamber of Commerce has added HA advertising to the weekly Chamber Facts that goes out to 300 businesses.
- ❖ Parent Contact Policy/SPED Protocol – A. Crouch – In regards to special education students, if a parent of a special education student approaches any board member, teacher, staff or HPTO member regarding an issue with special education, they are to immediately call R. Reddington. R. Reddington will then contact J. Bubak, Special Education Teacher, and then B. Fredericksen, Special Ed Advisor.
  - ❖ Board Retreat – A. Crouch – The board retreat for strategic planning will be May 4 & 5 at Muldoon Ranch. A. Crouch explained the Charter is our foundation, and the strategic plan is like the woodwork. Tasks will be assigned to each board member to head up at the retreat.
  - ❖ SPED Protocol – K. Bangerter – covered above in Parent Contact Policy.
  - ❖ Playground – B. Crouch.
    - Working with the City of Jerome to see about digging a ditch from northeast corner for irrigation to water the grass. B. Crouch will look into getting bids to lay the ditch.
    - Mr. Lamb is to put swings in this weekend after he increases the stabilization of the poles. He also hopes to put in the basketball standard this weekend.
    - A. C. asked question about having someone inspect the swing set. R. Reddington stated the state inspector will come in the fall be sure it is up to standard. We need to be sure there is 9” of impact material in place around play equipment. B. Crouch to contact state regarding regulations.
    - B. Crouch will be approaching the Kiwanis and Rotary Club for additional funds for the playground. He will request \$5,000 from each.
    - A. Bingham suggested using sprinklers and not gravity irrigation for the lawn.
  - ❖ New Board Members – B. Crouch. He has several people in mind to add to the board. The Charter says we can have up to 7 board members, but a couple of board members will be graduating soon. A. Crouch said the charter is specific about the qualifications for board members. A. Bingham has spoken to one person with finance background who is considering being a board member.
  - ❖ Charter Commission Meeting – Discussion on we need to decide who is going to be part of the presentation to the Charter Commission on April 5<sup>th</sup>. C. Kary will present an update to the table of enrollment numbers including the lottery and re-enrollment.
  - ❖ A. Crouch volunteered to head up a lottery committee with K. Tate’s assistance. A. Crouch mentioned that we will need to get volunteers to participate in the lottery and be the required impartial third parties.

### **8:15 pm Business Item(s)**

- ❖ Employee morale – A. Crouch.
  - A. Crouch explained that employee surveys were sent out to all teachers and staff, and they were read at the last board meeting in the executive session. It has been discovered that the staff is extremely unhappy. Initially the Board was

under the impression that because there was such a strong negative response from the survey, that the staff wanted to file formal grievances. When presented with the opportunity to file grievances, the staff in general did not respond. A. Crouch then talked to one teacher and discovered the staff did not want to file formal grievances. A. Crouch decided to talk in person to each staff to address the morale and alleviate the “despair felt throughout school”, the language in the survey, due to lack of support.

- A. Crouch with K. Bangerter asked Dr. Christine Ivie to do in-service work to address the morale. Dr. Ivie is a certified life counselor, experienced Administrator, teacher and special education director. Dr. Ivie has been requested to only be reimbursed for actual expenses including gas, room and board. There was some discussion regarding the next step to take. R. Reddington suggested the board work with C. Ivie and put together a preliminary proposal. R. Reddington would then provide input and discuss how to implement the plan. It was suggested interviews be accomplished with the staff. For in-service training, R. Reddington suggested April 20 since the Daylight for Dads is early that morning, and there will be an early release. R. Reddington suggested Dr. Ivie could do in service training that afternoon with morale building. It was commented that HA could use their Title II monies for this training.
- ❖ A motion was entertained by A. Crouch that K. Bangerter, A. Crouch and C. Ivie put together a plan for morale improvement that would be presented to R. Reddington for input. Motion also entertained to call an emergency board meeting on Saturday, March 17, 2012 to approve the plan. B. Crouch moved the motion. K. Tate seconded, all.
- ❖ Approval of Administrator Evaluation and Teacher Evaluation forms - A. Crouch. R. Reddington informed the board our current teacher evaluation form came out of the Students Come First manual. R. Reddington recommended we utilize it this year, and then possibly revise it next year. A. Crouch entertained the motion to approve the Administrator Evaluation and the Teacher Evaluation forms as presented. K. Tate moved the motion. B. Crouch seconded, all.
- ❖ Approval of Policy Manual sections:
  - “Instruction”- School Year Calendar and Day - 2200
  - “Students” – Students Rights and Responsibilities - 3200
  - “Community Relations – Charter School Record Request Form – 4130F
  - “Personnel” - Insurance Benefits – 5430
  - “Financial Management”- Accounting System Design – 7200 & GASB Statement 7210
  - Non-Instructional Operations – Goals – 8000
  - School Facilities – Goals - 9000
- ❖ A. Crouch entertained motion to approve Policy Manual sections as presented. A. Bingham made motion to approval all policies as presented. B. Crouch seconded, all.
- ❖ A. Crouch suggested the option to go into Executive Session to discuss employee morale discovery made that day by A. Crouch. A. Crouch entertained motion to enter into Executive Session pursuant to Idaho Code Section 67-2345(1)(a) & (b)]. A. Bingham moved the motion. B. Crouch seconded, all.

**9:20 pm - Executive Session**

Be it resolved, that the Board of Trustees of Heritage Academy recess from the board meeting into Executive Session pursuant to ID Code Section 67-2345(1)(a) & (b) to consider personnel matters. Following executive session, action may be taken in the open meeting as appropriate.

Roll call for Executive Session: A. Crouch, B. Crouch, A. Bingham, K. Tate.

The board having met in executive session and reconvened in regular board session, the chairperson announced that the next order of business would be adjournment. After a full and complete discussion, upon motion duly made by B. Crouch and seconded by A. Bingham, the special meeting called for the purpose of holding an executive session was adjourned at 10:24 PM.

**10:24 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: [ktbangarter@gmail.com](mailto:ktbangarter@gmail.com) or call (208) 595-1617.