



**HERITAGE ACADEMY
BOARD MEETING AGENDA**

**Location: 100 East Avenue A, Jerome, Idaho
7:00 pm, April 21, 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.

7:00 pm – Welcome and Introductions

- ❖ Meeting was called to order by K. Bangerter at 7:17 pm
- ❖ Approval of Agenda: K. Bangerter reviewed agenda and asked to add the following items:
 - Business item: Consider adding founder.
 - Discussion item: Vacant board seat.
 - Report item: Development of committees.
- ❖ Adopt agenda as amended – A. Bingham made motion to adopt the agenda as amended. A. Crouch seconded; all.
- ❖ Approval of Minutes – K. Bangerter noted there were two sets of meeting minutes: March 17th and March 24th – will be added to the next meeting agenda.

Discussion Item(s) (for discussion only)

- ❖ Marketing Update – A. Crouch – Kala Tate is doing a great job keeping marketing records that are required by the State. Parents have helped with marketing. Three Q&A sessions improved enrollment and cleared up questions. It was agreed to continue these sessions over the summer and after the start of the school year. There was a suggestion to research buying uniforms in bulk.
- ❖ Lottery Update and Review – A. Crouch – The lottery was conducted today, April 21st. It was discovered that the copy of the charter that is posted on the website and that the Commission has is not the correct version. The approved charter allows Heritage to start with one class per grade of 25 students in grades kindergarten through 4. 5th grade will have 15 students and 6th grade will have 10 students. The Board discussed several options to provide kindergarten students with a smaller environment. K. Bangerter and C. Ivie noted that they contacted the Commission staff for suggestions. T. Baysinger, at the Commission, did not recommend amending the charter at this time however, Ms. Baysinger did comment that a combined 5th and 6th grade class (with 15 students from 5th grade and 10 students from 6th grade) is acceptable. K Bangerter will follow-up with Commission staff to make sure the kindergarten plan Heritage develops is acceptable.

- ❖ Enrollment and registration process – A. Crouch. Every slot in the school is filled with the allowed max of 150. The Board discussed developing a registration process. R. Reddington suggested registration take place no later than the first week of June. In order to expedite registration, it was agreed to add the following verbiage to the acceptance letters that will be sent out 7 days after the lottery: “I give permission for Heritage Academy to request my child’s records from their current school.” There will also be a place for parents to check “yes” or “no” for “my child is on an IEP or receiving other services.”
- ❖ Staff hiring process – Randy Reddington. A. Bingham, K. Tate & R. Reddington will be interviewing teaching applicants. They will make recommendations to the Board. They hope to have all teachers hired by the end of May. Letters of Intent will be sent prior to offering a contract. K. Bangerter will sign the letters. A. Crouch made motion to authorize K. Bangerter to sign letters of intent, within budget restrictions, to hire teachers pending board ratification, and reference checks, at the next scheduled board meeting. B. Crouch second; all.
- ❖ Transportation Update – K. Bangerter. The transportation bid process with the RFP has been published twice and emailed to vendors. The school cannot determine routes until we the actual student population is identified. Heritage will be holding a meeting for vendors to explain bid process and give date of submittal. B. Crouch & K. Bangerter to review bids.
- ❖ Facility Update – K. Bangerter – K Bangerter is currently in contract discussions with attorneys. The new revisions to the contract will be reviewed by Heritage Academy’s attorney. He noted that opening day will make history so the school needs to make it a great day. Suggestions included a flag ceremony, ribbon cutting, invitation to dignitaries, Idaho Public Charter School Commissioners, and the State Deputy Superintendent, Rob Sauer.
- ❖ Legislative Tour – K. Bangerter. The Legislative Tour will be in Twin Falls next Thursday, April 28th. Board members are invited this year. A team with a board member will attend.
- ❖ Federal Grant Update: A. Crouch & K. Bangerter will develop lists of items needed so funds can be obligated by end of June. A Crouch will check with M. Clements to see if Heritage can use purchase orders to obligate and pay on receipt.
- ❖ 501C3 Update – K. Bangerter. The Board hopes this is approved within a week or two.
- ❖ Website update: D. Bench reported Heritage has 47 friends on Facebook. He agreed to post all meetings on the website and Facebook. It was agreed to add a space for email on the acceptance letters, and a place to check if parents agree to using email to receive information from the school. D Bench will announce on the website that the lottery is completed. D. Bench gave the following website report: Traffic 14,000 requests total; 252 referrals from Facebook; 223 Google searches; Idaho school spring 171 hits; Bing – 133. Monthly report Feb. 8,000 requests, March 11,600 requests. Traffic has increased steadily throughout the spring.
- ❖ Fill vacant Board seat - K. Bangerter. The Board discussed the process of declaring a Board seat vacant and filling the seat when competing responsibilities lead to difficulty in attending regularly scheduled Board meetings. The school's bylaws state that the Board needs to receive a letter of resignation from a board member prior to declaring a seat vacant. It was suggested to give a brass plaque to recognize those who have been part of the board.

Business Item(s)

- ❖ Discuss Founder Policy – Need to outline founder policy.
- ❖ Discuss and vote on Dress Code Policy – R. Reddington suggested we put together a teacher dress code policy in addition to the student dress code. K. Bangerter asked R. Reddington to prepare a draft of a teacher dress code for board approval. R. Reddington to administer dress code policy. K. Bangerter made motion to waive reading

of student dress code policy. A. Crouch second; all. K. Bangerter made motion to approve the student dress code as presented. A. Bingham seconded; all.

- ❖ Add founder – A. Crouch presented J. McCool. She asked the board to grant founder status to Ms. McCool due to the hours she has volunteered and commitment to the school. K. Bangerter made motion. A. Bingham seconded; all.
- ❖ Development of committees – C. Ivie. C. Ivie noted that she sent an action item list to R. Reddington for his review. Mr. Reddington will email out this information after he has reviewed the assignments.
- ❖ Board Meetings – Several board members commented that it may be helpful to have additional board meetings beginning in May and continuing through the opening of the school. The Board discussed this and will monitor committee activity to determine whether additional meetings are warranted.

ADJOURN.

A. Crouch made motion to adjourn. K. Bangerter second; 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)324-3858.