



**HERITAGE ACADEMY
BOARD MEETING**

**Location: Jerome Library, 100 1st Ave East, Jerome, Idaho
9:00 am April 20, 2013**

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

Heritage Academy will allow students to participate in instruction leading them to develop meta-cognitive skills. These skills will allow them to learn how to solve real-life problems and organize information. Our students will graduate with skills in both the core content areas and in critical thinking that lead to success in school, the workforce and the community.

9:00am – CALL TO ORDER WELCOME – B. CROUCH

- ❖ Pledge of Allegiance
- ❖ Reading of Heritage Academy's Mission and Vision
- ❖ Roll Call – Establishment of a Quorum. Present were B Crouch, A Bingham, A Crouch, J Peterson, K Tate. T Molitor attending by phone as well as C Ivie and C Kary.
- ❖ Approval of Agenda
 - Add the discussion of board retreat – A Crouch
 - T Molitor questioned whether to include the Mission review or move it to the board retreat. Agreed to move it to the board retreat.

B Crouch entertained motion to approve the agenda with the addition of the board retreat discussion and removal of the Mission Review. J Peterson moved motion to approve agenda. A Crouch seconded, all.

9:15am – COMMISSION VISIT (APRIL 25) – C. IVIE

- ❖ Overview and Assignments
 - Alison Henken from the Public Charter School Commission is conducting site visits by region. This is not an audit or monitoring visit. Her visit to Heritage Academy will be on April 25, 2013 at 8:30 am to 12:00 pm. Her tentative schedule will be to tour the school, watch teachers, meet with C Ivie, and C Kary to go over the budget. She might check personnel and SPED files. She needs to meet with at least 1 board member and possibly some teachers or parents. Board members need to decide who will come for the visit.
 - B Crouch said he could be there from 9:30 am – 10:30 am. C Ivie asked if B Crouch would like to be there for the review of the budget with C Kary. Possibly that meeting would be at 10:00 am to do the finance review. It was agreed.

9:20am – LEGISLATIVE UPDATE – T. MOLITOR

- ❖ HOUSE BILL 206a – “RELATING TO PUBLIC CHARTER SCHOOLS; AMENDING SECTION 33-1002, IDAHO CODE, TO REVISE PROVISIONS RELATING TO STATE SUPPORT OF SPECIAL PROGRAMS; AMENDING SECTION 33-5208, IDAHO CODE, TO PROVIDE A CORRECT CODE REFERENCE, TO ESTABLISH PROVISIONS RELATING TO THE DISTRIBUTION OF FACILITIES FUNDS TO PUBLIC CHARTER SCHOOLS, TO PROVIDE FOR THE USE OF FUNDS, TO PROVIDE FOR A CALCULATION, TO PROVIDE FOR A REIMBURSEMENT CLAIM, TO DEFINE A TERM AND TO ESTABLISH PROVISIONS RELATING TO AN AUTHORIZER FEE; AMENDING CHAPTER 52, TITLE 33, IDAHO CODE, BY THE ADDITION OF A NEW SECTION 10 33-5214, IDAHO CODE, TO ESTABLISH THE PUBLIC CHARTER SCHOOL AUTHORIZERS FUND, TO PROVIDE FOR THE DEPOSIT OF CERTAIN MONEYS AND TO PROVIDE FOR THE USE OF SUCH MONEYS; AND AMENDING SECTION 33-1619, IDAHO CODE, TO PROVIDE CORRECT CODE REFERENCES.”
- ❖ T Molitor remarked that in regards to Bill 206a, charter schools will receive funds for facility costs for around \$30,000 this first year.
- ❖ C Ivie sent “thank you” notes for the yes votes
- ❖ J Peterson asked about the time of disbursement. T Molitor said she would find out. C Ivie commented the bill was on a formula per student this year and each year the percentage goes up until a certain point. She calculated this at \$22,000 for next year, with an increase of 10% each year until a max is achieved.
- ❖ T Molitor suggested having legislators come to our school and getting them more involved would be a positive idea.
- ❖ K Tate requested information to send out SEM Fun Night invitations to some of the legislators. C Ivie has addresses and agreed this would be a good event to invite the legislators so they can see the difference in our school. All agreed to get the invitations out on Monday, April 22, 2013.
- ❖ A Bingham commented a phone call would be good and have a student do the calls. All agreed to have a student do this on Monday, April 22nd. It was agreed that the Idaho Explorers cluster students would be a good choice to do this.
- ❖ B Crouch asked if there are any restrictions on use of these funds, i.e., whether they were for building improvements or lease payments. T Molitor gave the section of the bill, which has broad language, clarifying this as follows: The bill says in (new) section I.C. 33-5208(5):

"Such funds shall be used to defray the purchase, fee, loan or lease costs associated with payments for real property used by the students or employees of the public charter school for educational or administrative purposes."

9:30 am 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 21, 2013
 - Question on whether K Wright should be added to teacher contract renewals. A Bingham moved to add K Wright to the renewal list. Agreed to add K Wright.

- Approval of Bills Paid
- Current Budget & Payroll Report
 - A Bingham questioned money spent on board retreat. Explained that is for binders for board members with important board information.
- ❖ B Crouch entertained motion to approve Consent Agenda. K Tate moved the motion. J Peterson seconded, all.

9:50 am – DISCUSSION ITEMS

- ❖ Budget & Finance Update – J Peterson
 - Reviewed budget info and would like to meet with C Kary next week on budget.
- ❖ USDA Loan & Financing Options – B Crouch & J Peterson
 - USDA had several questions that we sent to our architect. They asked about items being corrected from the 2011 Inspection. They also asked about the cost to build a new building versus renovations. B Crouch asked C Kary to send out this letter to board members.
 - B Crouch and J Peterson to meet with Magic Valley Christian (MVC) regarding the current loan.

9:55 am BOARD RETREAT

- ❖ A Crouch would like to have a board retreat that would include training on how to improve board performance. The library appears to be a good location, however it is hard to get time commitments from the Board. Questioned about which time of the year to hold a retreat.
- ❖ T Molitor commented the legislature is sensitive to board meeting outside of public session. The legislators can refer to these as “secret meetings”. She expressed her concern about the ability we have to have a real retreat to discuss items, but not get in trouble with open meeting laws. She would like to investigate this further about what is allowed. There is not a lot of scrutiny on this board as other boards, but we don’t want to invite more scrutiny. She would prefer to come over for a day for a retreat from 10 am – 4 pm and have lunch with staff in late August. She suggested lunch with the staff could be from 11:30 am – 1:30 pm.
- ❖ A Crouch commented this would give us the option to invite guest speakers to go over meeting laws and it would be local and available to everyone.
- ❖ C Ivie added, on the proposed calendar, school starts Monday August 26th. The staff will meet the prior week, August 19 – 22nd. T Molitor said that could be a good week for the retreat.
- ❖ It was agreed to hold the Board Retreat on August 20, 2013 at the Jerome Library.

10:00 BREAK

10:10 am – BUSINESS ITEMS

- ❖ Approval of Supplemental Contracts – A Bingham
 - Supplemental contract for Kelley Heffelfinger to provide functional behavior assessments and behavior consultation. B Crouch entertained motion to approve contract. K Tate moved the motion. A Crouch seconded, all.
- ❖ Approval of ISB Special Education Software Contract – J Peterson
 - Idaho State Billing (ISB) does our Medicaid billing, and they have developed this IEP software. With 24 students on IEPs, this software would make the workload

manageable. The state reimburses \$13/per student for IEP software, but there is a minimum amount of \$2,000/year. J Peterson made motion to approve. A Crouch seconded, all.

10:20 am -- REVIEW STRATEGIC PLAN & COMMITTEES

- ❖ Budget and Finance – Jason (Chair)
- ❖ SEM & Student Achievement - Anneli (Chair)
- ❖ Marketing, Parent & Community Relations – Kala (Chair)
- ❖ Facilities – Blair (Chair)
- ❖ Board Training, Board Evaluation, Strategic Plan – Teresa (Chair)
- ❖ Administrator Evaluation & Cert. Staff Prof Dev. – Amanda (Chair)

- ❖ A Crouch explained this is the list of committees. B Crouch read through the list.

- ❖ A Bingham commented the upcoming new board member should take over the HPTO.

- ❖ C Ivie commented that the board member role as committee chair is to be sure there is a vision versus having to do a lot of the work behind it since we now have staff capable of doing the work. For instance, A Bingham is not in charge of doing the professional development, but seeing that it is done. A Bingham would oversee that there is a plan so staff members get trained. If that is not happening, then C Ivie or staff is not doing their job and hold them accountable.
- ❖ C Ivie suggested adding a discussion on the HPTO on next board agenda. She has talked to other administrators about the pros and cons of having PTOs.

- ❖ A Bingham and B Crouch will do a formal administrator evaluation this Monday, April 22nd at 4:30pm.

10:30 – ADJOURN

B Crouch entertained motion to adjourn. T Molitor 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: teresa@molitorandassociates.com or call (208) 595-1617.

Approved 5/16/13