



**HERITAGE ACADEMY
BOARD MEETING**

**Location: 500 South Lincoln Jerome, Idaho
6:00 pm, April 19, 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.

6:00 pm – CALL TO ORDER WELCOME – K. Bangerter

- ❖ Pledge of Allegiance
- ❖ Reading of Heritage Academy's Mission and Vision – A. Crouch
- ❖ Roll Call – Establishment of a Quorum – Present, K. Bangerter, Chair, A. Bingham, B. Crouch, K. Tate, A. Crouch, and board clerk, C. Kary. R. Reddington, Administrator was also present as was C. Ivie, Consultant.
- ❖ Approval of Agenda. A. Crouch asked to move HPTO discussion since Lisa Driscoll will be delayed getting to the meeting. B. Crouch asked to add the building to his playground report. K. Bangerter entertained motion to approve Agenda as amended. A. Crouch moved the motion. B. Crouch seconded, all.
- ❖ K. Bangerter entertained motion to enter into Executive Session to discuss personnel issues. B. Crouch made the motion, A. Bingham seconded, all.

6:10 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)]

6:55 Ended Executive Session

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:
 - March 15, 2012
 - March 19, 2012
 - March 23, 2012
 - March 28, 2012

- Approval of Bills Paid
- Current Budget & Payroll Report
- Administrator Report
- A. Crouch entertained motion to approve consent agenda. B. Crouch moved motion. K. Tate seconded. A. Crouch asked for comments or questions. As there were none, A. Crouch called for vote. All approved.

7:15 pm Discussion Item(s) (for discussion only)

- ❖ HPTO – L. Driscoll
 - L. Driscoll announced she has to see certain personnel changes in order to continue with the position of President of the HPTO. K. Tate asked for a list of needed changes. L. Driscoll noted two personnel concerns. L. Driscoll gave fundraising schedule through the end of the year.
- ❖ New Board Member – B. Crouch
 - B. Crouch introduced Jason Peterson as the new board member. Mr. Peterson is a CPA and a good member in our community. Due to his skill sets, B. Crouch asked Mr. Peterson if he would be willing to take on the position of treasurer. He agreed. B. Crouch suggested we swear him in at the next board meeting on May 17, 2012.
- ❖ Charter School Commission Presentation – A. Crouch
 - The Charter School Commission approved our Corrective Action Plan, and our petition for increased enrollment at their April 5, 2012 meeting. Below is the approved enrollment verbiage taken from Heritage Academy's Charter.
 - Target Student Population
Heritage Academy will open in the fall of 2011 within the boundaries of the Jerome School District and will serve a maximum of 175 students in grades K-6. For more information on the educational atmosphere and demographics, please reference Appendix J – Market Analysis. We Project full enrollment of one class per grade in grades K-4 and one combined class of 25 for 5th and 6th grade. Heritage Academy in year two will increase the Kindergarten class size to a cap of 25 students in the A.M. class and cap of 25 students in the P.M. class. Heritage Academy, starting in year two, will also have the option to add one additional class per year starting with grade 1, if the application numbers justify these additions in grades 1-6, with a cap of 25 students per class. As enrollment numbers increase, Heritage Academy will expand the grade offering to grades K-8 in subsequent years as determined by the board of directors, and as application numbers justify these additional grades. In the 7th and 8th grades, Heritage Academy will have a cap of 50 students per grade. As Heritage Academy's program matures, and in the event it is in the best interest of Heritage Academy, the board may seek approval from the IPCSC to serve additional grades.
 - B. Crouch asked who was going to post for the new teacher positions. The board asked C. Kary to post positions. It was agreed the board needs to appoint a new hiring committee. B. Crouch agreed to head the Hiring Committee.
- ❖ Marketing Report – K. Tate –
 - Handing out printed business cards and brochures. There are Community Outreaches planned the next two months. On April 22, 2012 there is a potato bar fundraiser combined with three non-profits: Heritage Academy, Believers Church, and the Jerome Senior Center. This is the first of its kind with three non-profits working together. Events are posted on community calendars. Summer activities will be repeated from last summer that uses the SEM model.

- B. Crouch added he presented to the Kiwanis Club and they were excited about the opportunity to help. He will be presenting to the Chamber of Commerce and the Rotary Club.
- K. Tate mentioned about going on the Morning Show on KMVT. B. Crouch agreed to contact KMVT.
- J. Peterson suggested presenting at the Lions Club, and for the Optimists. B. Crouch to look into those.
- ❖ Board Retreat – A. Crouch –
 - A Board retreat is planned for May 4-5th to come up with a Strategic Plan. K. Tate to be in charge of planning meals.
 - A. Crouch to contact ISBA Board Trainer, Liz Killpack, regarding board training over the summer.
- ❖ Playground/Building – B. Crouch.
 - B. Crouch is still working on fundraising in the community for the playground, and looking to get more dirt for the grass. We have received one bid for the sprinkling system of \$5,000 from Steelhead Landscape. We are not able to move forward until funds are received through fundraising activities.
 - Building – In order to proceed with the USDA loan, Architect Barrett Craig prepared a Preliminary Architectural Report. This report addressed items that would be needed to update the building based on the 2009 Code. Two of these items were a fire sprinkling system and an elevator. The total for the update and repairs on this report came to \$976,278. There was some discussion if in fact we are required to bring an old building up to the 2009 Code. A. Crouch thought that at the board meetings with the City of Jerome last year the city didn't require these items. The USDA says the building should be to code, but the question was the 2009 code or the grandfather rule. Before occupancy permit we did agree to certain items once we received more funding for sake of safety. But the question is how much do we have to do? B. Crouch has asked the attorney to research this.

8:05 pm Business Item(s)

- ❖ Evaluations & Renewal of Certificated & Non-Certificated Contracts – A. Crouch.
 - K. Bangerter entertained motion to accept Benita Remaley's letter of resignation. A. Crouch moved the motion. A. Bingham seconded, all.
 - K. Bangerter entertained motion to offer contracts for 2012-13 to the following certificated staff:
 - Amanda Bell
 - Ashley Freeman
 - Aleasa Herman
 - Chancie Kirk
 - Kami Wright
 - Jena Bubak
- A. Bingham moved the motion. K. Tate seconded, all.
 - K. Bangerter entertained motion to accept Randy Reddington's verbal's notice he is not seeking to renew his contract for 2012-13, to be followed by a written notice. K. Tate moved the motion. B. Crouch seconded, all.
 - K. Bangerter entertained motion to renew C. Kary's contract for 2012-13 as Business Manager. A. Bingham made the motion. A. Crouch seconded, all.
 - K. Bangerter announced he will be stepping down from his position as Board Chair to Board Member.
 - Regarding offering contracts to other non-certificated employees, C. Ivie asked about authorizing J. Peterson to work with C. Kary and B. Crouch to look at a draft budget

- prior to next board meeting meet to go over budget. C. Ivie suggested hiring prior to next board meeting.
- ❖ Approval of Budget Hearing Date – C. Kary asked the Board to approve June 21, 2012 as the date for the Budget Hearing (28 days prior to the annual Board meeting on July 19, 2012). C. Kary explained that this budget will be published by June 11, 2012, and the County Clerk will be notified of the date and location of the budget hearing by April 30, 2012. A. Crouch entertained motion to set the budget hearing for June 21, 2012. K. Tate moved the motion. B. Crouch seconded, all. Board authorized K. Tate as treasurer to oversee preparation of budget.
 - ❖ Approval of Policy Manual sections:
 - General Approval of Policy Manual from ISBA – C. Kary recommended that the Board follow any policies developed to date by Heritage Academy and adopt the model ISBA manual to defer to as needed when the school does not have a separate policy. A. Crouch entertained the motion. B. Crouch moved the motion. A. Bingham seconded, all.
 - “Instruction”- Lesson Plan - 2110
 - “Students” – Uniform Grievance Procedure - 3210
 - “Community Relations” – Visitors to the Schools – 4140 & Disruption of School Operations - 4320
 - “Personnel” - Criminal History – 5110.
 - “Financial Management”- Documentation & Approval of Claims – 7220
 - Non-Instructional Operations – Emergencies – 8300
 - School Facilities – Security - 9500
 - A. Crouch questioned 5110 “Criminal History” and whether regular volunteers should have background check. It was noted that it mentioned that unsupervised volunteers would need background checks. If Board has suspicion or grounds they can ask for a background check. A. Crouch asked about 9500 “Security” and if we have an adequate key control system. Board agreed to ask R. Reddington to come up with a list of employees who have a key. A. Crouch entertainment motion to approve the policy manual sections 2110, 3210, 4140, 4320, 5110, 7220, 8300, and 9500. B. Crouch moved the motion. K. Tate seconded, all.
- A. Crouch has a personnel question and entertained motion to go back into Executive Session.

8:35 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)]

9:50 Ended Executive Session

- A. Bingham made the motion to come out of executive session. K. Tate seconded, all.
- A. Bingham made motion to adjourn and B. Crouch seconded, all.

9:50 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: ktbangerter@gmail.com or call (208) 595-1617.

