



**HERITAGE ACADEMY
BOARD MEETING AGENDA**

**Location: 500 S. Lincoln, Jerome, ID 83338
7:00 pm, August 18, 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

- ❖ K. Bangerter called the meeting to order at 7:00 p.m. In attendance were: K. Bangerter (board chair), A. Crouch (board secretary), B. Crouch, A. Bingham, R. Reddington (principal), Jeni McCool (founder), D. Bench (founder), and C. Kary (board clerk).
- ❖ Approval of Agenda – The following amendments were added to the agenda: 1) approval of Special Education Manual; 2) use of school in promoting personal business; and 3) opening activities. K. Bangerter entertained motion to approve agenda with amendments. B. Crouch made the motion. A. Crouch seconded all.
- ❖ Approval of Minutes. K. Bangerter entertained motion to approve the July 21, 2011 minutes. A. Bingham made the motion. B. Crouch seconded, all.

Discussion Item(s) (for discussion only)

- ❖ Principal's Report – R. Reddington. We have contracted for Special Education Services with Diana Shanahan, a certified special education teacher and school psychologist. The special education audit with Becky Martin from the State Department went well. All Para pros will be HQ. We will initially hire two Title I paraprofessionals, and 1 special ed paraprofessional until we are certain on the amount of funding. Potentially we could have a total of three Title I and two special ed par pros based on our current budget.
- ❖ Business Manager's Report – C. Kary. Presented bills paid for the period of June 20 – August 17th, 2011. Reported that the final reimbursement has been requested for the federal start-up grant of \$200,000. Enrollment is currently at 142, with openings in 1st and 4th grade. Presented the August budget to the board.
- ❖ Website & IT Update – D. Bench. Tina Melone (office manager) is helping D. Bench manage the website. D. Bench to re-do website. Busy setting up computers for the classrooms with parent volunteers.
- ❖ School Calendar – B. Crouch. Discussion was on what we need to do in the next 30 days. It was noted there was an error on the detailed calendar listed on the website: need to change teacher service from October 13th to October 6th & 7th. C. Kary to contact D. Bench with change. A. Crouch has scheduled Sept 13th with Gem State Paper and Supply Company to train students and teachers on proper cleaning of classrooms and use of cleaners.

- ❖ Programmatic Audit Report – August 11th – A. Crouch. The auditors gave positive input. R. Reddington to add notes to the audit since he was not able to attend due to family emergency. Parent's interviews were very positive.
- ❖ Facility Update – K. Bangerter. Presented a three-page "To Do" list for board members and volunteers. Need sneeze guards for cafeteria. Working on eye wash stations, faucets, hose bib and backflow. Fire drill plan for main floor is done; working on 2nd floor and cafeteria. Will laminate them and put on walls. Mandated to have 1 fire drill each month. Need a log-in sheet for visitors. A lock down plan will be put together. Showed a draft for a plaque for opening day with teachers, and staff listed. Need ceiling in the supply room sheet rocked in one corner. Star Construction will be pouring cement for mail box and the flag light.
- ❖ Marketing Fundraiser in September – A. Bingham. There will be a miniature food court and carnival with the Modern Woodsmen on September 22nd as part of a fundraiser. Modern Woodsmen will match the first and second \$500 we raise, so we could possibly raise a total of \$2,000. This money would be put towards the playground.
- ❖ Landscaping & Repairs – B. Crouch. Sprinklers are working. B. Crouch provided an estimate from Steel Head Irrigation with bid and design for the playground area. Asked for open discussion. The Board asked B. Crouch to get a second bid for comparison. Playground equipment is being built by Brian Lamb. Butte Fence will give an estimate for the fence.
- ❖ Lunch Program – C. Kary/R. Reddington. The NSLP for Heritage Academy was approved by the SDE. We will be doing a scratch lunch program along with a breakfast program, and special milk for the kindergarteners.
- ❖ Custodial Services – K. Bangerter. There was the question of how often will we need someone to come in and do custodial services. Suggested we find someone or a team who could do light maintenance (replace light bulbs) in addition to custodial services. Possibly a handyman type person. K. Bangerter suggested emailing parents. The Board agreed to ask R. Reddington to determine how much we can spend in the budget for custodial services.
- ❖ Use of school as a means of promoting personal business – R. Reddington. Wanted some direction regarding posting personal and business flyers at the school. Board requested it be related to children and leave it to the discretion of R. Reddington. He suggested a stamp "approved for posting" by the board with a date limit and posted in one location.
- ❖ Opening Day Activities. A. Crouch. We have purchased the invitations to hand walk around town. September 6th there will be a ribbon cutting ceremony with the first child pulled from lottery walking into the building first. Need to inform parents about event at the "meet and greet".

Business Item(s)

- ❖ **Safety Busing.** Approval of areas – K. Bangerter. C. Kary reported that there has to be a committee of 3 on the safety busing committee including: 1) public works person, 2) a patron, 3) board member. Then the Board needs to approve the safety busing areas. August 25th was approved to have a special board meeting for approval.
- ❖ **Adopt the Idaho Special Education Manual 2007** – R. Reddington. K. Bangerter entertained the motion for Heritage Academy to adopt the Idaho Special Education Manual – 2007. A. Bingham made the motion. A. Crouch seconded, all.
- ❖ **Approve contracting for Foodservices supervisor.** K. Bangerter entertained the motion to hire Wendy Long as a part-time contract Food Service Director. A. Crouch made the motion. B. Crouch seconded, all.

- ❖ **Approve hiring head cook and staff.** K. Bangerter entertained a motion to hire Kristy Bogulawski, former MVC cook, as the Food Service Manager, and Jamie Abshire as the Nutrition Assistant. A. Bingham made the motion. B. Crouch seconded, all.
- ❖ **Declaring surplus property** of no value to Heritage Academy – K. Bangerter.
 - Stove
 - Photo lab
 - Exercise equipment
 - Lab cabinets
 - Sinks
 - Vending machines
 - Boiler room doors
 - Desk chairs
 - Lockers
 - Refrigerator
 - Computer screens

These items will be taken to an auction. A. Bingham asked to add to the list desks, chairs, shelving and file cabinets. The SDE has requested a photo be taken of these items as damaged or unusable. It was agreed that R. Reddington will walk through building and tag with a sticker for surplus. This Saturday, August 27th volunteers are to move these items to surplus, which is held each Tuesday. B. Crouch offered to bring a truck and trailer to move these items. K. Bangerter entertained a motion to declare these items as surplus and of no value to the school. A. Bingham made the motion. A. Crouch seconded, all.

ADJOURN

10:07pm. K, Bangerter entertained motion to adjourn. A. Bingham made the motion A. Crouch seconded, all.