



HERITAGE ACADEMY

Board Minutes

Location: 500 South Lincoln Jerome, Idaho

7:00 pm, August 16, 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.

7:00 pm – CALL TO ORDER WELCOME –

- ❖ Pledge of Allegiance
- ❖ Reading of Heritage Academy's Mission and Vision – A Crouch
- ❖ Roll Call – Establishment of a Quorum
- ❖ Motion to approve agenda –
 - Approval of a handbook needs to be added to the agenda - discussed at July Board Meeting – added after safety bussing business item
 - B Crouch requested that the discussion of the USDA loan be moved to a business item and review of bylaws and terms will be discussed and approved
 - Motion to approve amended agenda – A Crouch; T Molitor – Second; all

7:10 pm CONSENT AGENDA:

Approval of Minutes

- July 19, 2012
- July 25, 2012
- Approval of Bills Paid
- Current Budget & Payroll Report
- ❖ Motion to approve consent agenda – A Crouch; Second – J Peterson; all

7:15 pm Board Training – T. Molitor

- ❖ Pay for Performance – T Molitor briefly reviewed the history of pay for performance in Idaho and commented on the importance of developing criteria to evaluate performance in all content areas so that teachers are not merely relying on state assessments in core content areas; T Molitor also commented on the impact on teacher morale when teachers are able to perform at their best and are recognized for their contributions

7:25 pm Reports (for discussion only)

- ❖ Administrator's Report – C. Ivie summarized her report
- ❖ IT Report – D. Bench – Preparing for beginning of school year; K McDowell and D Bench are coordinating; D Bench introduced a volunteer who will be working with D Bench on IT support; J Bean will provide a list of changes in enrollment at the end of each week – she will email that to D Bench and copy K McDowell
- ❖ HPTO Report – A Bingham talked to HPTO president L Driscoll and she will be attending the first HPTO meeting and will be assisting with elections; she will also provide mentoring to the new HPTO president once elected; the Heritage Academy Board and Staff would like to thank L Driscoll for her service to Heritage Academy – her impact on the school is greatly appreciated and she will be missed
- ❖ Marketing Committee Report – K. Tate provided an overview of upcoming events including the SEM fun day; she noted that students who bring a friend will earn a prize for both the student and the friend; Board members A Crouch and A Bingham commented on activities they would like to see included in the marketing plan; K Tate will work with her committee on a 2-3 year plan and will present that to the Board later this fall; board members will email ideas to K Tate
- ❖ Finance Committee Report – J. Peterson is reviewing financial information; he has been receiving bank statements and will review and initial the statements; he would like to review PO and invoice documents prior to B Crouch signing each month; C Ivie asked if J Peterson or C Kary could check with the Albertson Foundation to see if the funds from the grant need to be used within a certain time period; they will check and determine whether they should use those funds for specific expenses this year and maintain a surplus from general funds
- ❖ Facilities Committee Report – B. Crouch provided an overview of current activities including the donation of grass from the Rotary; Rotary members have installed dirt and will be hydro-seeding this month; B Crouch is obtaining bids on a sprinkler system and Rotary will facilitate the installation; B Crouch noted that the sprinkler system will utilize city water which will increase the school's utility cost; this decision is due to the cost, set-up and maintenance of a system connecting to the irrigation system; utility cost is expected to decrease once the grass is more mature; Heritage Academy does not have water rights so use of irrigation water is limited; B Crouch will also be obtaining bids for lawn care; playground equipment and basketball standards will be installed prior to the beginning of the school year; B Crouch has also communicated with Star Corp. and a rep will be contacting C Ivie to make sure interior repairs are completed prior to the beginning of the school year.

7:45 pm Discussion Item(s) (for discussion only)

- ❖ Annual Financial Audit Update – C. Kary provided information about how the audit is going
- ❖ USDA Loan Update – B. Crouch provided information regarding the USDA loan and the updated bylaws and board terms. B Crouch will make sure T Baysinger and the IPCSC approved of three year terms due to the typographical error in the copy provided (saying “four year terms”)
- ❖ Board Annual Evaluation Timeline – T. Molitor asked C Ivie to comment on board evaluation and timeline; T Molitor and C Ivie will develop a timeline to present to the board as well as a draft training plan

8:00 pm Business Item(s)

- ❖ Teacher/Administrator Evaluations – A. Bingham presented the proposed teacher and administrator evaluation models; both include use of a 360 evaluation and/or survey data to collect stakeholder information including parental input for use in the evaluations; A Bingham made a motion to approve; A Crouch second; all
- ❖ Merit Pay Plan – A. Bingham/C. Ivie; C Ivie provided an overview of the proposed plan
 - Motion – K Tate; Second – J Peterson; all
- ❖ Approve Supplemental Contract for Computer Lab Mentor
 - Motion – T Molitor; Second – J Peterson; all
- ❖ Approval of Safety Bus Route – C Kary noted that the plan is the same as last year's plan
 - Motion – A Bingham; Second – J Peterson; all
- ❖ Handbook – A Crouch
 - Motion to approve the handbook w/changes as discussed – K Tate; Second – T Molitor; all
- ❖ Motion to approve bylaws w/change to 3 year (correcting typo) – T Molitor; K Tate; all
- ❖ Approval of Policy Manual sections:
 - "Personnel"
 - 5240 - Sexual Harassment in the Workplace
 - 5300 – Political Activity – Staff Participation
 - 5310 – Tobacco Free Policy
 - Motion – T Molitor; Second – K Tate; all

9:20 pm ADJOURN – motion – A Crouch; Second – K Tate; 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: tmolitor@cablone.net or call (208) 595-1617.