



**HERITAGE ACADEMY  
BOARD MINUTES  
Location: 500 So. Lincoln, Jerome ID  
July 20, 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.*

**7:40 pm - CALL TO ORDER WELCOME – T Packard**

- Pledge of Allegiance
- Reading of Heritage Academy's Vision and Mission – L Brooks; J Pierson
- Roll Call – Establishment of a Quorum

Tiffany Packard, Jeff Pierson, Karen McGee, LaMar Brooks

- Approval of Agenda

Motion to approve the agenda – K McGee

Second – L Brooks

Vote: all aye; motion passed

**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 15, 2017
- Approval of Bills Paid
- Payroll Report
- Budget

Motion to approve the consent agenda – L Brooks

Second – J Pierson

Vote: all aye; motion

**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.*

Motion to move the budget and finance report to the beginning because of public interest tonight

– J Pierson

Second – L Brooks

Vote; all aye; motion carried

### **7:40 pm REPORTS (for discussion only)**

- Budget & Finance Report –K Gilgren, T Carver

Dr. Ivie let the board know how great it is to have Toni as our business manager and to have her level of skill. She has budgeted so carefully that we ended up with an unexpected surplus. She did this in part as she looked through our certified staff qualifications to make sure that we were receiving all the funding we are entitled to. It also came from our efforts to increase our ADA. Our funding points went up by more than 1 point. ~\$73,000 more than we were expecting and budgeted for.

Toni worked with Kris and the finance committee. The committee is recommending that we take the money raised from our 8<sup>th</sup> grade students (~ \$5000) along with ~\$20000 from the surplus to purchase new playground equipment. T Carver is requesting that the board approve the expenditure of up to \$24,900 for the playground equipment and \$13,100 for painting.

Food Service came in with an \$800 credit. We have spent \$57,000 less than revenue we took in through June 30, 2017.

- Administrative Report – C Ivie

Included in the packet is the schedule for the school year, new staff responsibilities, and assessment information. We are pleased with our curriculum and staff. Our focus this year will be on attendance of our students to increase our student learning.

- Facilities Report – K Gilgren
  - Surplus Expenditure – playground equipment

Discussed under budget and finance report. T Carver also noted that the front steps have been repaired.

- SEM & Student Achievement –
- Marketing, Parent & Community – T Packard

T Packard suggested that we invite KMTV when we have the playground installed and to have our graduated 8<sup>th</sup> graders come to do the ground breaking. Marketing committee is going to do a Facebook blast. We also have hired someone to redo our school website. We are looking for a group that would sponsor an electronic reader board. We are also doing our enrollment contest for our students.

- Administrator Evaluation & Cert. Staff Prof Dev. –

- Board Training, Board Evaluation, Strategic Plan – T Packard

T Packard suggested that the board schedule a work session to discuss the strategic plan in more depth and create more clear goals and expectations for the board.

The board also talked about the possibility of going to the Convention. T Packard asked if Dr. Ivie would be willing to resume some board training at the beginning of each board meeting. It was suggested that the board have a dinner with the teachers at the August board meeting and have work meeting.

- Code of Ethics – T Packard

T Packard strongly suggested that each board member read and sign the Code of Ethics She felt that each board member hold to these ethics.

- Officers – T Packard  
required - President, Secretary, Treasurer;  
optional - Vice President, assistant secretary, assistant treasurer

Discussion tabled as some board meetings were not able to make it to this board meeting.

- Committee Assignments and Form – T Packard & Dr. Ivie

Discussion about the committees and board interest. The board members were encouraged to really think about committees and come back with their strengths and preferences in mind and be ready to make decisions in the August meeting.

- Bank Account Signers

The board needs 1 more signer on the bank account. T Carver suggested that the board wait to make the decision after the office of treasurer is voted on in the August meeting.

- 2017-2018 Strategic Plan – T Packard & Dr. Ivie

Discussed under Strategic Plan

- 2017-2018 Board Meeting Schedule – T Packard

Options discussed – 3<sup>rd</sup> week is better for business manager, Wednesdays are difficult for her. Earlier time would be preferable for most board members. T Carver asked the board to schedule the October board meeting to be earlier in the month so that she has more time to finish the Audit that needs to be turned in the end of the month.

- Board Training Schedule

### **9:30 pm BUSINESS ITEM(s)**

- Budget Surplus- Playground equipment

Motion to approve the expenditure of up to \$24,900 for the playground equipment and \$13,100 for painting – L Brooks

Second – K McGee

Vote: all aye; motion carried

- 2017-2018 Strategic Plan

No motion

- 2017-2018 Board Meeting Schedule

Motion to schedule a work meeting for strategic planning and dinner with teachers on August 17<sup>th</sup> afternoon then moving into our regular board meeting after dinner with the time to be determined later – J Pierson

Second – L Brooks

Vote: all aye; motion carried

- Code of Ethics

No motion

- Officers

No motion

- Committee Assignments

No motion

- Committee Form

No motion

- Bank Signer

No motion

Motion to adjourn the meeting at 9:14 pm – L Brooks

Second – J Pierson

Vote: all aye; motion carried

### **9:40 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](mailto:tberry@heritageacademyid.org) or call (208) 595-1617.