



**HERITAGE ACADEMY
BOARD MINUTES**

**Location: 500 South Lincoln Jerome, Idaho
7:00 PM – July 17, 2014**

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.

7:00 pm – CALL TO ORDER WELCOME – B Crouch

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

Blair Crouch, Amanda Bingham, Kurt Hopper, Teresa Molitor

- ❖ Approval of Agenda

K Hopper motioned to approve the agenda

A Bingham seconded

Vote – all aye

7:05 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
 - June 19, 2014
- Approval of Bills Paid
- Current Budget & Payroll Report

K Hopper motioned to approve consent agenda

T Molitor second

Vote – all aye

7:10 pm PUBLIC COMMENT

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

No public comment

7:15 pm REPORTS (for discussion only)

❖ Board Training – T Molitor

The question was raised as to whether board members could discuss things outside of a meeting. The general rule is that it is entirely appropriate for 2 or 3 board members talking or emailing outside a meeting, more than 2 or 3 members would constitute a quorum and is not legal.

T Molitor suggested that the board consider using the one-on-one training with ISBA money that is available for us. This is the “B” option. B Crouch mentioned that the training he and board member Kelly Bangeter had a few years ago was very beneficial and that this training would also be very beneficial. The board also feels that it would be most beneficial to have training done here, one-on-one or through a webinar. T Molitor felt that Ethics and Governance would be the most useful stating that the school's business management is already very competent.

❖ Administrator's Report – C Ivie

There was discussion and questions about some of the new employees' responsibilities. Dr. Ivie asked the board to take a few minutes after the meeting to take a look around the school and see what the teachers have been busy doing to prepare for next year. Dr. Ivie went to some training and has talked to B Crouch about some new fundraising ideas. Dr. Ivie was asked if the ceiling and wall have been fixed in the 5th grade room. Dr. Ivie said that they are waiting to get the bids back and will then have it fixed. C Kary is ordering agenda books for elementary and secondary students. This will help to keep a division between the grades in some ways. Dr. Ivie is considering making the girl's bathrooms both upstairs and the boys' bathrooms downstairs to keep the older and younger students separate.

The question was raised about free lunch for the students. Dr. Ivie confirmed that the school will have free breakfast and lunch for the entire school without any applications from families. The school qualifies because of the poverty level in the school overall. This will eliminate the need to have peanut butter and jelly for overdue lunch accounts or paperwork filled out by families.

The board expressed gratitude for the amount of work that Dr. Ivie and C Kary are doing to get grants and funds for the school.

❖ Facilities Report – B Crouch

There is a lot going on to get the school ready for the new school year. B crouch has put another application of weed killer on the grass and has seen that other yard work is being done. Some interior painting will also be done the beginning of August. Carpets will be cleaned on August 18th. K Tate wanted to make sure that the Believer's Church volunteers coming August 6th knew ahead of time the things that we needed done and equipment that would be needed.

❖ USDA Report – B Crouch

B Crouch is continuing to work with the USDA. They are still very interested new building options.

❖ Finance Committee Report – C Kary

The board appreciates the job C Kary is doing. The format of reports is easy to read and is very appreciated, especially as she works with the tight budget at the end of the school year while we wait for the next year's payments to start coming in. B Crouch has approached D.L. Evans Bank about a line of credit. He does not have information for the board to discuss yet.

❖ Marketing Update – K Tate

SEM day and Back to school night are the next events coming up. K Tate will be meeting with Dr. Ivie to discuss and make plans for these events.

K Hopper took a moment to thank Heritage Academy for the use of the kitchen for summer lunches. It was so appreciated and very successful.

C Ivie told the board that the reader board was rekeyed so we are able to put up new bits about the school to entice new student enrollment. Our goal is to get 10 new students by the beginning of the year.

B Crouch discussed having Heritage Academy join the Jerome parade. He would like to get a vinyl banner to put on the back of his trailer and then use the banner at the school during the school year. The board discussed having a booth at the fair to advertise the school. A Bingham suggested that they have something to hand out at the fair like pens, pencils, or such. C Ivie said that she would talk to the business class about having a school store. They could sell the extra pencils in the store.

A Bingham also asked that the school supply list get sent to Wal-Mart and other stores this week so that it is available for our students. A Crouch was assigned to get the email and phone contacts for C Kary so that she can get the information sent.

❖ Recommendation for Certified Employees - C Ivie

C Ivie recommended the hire Tessa Waterman for kindergarten. She is working with Hansen school district to be released from her contract. Dr. Ivie also recommended Cherynn Bizik as Title I coordinator.

❖ Rexroat, Harberd & Assoc. Audit Agreement - C Kary

This is the standard agreement with the audit team. It is the same rate as last year.

❖ Eberharter-Maki & Tappen, PA Legal Agreement - C Kary

This agreement has increased from last year. But it is still a good deal for the school.

❖ Custodial Services - C Kary

This is the regular contract with our custodian. We gave him a raise because of his good service. We have had him for 3 years. B Crouch wondered if he could come in to the school a couple of times a month during the summer. It was noted that he comes in June and August as a part of his contract. Dr. Ivie would like to have the sunshine committee arrange a custodian appreciation day during the school year.

❖ Cafeteria flooring bids - C Kary

This comes from the Glanbia grant. C Kary has been searching to find someone that can do our floor within our budget. Advanced Flooring is the only company willing to work with us. They will redo the estimate for us. He would work us into his schedule the last week of July or first week of August. K Hopper would like to see it done after the painting is done if possible.

❖ Alarm system bids - B Crouch

We received several bids after numerous phone calls and emails. All bids that came in including cameras were more than what would fit into the budget. B Crouch recommended Pinnacle or Tyco. B Crouch noted that Tyco will fit into our budget better than Pinnacle, but would like to use Pinnacle. K Hopper has worked with all of the companies that gave us bids. He thinks that both are good companies to work with. Tyco can give us a better deal as they are a nation company and have more resources. He believes that maintaining our current system would be done well by either company.

❖ Carpet cleaning bids - B Crouch

B Crouch has had good experience with Terry's Carpet Cleaning and recommends that we use him. I was suggested that the board consider having the teacher's area rugs also cleaned even if it means paying a little more.

❖ School Design Plans - B Crouch

B Crouch wanted to bring the design to the board so that they can spend individual time on their own looking at the plans and considering the options and come to the next board meeting ready to really discuss the options. Dr. Ivie was asked what she thought of the plans and wondered if these plans would fulfill her "dream" idea for a school. Dr. Ivie said that she would be happy with the building we are in now or a new building. Her dream is that the school would somehow get funds to have a beautiful playground. This is what she feels is really missing at Heritage Academy right now. K Hopper questioned if this floor plan would support the school in the coming years. The answer was "yes". The board continued with discussion of the floor plan benefits and disadvantages.

❖ Board attrition - A Crouch

A Crouch made a formal request to stay on the board for another term. The board needed to discuss how this could happen as one seat is board appointed and the other is up for vote.

❖ Staff Dress Code Policy – PERSONNEL 5360 Dress and Appearance

A Bingham wanted to look at changing some of the wording on the dress standard for staff. She feels that it is important that the teachers and staff are dressed professional. The Board made changes to the policy that are reflected in the minutes and voted on during the business section.

❖ Sample Board Policy Re Teacher Contracts

Discussion of what this policy is. It was stated that this is a newly worded contract that comes from the State Department.

❖ School Policy 2210

No comment

❖ School Policy 2210P

Discussion of how many closure days are available.

A Bingham made a motion to not go into executive session as it was not needed at this time.

K Hopper seconded

Vote - All aye

8:30 pm EXECUTIVE SESSION (closed to the public)

(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;

8:50 pm BUSINESS ITEM(S)

❖ Certificated Employee contracts

A Bingham made the motion to approve certificated contracts as presented.

K Hopper seconded

Vote – all aye

❖ Rexroat, Harberd & Assoc. Audit Agreement

K Hopper Motion to approve audit agreement.

A Bingham seconded

Vote – all aye

❖ Eberharter-Maki & Tappen, PA Legal Agreement

A Bingham made the motion to approve the legal agreement with Eberharter-Maki & Tappen.

K Hopper seconded

Vote – All aye

❖ Custodial Services

K Hopper made the motion to approve custodial services contract.
A Bingham seconded
Vote – all aye

❖ Cafeteria flooring bid

A Bingham made the motion to work with Advanced Flooring for the flooring bid.
K Hopper seconded
Vote - all aye

❖ Alarm System bid

A Bingham made motion to approve Pinnacle for Alarm services for 1 year.
K Hopper seconded
Vote – all aye

❖ Carpet cleaning bid

K Hopper made the motion to approve carpet cleaning with Terry's Carpet Cleaning for up to \$900.
A Bingham seconded
Vote - All aye

❖ Board attrition

No motion was made at this time. But A Bingham was appointed to put together a Nomination Committee and have an election for 2 Stakeholder appointed seats by the next board meeting.

❖ Board Training

A Bingham made a motion to approve ISBA contract and accept option B as training for the board.
K Hopper seconded
Vote - All Aye

❖ Staff Dress Code Policy

K Hopper made motion to approve Staff Dress Code Policy as amended.
A Bingham seconded.
Vote – all Aye

❖ School Policy – 2210

❖ School Policy - 2210P

A Bingham made motion to accept Policy 2210 and 2210P.
K Hopper seconded
Vote - All aye

K Hopper made motion to adjourn at 9:27 pm
A Bingham seconded
Vote – all Aye

9:27 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: teresa@molitorandassociates.com or call (208) 595-1617