



**HERITAGE ACADEMY  
BOARD AGENDA**

**Location: 500 South Lincoln Jerome, Idaho  
7:00 pm, July 19, 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.

**7:08 pm – CALL TO ORDER WELCOME – B. Crouch**

- ❖ Pledge of Allegiance
- ❖ Reading of Heritage Academy's Mission and Vision
- ❖ Roll Call – Establishment of a Quorum – Anneli Crouch, Blair Crouch, Amanda Bingham, Jason Peterson, and Kelly Bangerter were in attendance.
- ❖ Approval of Agenda.
  - A. Crouch asked to add changing the annual meeting to August in the Bylaws discussion.
  - C. Kary asked if we could add the contract for Sourceport for IT services. C. Kary also asked to add the Wendell furniture to the discussion section.
  - C. Ivie asked if the board would want to move the business item "teacher recommendation" to the last in the list and then go into executive session if the board needed to ask more questions about the potential new hires. It was agreed to move this item to the end of the business section. After approve of policy manual it was agreed to go into executive session if needed.
  - B. Crouch entertained motion to accept the amendments to the agenda as presented. K. Bangerter moved the motion. A. Crouch 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:
  - June 21, 2012
- Approval of Bills Paid
- Current Budget & Payroll Report

B. Crouch entertained motion to approve the consent agenda. K. Bangerter made motion to approve consent agenda. A. crouch seconded, all.

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

### ❖ Administrator's Report – Dr. C. Ivie

- Dr. C. Ivie introduced two teachers she is recommending for hire to the Board: Susan Reed and Suzanne (Pace) Bowen. Due to increased budget allocations, an additional position has been added for a Title I teacher. At the last meeting, the board approved Ms. Bowen for 2<sup>nd</sup> grade, but Ms. Bowen has requested to be the Title I teacher, school counselor, and testing coordinator. C. Ivie agreed this will be an excellent fit. She will now recommend Ms. Reed for 2<sup>nd</sup> grade.
- Dr. Ivie gave a report on the SEM Confratute at University of Connecticut that the teachers were able to attend during the week of July 16, 2012.

### ❖ USDA Loan – B. Crouch

- B. Crouch continues to work with attorney Joseph Osmond on Heritage Academy's Bylaws that were challenged by the USDA review. They acknowledged the Bylaws were approved by the Idaho Charter Commission, but requested the bylaws be amended per the USDA requirements. The USDA likes to have the board elected in part or in whole by stakeholders.
- Mr. Osmond put together a proposal 1 and proposal 2 for board approval which were included in the board packets.
  - Proposal 1: All directors will be elected by stakeholders, which include then sitting Directors, parents, and staff. The board will appoint a special Nomination Committee to identify and nominate individuals. This Committee would be composed of: one current Director, one employee and one parent.
  - Proposal 2: Four of the Directors shall be appointed by then sitting Directors. Three of the Directors shall be appointed by Stakeholders which include parents and staff. Every other Director seat shall be varied between Director-appointed and Stakeholder-appointed.
- K. Bangerter said our current Bylaws were written to maintain purity of charter. He was concerned the election of board members could cause lack of purity of the charter.
- A. crouch made motion to bring forth a vote on this issue at this time, and thereby move to the By-Laws Business Item. A. Bingham, seconded, all.

## **Business Item**

### ❖ By-Laws

- K. Bangerter moved motion to approve proposal 1. A. Crouch seconded. 4:0 all "nay". Proposal 1 not carried.
- K. Bangerter moved motion to approve proposal 2. A. Crouch seconded. In discussion, C. Ivie suggested finishing current year with original Bylaws, and for new Bylaws to take effect August 6, 2012 pending approval by Idaho Charter School Commission. Proposal 2: "4 aye" "1 nay". Motion carried.
- It was suggested to develop policy and procedures for a Nominating Committee to nominate board members. A. Crouch moved the motion. A. Bingham seconded, all. B. Crouch entertained motion to go back to discussion items. A. Crouch moved the motion. J. Peterson seconded, all.

## **Discussion Items (cont'd)**

### ❖ Facilities – B. Crouch

- The alarm system seems to be working.
- The floor in the 2<sup>nd</sup> grade room (former teacher's lounge) needs tiles replaced. B. Crouch to get a contractor to work on this.
- Install new coat racks – Michael Bingham & Jason Peterson might be able to do this. J. Peterson to talk to M. Bingham.

- C. Ivie asked for new keys for new teachers. A. Bingham to take care of this
  - Since the library will be the new 2<sup>nd</sup> grade in the 2013-14 school year, C. Ivie suggested contacting the Boy Scouts for an Eagle Scout project. They could work on turning the “L” area on side of the kitchen into a library. The Boy Scouts could build shelving and run a book drive.
  - Archibald Roofing bid about \$300 - \$400 to repair leak over 3<sup>rd</sup> grade floor. C. Kary to contact.
  - C. Kary asked about resurfacing the kitchen floor that is crumbling. It was agreed to hold off until the USDA loan.
- ❖ Teacher/Administrator Evaluations – A. Bingham/C. Ivie
- A. Bingham reported she and C. Ivie are putting together evaluations for teachers and the administrator. The board will be the evaluation committee for the administrator. The teachers will also evaluate the administrator. All evaluations should be aligned to the State Model with the addition of parent feedback. They will also incorporate SEM evaluations into the form by creating a rubric for SEM utilization. It will be ready for review at next board meeting.
- ❖ Open House/Ice Cream Social – Marketing Report – K. Tate
- Date is August 30<sup>th</sup> at 6:00 pm – 8:00 pm. Families will get their handbooks and fill out any registration packets plus bring in birth certificates & immunization records to make copies.
- ❖ Playground – B. Crouch
- Met with Larry Bybee who will work with city volunteers on the playground and lawn.

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

- ❖ Wendell Furniture – Wendell Elementary had used furniture available from the old elementary school that was being torn down. Greg Lowe & C. Kary talked about prices for the used desks and were not able to agree on a reasonable price. Upon arriving at the Wendell school to pick out desks, a representative of Twin Falls Crane said that the building now was owned by Twin Falls Crane, and the furniture was free for the taking, but they would like a donation letter for tax purposes. Based on this information, we took 200 desks, 197 chairs and a few tables. C. Kary did give Twin Falls Crane a list of furniture and a tax donation letter. Several weeks later Greg Lowe contacted C. Kary asking for Heritage Academy to pay for the furniture they took. He said the Wendell Board would accept any reasonable amount. C. Kary was surprised and related the facts above to Mr. Lowe. A. Crouch and J. Peterson were both at the Wendell Elementary to load up furniture and were aware of the free-for-all at the school for the furniture. In good faith and to keep a good rapport with Wendell, the Board agreed to pay \$500 for the furniture. C. Kary to process the check to Wendell School District.
- ❖ New Board Member – Teresa Molitor
- Ms. Molitor, attorney, has an impressive resume. She is agreeable to assisting Heritage Academy, and believes it would be a good partnership with the Urban Renewal in Jerome. Many board members thought she would be a good addition to the board. She gives the board legal advice and experience in governance of boards.
  - Board asked to meet with her at a special board meeting in the next few weeks before the end of the month.
  - B. Crouch entertained motion to table appointing board member until next special board meeting on possibly July 25<sup>th</sup> depending on availability of Teresa Molitor to come to the meeting. B. Crouch entertained table appointment of Teresa and renewal of current board members and election of officers. The board is tabling renewal and election until next special meeting because renewal and election

was omitted in error from the Agenda. A. Crouch moved the motion. J. Peterson seconded, all.

- ❖ Teacher Term Sheet, Job Descriptions, & Compensation & Benefits – C. Ivie
  - Revised term sheet so it reflects correct days for 4-day week. Changed sick to 6 days and personal leave to 2 days. Sick leave to be carried over to next year. Personal days carried over to a maximum of 4 days. A. Crouch moved motion to approve Teacher Term Sheet, Job Description and Compensation & Benefits as presented. A. Bingham seconded, all.
- ❖ Approve contract for independent financial audit with Rexroat, Harberd & Assoc., P.A. B. Crouch entertained motion to approve contract with Rexroat, Harberd & Assoc. A. Crouch moved the motion. J. Peterson seconded, all.
- ❖ Approve Student Handbook for 2012-13.
  - C. Ivie added explanation of Standards-based environment.
  - Some revisions to student discipline.
  - A. Crouch warned C. Ivie that some teachers had issues with walking kids 9 blocks to the proposed site for evacuation listed in handbook. There has not been a better suggestion to date. Since the Board was not able to review the Handbook it was agreed to table approval until next board meeting.
- ❖ Approval of Policy Manual sections:
  - “Personnel”
    - 5260– Abused and Neglected Child Reporting
    - 5270 – Report of Suspected Child Abuse, Abandonment or Neglect
    - 5280 – Personal Conduct
    - 5281 – Professional Standards Commission (PSC) Code of Ethics
    - 5285 – Solicitations
  - B. Crouch entertained motion to adopt the personnel policies as presented. A. Crouch moved to adopt the personnel policies as presented. J. Peterson seconded, all.
- ❖ Approve Teacher Hiring Recommendations from new Administrator
  - A. Crouch did not have a need to go into executive session. The board was satisfied with questions answered above.
  - B. Crouch entertained motion to hire Susan Reed for 2<sup>nd</sup> grade position.
  - C. Ivie recommended the following supplemental contracts for professional development using the Title II-A funds:
    - Suzanne Bowen a supplemental contract for teaching reading, math and mentoring for new teachers.
    - Barbara Lehnus a supplemental contract for social studies, literature, and mentoring new teachers.
    - Katherine Woods, an experienced Title I teacher, a supplemental contract for professional development and training for Suzanne Bowen in Title I and assist with reporting for Title I.
  - A. Crouch moved the motion. J. Peterson seconded, all.

### **9:10 pm ADJOURN**

B. Crouch entertained motion to adjourn. A. Crouch moved the motion. J. Peterson 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.