



**HERITAGE ACADEMY  
BOARD AGENDA**

**Location: 500 South Lincoln Jerome, Idaho  
7:10 pm, June 21, 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.

**7:10 pm – CALL TO ORDER WELCOME – B. Crouch**

- ❖ Pledge of Allegiance
- ❖ Reading of Heritage Academy's Mission and Vision – J. Peterson
- ❖ Roll Call – Establishment of a Quorum. Those present were Blair Crouch, Jason Peterson, Amanda Bingham, Anneli Crouch, Kala Tate and Board Clerk, Cheryl Kary. Also in attendance were Christine Ivie, Administrator, Laurie Harberd, CPA, Kelly McDowell, 6<sup>th</sup> grade teacher and Jeni McCool, parent.
- ❖ Approval of Agenda. Add contract for Website with Tina Melone under business items. Remove discussion items for Lisa Driscoll and Danny Bench as they were not able to attend the meeting. B. Crouch entertained motion to approve the agenda as is with the addition of the website contract. A. Crouch moved the motion. A. Bingham seconded, all.

**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:
  - May 17, 2012
  - May 25, 2012
  - May 30, 2012
- Approval of Bills Paid
- Current Budget & Payroll Report
- Administrator's Report

Several board members commented on the comprehensive Administrator's report. B. Crouch entertained motion to approve the consent agenda. A. Crouch moved the motion. K. Tate seconded, all.

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

- ❖ Annual Financial Audit – Laurie Harberd C.P.A.
  - Ms. Harberd explained general principles of financial audit required by the State of Idaho. Purpose of audit is check audit objectives. Auditor looks at internal controls and procedures that are in place. Auditor offers opinion on financial statements, i.e., if they are materially correct and if there are internal controls. Auditor will prepare financial statements, and year-end adjustments. Heritage will be responsible for all reports. Audit fee is \$5,000 or additional consulting at a \$140/hour.
- ❖ USDA Loan – B. Crouch
  - B. Crouch continues to work with Architect, Barrett Craig. The application has been submitted to the USDA as of June 20, 2012.
- ❖ Open House/Ice Cream Social – Marketing Report – C. Ivie/K. Tate
  - C. Ivie suggested to have parents come and meet the new teachers with an ice cream social possibly the week before school when teachers are here, or earlier. B. Crouch asked for a date and a budget from C. Ivie.
  - Heritage Academy will participate in a parade in August and a 4<sup>th</sup> of July booth in the park to hand out material on the school.
  - C. Ivie announced that Kami Wright's husband might be able to get a donation from his employer of a metal emblem or sign for Heritage Academy.
  - B. Crouch to be involved in the 100<sup>th</sup> Celebration of Education in Jerome at the park.
- ❖ New Tech Security System – B. Crouch
  - We have had difficulty with this security system. Today they removed the wireless system and hard wired the security system. B. Crouch is first respondent on the list. Kelly McDowell volunteered to be the first respondent. There was a question about the Key Policy and agreed to follow up on whom should have keys.
- ❖ Playground – B. Crouch
  - B. Crouch had 3 bids for resurfacing the asphalt. Curtis Clean Sweep came and looked at it and gave a bid of \$4,000 for asphalt in parking area including the sweep.
  - C. Ivie contacted Kaboom regarding a grant for the playground.
  - B. Crouch to check with the City and Larry Bybee regarding the donation of play equipment and installation.
- ❖ Teacher/Administrator Evaluations & Parent Surveys – A. Crouch/C. Ivie
  - A. Crouch compiling data from the parent surveys; in particular the consensus of the 4-day school week, and satisfaction percentages of parents that could be presented to the Commission.
  - C. Ivie said we need to adopt the new teacher/administrator evaluation based on the new Idaho codes. Possibly adopt the policy in July and work on the actual evaluations in August. C. Ivie to meet with A. Bingham to work on a draft.

### **7:40 pm Business Item(s)**

- ❖ Swear in Jason Peterson, C.P.A., as new Board Treasurer
  - B. Crouch mentioned the swearing in of officers in August. The current board member's term will be up this August. In July, at the annual meeting, appointments can be made.
  - B. C. entertained motion to swear in Jason Peterson as the Treasurer. A. Crouch moved the motion. A. Bingham seconded, all. Jason Peterson was sworn in as Treasurer.
- ❖ Board Chair – B. Crouch
  - Since K. Bangerter has stepped down as Board Chair, A. Crouch suggested appointing an interim Chair until the Board follows our Bylaws at our annual

meeting in July. We can take applications and get resumes of those who want to apply. A. Bingham said the attorney for the USDA loan suggested we wait until August to appoint a new Chair. C. Ivie said it would be ideal if all members stayed on the board to show stability to the Commission.

- B. Crouch volunteered to be the interim Chair until July 2012. A. Crouch entertained a motion to appoint B. Crouch as an interim Chair until July 2012. J. Peterson moved the motion. K. Tate seconded, all.
  - C. Ivie questioned if there was a nominating committee because she knows of an attorney who is interested in being a board member. This person is also a lobbyist in Jerome and has lobbied for charter school laws. B. Crouch asked for a resume.
- ❖ Approve Teacher Hiring Recommendations from new Administrator
- C. Ivie recommended Suzanne Pace for 2<sup>nd</sup> grade. She is currently a teacher in the Madison School District, and has about 10 years of teaching experience. She is getting her master's in counseling and asked to do a counseling internship.
  - C. Ivie recommended Kelly McDowell for 6<sup>th</sup> grade. He applied at Heritage because of our SEM model and has a lot of innovative practices.
- B. Crouch entertained motion to approve the two new teacher recommendations, Suzanne Pace and Kelly McDowell. A. Bingham moved the motion. A. Crouch seconded, all.
- ❖ Approval of 2012-2013 Budget
- B. Crouch entertained a motion to approve the 2012-2013 Heritage Academy budget presented by C. Kary. A. Crouch moved the motion. J. Peterson seconded, all.
- ❖ Website contract with Tina Melone
- A. Crouch asked to have one main person, C. Ivie, in charge of requests for the website.
  - B. Crouch entertained motion to approve contract with Tina Melone for the website. K. Tate moved the motion. A. Crouch seconded, all.
- ❖ Personal and sick day carry over policy
- C. Ivie said sick leave usually carries over from other school districts. B. Crouch asked C. Ivie for a policy. Last year the teachers were given 8 sick days and 2 personal days. This needs to be re-evaluated with the 4-day week. A. Crouch suggested to table this until C. Ivie works on a policy. B. Crouch entertained a motion to table this issue until C. Ivie prepares a policy. A. Crouch tabled this item pending recommendations from C. Ivie. A. Bingham seconded, all.
- ❖ Approval of Policy Manual sections:
- "Personnel"
    - 5205 – Job Descriptions
    - 5210 – Work Day
    - 5220 – Assignments, Reassignments, Transfers
    - 5230 – Accommodating Individuals with Disabilities
- B. Crouch entertained motion to approve the Personnel Policies 5205, 5210, 5220 and 5230. K. Tate moved motion. A. Crouch seconded, all.

## **9:20 pm ADJOURN**

B. Crouch entertained motion to adjourn the meeting. A. Bingham 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: [ktbangerter@gmail.com](mailto:ktbangerter@gmail.com) or call (208) 595-1617.