



**HERITAGE ACADEMY
BOARD MEETING AGENDA**

Location: 500 S. Lincoln, Jerome, ID 83338

7:00 pm, July 21, 2011

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.

7:00 pm – Welcome and Introductions

- ❖ Approval of Agenda
- ❖ Approval of Minutes

Discussion Item(s) (for discussion only)

- ❖ Principal's Report – R. Reddington
- ❖ Business Manager's Report – C. Kary
- ❖ Bus Contract – K. Bangerter
- ❖ Programmatic Audit – August 11th – R. Reddington
- ❖ Facility Update – K. Bangerter
- ❖ Marketing Update – A. Crouch
- ❖ Landscaping & Repairs – B. Crouch
- ❖ Lunch Program – R. Reddington
- ❖ Website Update – D. Bench

Business Item(s)

- ❖ Policy Manual from ISBA – K. Bangerter
- ❖ Approval to enter into a contract – Randy Reddington
 - ✓ 1st grade teacher
 - ✓ Secretary
- ❖ Approval to enter into a contract – K. Bangerter
 - ✓ Facility repairs and upgrades
 - ✓ Grounds care
 - ✓ Trash removal

Executive Session

- ❖ Executive Session pursuant to ID Code Section 67-2345(1)(a). Following executive session, action may be taken in the open meeting as appropriate. Consider personnel matters [Idaho Code § 67-2345(1)(a) & (b)]

ADJOURN



**HERITAGE ACADEMY
BOARD MEETING MINUTES**

Location: 500 S. Lincoln, Jerome, ID 83338

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VISION

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7:00 pm – Welcome and Introductions

- ❖ K. Bangerter called the meeting to order at 7:16 pm.
- ❖ Those in attendance were K. Bangerter, A. Bingham, A. Crouch, B. Crouch, R. Reddington, C. Kary, D. Bench, K. Tate, and J. McCool.
- ❖ Approval of Agenda- K. Bangerter requested an amendment to the minutes to add the recently received quotes for health insurance to be added to the business item. With board's approval the website update will be moved to the top of discussion items. K. Bangerter entertained the motion to approve the agenda with added amendments. A. Bingham made the motion, A. Crouch seconded, all.
- ❖ Approval of Minutes- K. Bangerter entered motion to approve Minutes of June 30th with correction of several typos, and to change the line regarding the 3rd grade teacher recommendation, from "She comes with highest recommendations from C. Wright" to "recommendations from C. Kirk." A motion to approve the minutes with changes came from A. Bingham, B. Crouch seconded, all.

Discussion Item(s) (for discussion only)

- ❖ Website Update – D. Bench – Waiting on approval from the board for putting teacher page with individual bios on the website. If you want to add something to Facebook you need to run it through R. Reddington for approval and then give to DB. There are three big IT purchases, including the Baracuda Web filter to protect the internet. Can set up user groups, staff and students. Full rights can be given to certain groups. D. Bench reported he will test old computers. We will have about 60 desktops to distribute around the classrooms. He has been inventorying computers. Cable One will be here tomorrow to set up internet and telephone. Dad's Telephone will be here to hook up phones internally.
- ❖ Principal's Report – R. Reddington
 - He was impressed with Renzulli Learning System; said it will be a great resource for the school. R. Reddington explained that Renzulli Learning System is a brainstorm on every topic keyed in to the student's learning style. You can have a separate lesson for each kid.
 - We now have our teaching staff complete. Terri Luth, 1st grade teacher, and Michael Glanders, Special Ed/Title I Director, turned down contracts. Ashley Freeman, based on recommendation was hired as the 3rd grade teacher. She is a first-year teacher but very enthusiastic.
 - There will be five days of professional development in August with 3 days of Renzulli Learning, and 2 days of SEM training. The staff feels strongly about doing two SEM clusters a year.

- ❖ Business Manager's Report – C. Kary
 - Our published budget was submitted to the SDE in preparation for an advance payment by the end of July.
 - The monthly report with current enrollment and budget was submitted to Tamara Baysinger of the Charter School Commission on July 15th.
 - The first reimbursement was submitted to Michele Clement-Taylor for Start-Up Grant funds in the amount of \$167,420.31.
 - Set up the 2M software system and payroll system in anticipation for July 25th payroll for the Business Manager and the Administrator.
 - Have ordered printers for each of the teachers, and met with Magic Valley Print with leasing options for a copier/printer for the front office. Met with Dad's Telephone to get phones in working order.
 - Have started working to set up Powerschool for this coming year.
- ❖ Bus Contract – K. Bangerter –
 - Tim Young from North Side Bus Company talked about bus routes. Based on the student transportation form, they are able to get the county students in 2 routes. Mr. Young showed a list of in-town students who are possibly eligible for safety busing. Heritage Academy will have buses 31, 32, 33 with North Side's logo on the side of each bus. They will have magnets saying this bus is dedicated to Heritage Academy. Each bus has a camera called Angel Track system for issues of discipline. Each route is about 1 hour long. Unload time will be 8:15am. The charge is \$185 for a safety bus minus reimbursement from State. Other options were discussed including putting a crossing guard with aide with the thought of what is safest and least costly. But it was agreed we would still have to do a safety bus for other areas besides those streets right at the school. So it was agreed we would need the 3rd bus even with a crossing guard at the school. It was agreed that attendance goes up with bussing. We will have separate buses from Jerome School District. K. Bangerter recommended having a safety bus. Cost per bus - \$185 x 171 days = \$32,000. With the state reimbursement, \$11,000 will be our cost. We will need to submit the safety busing application to the State Department.
 - B. Fairbanks went over the changes made to the busing contract. These included :
 - 1) an extension to June 2016 and option to renew for 5 years without going out to bid;
 - 2) the payment section in the proposal was included as the payment in the agreement;
 - 3) a protection fluctuation in fuel prices was added for both school and vendor. North Side established a bulk rate price. If the price goes above or below the bulk rate by 5 cents we will match rate. At the end of the year we will set the base price again;
 - 4) a failure of operation change was made: if a bus breaks down they will immediately dispatch another bus. If North Side fails to do that they will pay the entire route for that route for that day. An accident report to board is due within 24 hours and written report within 7 days.
 - K. Bangerter asked for questions or comments; with none K. Bangerter signed the busing contract. It will need to be signed by the owner of North Side. Motion was entertained to approve the contract, A. Crouch motioned, A. Bingham seconded, all. The SDE requires their approval of the contract. C. Kary agreed to bring the busing contract to the SDE the following day, July 22, 2011.
- ❖ Programmatic Audit – August 11th – R. Reddington. This will be a pre-opening audit performed by the Idaho Charter School Network.
- ❖ Facility Update – K. Bangerter – Building recorded Monday a week ago, July 11th. Agreed we need volunteers to cleanup and organize building. K. Bangerter has arranged for the lifting to be done by the Sheriff's Work Detail to carry up boxes to 2nd floor.
- ❖ Marketing Update – A. Crouch – Need to put teachers on website so parents can meet teachers. We need to discuss with parents about volunteering for an "extreme school make over". Each teacher is to have a team of 4-5 volunteers to clean and organize. An inventory system needs to be set up. The SDE suggested we use older kids to help with setting up classrooms. We have a list of parent volunteers from registration day.

- A. Bingham – KTFY and KMVT radio stations are to post upcoming HA events on their calendar. The banner will be hung tomorrow across Lincoln. It will be hung 10 days at a time. Flyers and postcards in Spanish and English were printed with upcoming events and distributed throughout the community. The SEM fun day is July 22nd 10-12pm. The marketing group will be working on a school float for the parade on August 9th at 5:00pm. 1,200 handouts have been printed for the parade with “Be a smartee” with a Smartee candy attached. Parents will decorate float and make a tree with paper Mache and lights. There will be a BBQ on the front lawn of the school with hot dogs, watermelon, and cookies on August 4th to promote enrollment. C. Kary commented that the startup grant funds cannot be used for food for this BBQ. Two teachers will be there. Grounds need to be ready for BBQ. Need someone to take charge of grounds. Meet & Greet Teachers will be Sept. 1st and we need to get teachers involved in planning this. Building needs to be ready by this time also.
- ❖ Landscaping & Repairs – B. Crouch – B. Crouch is working on the sprinkler system and has determined it will cost \$350-400 to repair the sprinkler lines. B. Crouch is volunteering his time. We have received a quote from Geist Landscaping at \$49/ week to mow and weed; \$75 for weed and feed applications. We need volunteers to remove weeds in backyard. The Coelho family has volunteered to work on playground area. K. Bangerter and B. Crouch to come Saturday morning with weed eaters and asked for volunteers. We need to mark off areas with paint for the playground and parking lot, and for marking basket ball hoops. Need to work through using irrigation water. Would like to create a grounds and beautification committee. B. Crouch to take over that committee. Scott Biebee has volunteered to submit a design of the playground. K. Bangerter asked for a vote; voted all in favor.
- ❖ Lunch Program – R. Reddington – A. Bingham reported that Julia Zinie has approached her regarding the position of lunch director. She has extensive catering experience. It was agreed to get her to come and look at our kitchen and submit a proposal and give us cost per meals. R. Reddington reported that lunches in Jerome are \$1.50 and that we need to match that amount. The other possibility is to bring in bag lunches.

Business Item(s)

- ❖ Policy Manual from ISBA – K. Bangerter – B. Fairbanks suggested we adopt the policies minus the policy adoption procedures. He suggested we take sessions each board meeting and edit for our school. B. Fairbanks agreed to go through the manual with a red-line copy to scratch. He will give a draft to Randy and put in board packets. It will be sent a week before board meeting. K. Bangerter entertained an order to buy policy manual from ISBA for \$1,750. A. Crouch moved motion, B. Crouch seconded; all.
- ❖ Approval to enter into a contract – Randy Reddington
 - ✓ 1st grade teacher – Aleasa Herman for 1st grade
 - ✓ Secretary – Tina Malone recommended for secretary. She has a graphic arts business. K. Bangerter entertained motion. A. Crouch made motion; B. Crouch seconded, all.
- ❖ Approval to enter into a contract – K. Bangerter
 - ✓ Facility repairs and upgrades – Contacted Star Corporation, and they were the earliest to be able to come August 1st. In one week we will be ready for occupancy permit and then other items added later as needed. K. Bangerter discussed postal box to be placed outside on north side of building. Utilized for mail and parents to drop off registration packets, and used during summer when school is closed. Post office likes idea so they don't have to come into building to deliver mail. K. Bangerter entertained motion to order postal box in green for \$300. A. Bingham made motion, B. Crouch seconded, all.
 - ✓ Trash removal – We need dumpster and need to request bids from Western States, and PSI. Motion to contract for lowest cost. A. Crouch motioned to authorize K. Bangerter to request bids. A. Bingham, seconded; all.

- ✓ Health Insurance – discussed options provided by Western Benefits. R. Reddington recommended Blue Cross - Option 4 costing \$394 for employee with a \$1,500 deductible based on lesser costs to employee. HA will provide \$325 toward each employee's health insurance premium. Motion to provide Option 4 was made by A. Crouch, A. Bingham seconded; all.

ADJOURN

The meeting was adjourned at 9:45pm.