



HERITAGE ACADEMY
WORK SESSION & BOARD MEETING MINUTES
Location: 500 So. Lincoln, Jerome ID
August 29, 2017 6:30 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.

6:34 pm - CALL TO ORDER & WELCOME – T Packard

- Pledge of Allegiance
- Reading of Heritage Academy's Vision – J Pierson; and Mission – T Packard
- Roll Call – Establishment of a Quorum – J Pierson, S Lemoine, K Gilgren, K McGee, L Brooks and T Packard
- Approval of Agenda – K Gilgren; S Lemoine seconded; all

WORK SESSION

- 2017-18 Strategic Plan – Board members reviewed the strategic plan and discussed the current plan. T Packard would like to have the board develop expectations for it and for board members. Board members developed a list of the areas for which they would like to develop expectations. Those include:
 - Attendance
 - Committees
 - Policies
 - School Events
 - Advocacy (local and State)
 - Serving full terms
 - Training
 - Communication
 - Interaction with stakeholders (parents, community, staff, students)
 - Oversight (budget and policy)
- Board Officer Positions – board members discussed positions and the strengths and interests of each board member. J Pierson emphasized that it is important to be flexible and work together.
- Committee Assignments – board members discussed committee assignments. Each board member agreed to chair committees
- 2017-18 Board Meeting Schedule – board members discussed possible meeting dates

and times. Board members preferred an earlier start and preferred keeping the meetings on the third Thursday. They discussed starting the meetings at 5:30

BUSINESS

- 2017-2018 Strategic Plan – K Gilgren made a motion to approve the proposed strategic plan with the changes proposed. S Lemoine seconded; all
- 2017-2018 Board Meeting Schedule – K Gilgren made a motion to change the regular board meeting schedule to the third Thursday at 5:30 pm. S Lemoine seconded. All
- Officers – J Pierson made a motion to have K Gilgren as treasurer; S Lemoine seconded. All
- K Gilgren made a motion to have T Packard serve as board chairman. J Pierson seconded. All
- K Gilgren made a motion to have J Pierson serve as secretary; S Lemoine seconded. All
- S Lemoine made a motion to have L Brooks serve as Vice Chairman of the Board; J Pierson seconded. All
- Committee Assignments – K Gilgren made a motion to approve committee chair assignments and committee responsibilities as presented. S Lemoine seconded. All

T Packard moved into the regular board meeting at 7:45 pm

CONSENT AGENDA:

K Gilgren made a motion to approve as presented. S Lemoine seconded. All

- Approval of Minutes
 - July 20, 2017
- Approval of Bills Paid
- Payroll Report
- Budget

7:50 pm - PUBLIC COMMENT - NONE

7:50 pm - REPORTS (for discussion only)

- Administrative Report – C Ivie
 - Safety Bussing – C Ivie and T Carver explained the purpose of safety bussing.
 - State-Revised Special Education Manual approval – C Ivie explained that the Board must adopt either the State Special Education Manual or write and approve its own manual each year.
- Budget & Finance Report –K Gilgren, T Carver
 - Bank Account Signers – the Board currently has both T Packard and K Gilgren as signers. They discussed whether they needed additional signers and believe the two are sufficient.
- Facilities Report – K Gilgren
 - Facilities Committee Plan

- K Gilgren would like the Board to consider paying off the mortgage. The current payoff is \$39,806 and the September payment would be deducted from this.
- Board members discussed writing an article for the Northside Journal highlighting both the mortgage payoff and the Fall Fun Fest. J Pierson will follow up with the Northside Journal.
- SEM & Student Achievement –
- Marketing, Parent & Community – T Packard discussed working with C Ivie to add student of the week and student of the month pictures on Facebook. She also highlighted the new website.
- Administrator Evaluation & Cert. Staff Prof Dev
- Board Training, Board Evaluation, Strategic Plan – T Packard had K Gilgren and S Lemoine sign their copies.
 - Code of Ethics
- Policy for Campus Privileges of Non-students – first reading – board members discussed the proposed policy.

8:15 pm - BUSINESS ITEMS

- Bank Signer -
- Safety Bussing – K Gilgren made a motion to approve the safety bussing agreement; J Pierson seconded. All
- State-Revised Special Education Manual approval –K Gilgren made a motion to adopt the Idaho Special Education Manual (revised); J Pierson seconded. All
- Mortgage Payoff – K Gilgren made a motion to pay off the current mortgage, on or before Sept 5. J Pierson seconded. All

8:20 pm S Lemoine made a motion to ADJOURN. K Gilgren seconded. All.