



**HERITAGE ACADEMY
BOARD MINUTES
Location: 500 So. Lincoln, Jerome ID
May 18, 2017 7:30 pm**

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

Using the School-Wide Enrichment Model, Heritage Academy will educate students, leading them to develop meta-cognitive skills. In a safe and respectful environment, these skills will allow them to learn how to organize information and solve real-life problems. Our students will graduate with skills in both the core content areas and in critical thinking that will lead to success in school, in the workforce, and in the community.

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.

7:35 pm - CALL TO ORDER WELCOME – T Packard

- Pledge of Allegiance
- Reading of Heritage Academy's Vision and Mission – A Bingham; A Crouch
- Roll Call – Establishment of a Quorum

Tiffany Packard, Kris Gilgren, Amanda Bingham, Anneli Crouch

- Approval of Agenda

Motion to approve the agenda – A Crouch

Second – K Gilgren

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
 - April 20, 2017
- Approval of Bills Paid
- Payroll Report
- Budget

Motion to approve the consent agenda as presented – A Crouch

Second – A Bingham

Vote – all aye; motion carried

7:35 pm PUBLIC COMMENT

This time is open for public comment. Information shared during this time that is not on the agenda will not be added to this agenda or discussed by the Board during this meeting, but will be acknowledged by the Board and may be added to a future meeting as necessary.

No Public Comment

7:40 pm REPORTS (for discussion only)

- Administrative Report – C Ivie

Discussion on the great improvement on our IRI scores

- Facilities Report – K Gilgren

- Budget & Finance Report –K Gilgren, T Carver

We have surplus of \$18,000 as of April 2017

Food service budget – \$11,500 negative balance in the budget in the board packet, but as of May, we expect to have \$2,225 in surplus. The budget should break even by the end of the year.

- Moreton Liability Insurance Renewal

Every year we have to approve the renewal of the liability insurance. It is the same as last year even though we had a claim this year. T Carver recommends that we stay with them this year.

- Tek-Hut Contract - bandwidth increase

Our internet service currently provides 30 MBps. The state suggests that we have 1 megabyte per person. We are waiting to see if we qualify for the federal government - E-RATE. We would be responsible for the last 10% of the cost. After formal bidding, Tek-Hut won the bid. Our cost will be about \$1,500 a month. The government will pay 90% of that. It will increase our internet cost to about \$2000 more a year. We have state money that is being given to schools and we anticipate almost \$50,000 to be used only for technology. The plan is to use some of this money to help cover the cost. This is figured into the budget for next year.

- ACCO – boiler repair bid

The person that has been maintaining our boiler is not bonded and insured. We are working with ACCO, who is bonded and insured, to come in and do some repairs and to help us work with our current maintenance person.

- Front Stair repair bids

Bid came in from Strong Arm Construction through Neuscape. There is concern that if we tear out the stairs or change the entrance we would be required to bring the whole building up to code. Barrette Craig has helped draw up plans for us in the past and may be able to help us know what code concerns we have. The board expressed concern that the stairs be taken care of as soon as possible.

- SEM & Student Achievement - A Crouch

- Mission Specific Goals

A Crouch would like to stay on the SEM & Student Achievement committee as a staff member in the fall as her board term ends in June. She would like to see us do SEM better than we are doing right now.

Board discussed having something like mission specific goals as a school, but not necessarily turn them into the Commission. We could have a rubric to measure our progress.

The board feels that they need to have relevant and accurate judgement on SEM from people that truly understand the Schoolwide Enrichment Model. A Crouch is highly encouraging the school to budget for and to send Administrator and Mentor teachers to University of Connecticut for Confratute to receive training on SEM.

- Marketing, Parent & Community

School will put up flyers around town and are asking restaurants to allow us to put a “kids” menu/activity page together for them to use in their restaurant.

We have received feedback that communication from the school has improved this year.

- Administrator Evaluation & Cert. Staff Prof Dev. – A Bingham
 - Administrator Evaluation & Parent Survey Report

A Bingham hasn’t received admin eval from every board member yet, but overall, Dr. Ivie rated “expert”.

Parent surveys just came back in the last couple of days. Overall, the reports came back in “satisfied” and “very satisfied”. Several comments focused on concern that clusters and SEM weren’t working for their child.

Board discussed making sure that the staff receives more in-depth cluster training this summer.

- Teacher, supplemental, and Employee contracts

Motion to go into executive session Pursuant to Idaho Code 67-2345(1)(a)(b)(2) – A Bingham
Second – A Crouch

Roll Call Vote:

A Bingham – aye; A Crouch – aye; K Gilgren – aye; T Packard – aye

Motion passed

9:30 pm – Executive Session

Pursuant to Idaho Code 67-2345(1)(a)(b)(2) (CLOSED TO THE PUBLIC). Executive sessions -- (a) To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. This paragraph does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general; (b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student.

Motion to come out of executive session – A Crouch

Second – K Gilgren

Roll Call Vote:

A Bingham – aye; A Crouch – aye; K Gilgren – aye; T Packard – aye

Motion passed

10:00 pm REPORTS (for discussion only)

- Board Training, Board Evaluation, Strategic Plan – T Packard
 - Board Seat 2 vote report – K Gilgren

Results from Seat 2 vote – 46 votes total. 20 for Lamar Brooks; 16 for Shawna Lemoine; 10 Jeff Pierson. Lamar won the seat. All Candidates were notified.

- Open Board Seat 5 (3yr term) and 1 (1yr left in term)

K Gilgren recommended that Jeff be approved for Seat 5 and Shawna for seat 1. A Crouch suggested that the board consider having Shawna be considered for the chair of the SEM and Student Achievement committee. Other discussion pursued about committee suggestions for the incoming board members.

- Board Training Meetings

T Packard has been working on board training dates. Suggested that we do training on June 15 starting at 5:30 – 8:30 pm and then have the regular meeting start at 8:30. She would also like to schedule for the board members go to the Summer Institute on July 12th. This would all be funded with state money set aside for board training.

- Policy for Student Bullying

A Crouch noted that we actually have a policy in place and so we will not continue with a 2nd reading on the policy from the state.

- Policy 3515 – Student Wellness Policy

These are required changes for our wellness policy in order to be in compliance with the Federal Government.

9:20 pm BUSINESS ITEM(s)

- Moreton Liability Insurance

Motion to approve the insurance as presented – A Crouch

Second – K Gilgren

Vote: all aye; motion carried

- Tek-Hut Contract

A Bingham – motion to approve the Tek-Hut contract

Second – A Crouch

Vote: all aye; motion carried

Contract

Motion to approve front stair repair as bid by Neuscapes – K Gilgren

Second – A Crouch

Vote: all aye; motion carried

Motion to accept the bid for plumbing repair for \$302 for a water leak in boiler – K Gilgren

Second – A Bingham

Vote: all aye; motion carried

A Crouch - Motion to approve contracts as follows: Contracts – Tara Robinson – middle school English teacher; Supplemental contracts – Rasmussen – Title I & 504; Heil – Middle School team leader; Sauer – SPED mentor & coach; A Ivie – technology; Carpenter – ELL & Family Involvement; Higgins – transportation & facilities; Jacobsen – marketing, website, homeless & foster care

Second – K Gilgren

Vote: all aye; motion carried

- Board Seat 2 Ratification

Motion to rarify seat 2 to Lamar Brooks– K Gilgren

Second – A Bingham

Vote: all aye; motion carried

- Open Board Seats

Motion to appoint Jeff Pierson to board seat 5 for 3 yr term and Shawna Lemoine to seat 1 for the 1 year remaining in the seat term – K Gilgren

Second – A Crouch

Vote: all aye; motion carried

- Board Training Meetings

Motion to change the board meeting for June 15 to start at 5:30 with board training and the regular meeting and budget hearing to start at 8:30. – A Crouch

Second – A Bingham

Vote: all aye; motion carried

- Policy 3515

Motion to approve policy 3515 as presented – A Crouch

Second – K Gilgren

Motion to adjourn the meeting – A Bingham

Second – A Crouch

Vote: all aye; motion carried

10:30 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: tberry@heritageacademyid.org or call (208) 595-1617.