



**HERITAGE ACADEMY
BOARD MINUTES**

**Location: 500 South Lincoln Jerome, Idaho
7:00 pm, September 24, 2013**

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

Heritage Academy will allow students to participate in instruction leading them to develop meta-cognitive skills. These skills will allow them to learn how to solve real-life problems and organize information. Our students will graduate with skills in both the core content areas and in critical thinking that lead to success in school, the workforce and 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.

7:06 PM – CALL TO ORDER WELCOME – B. Crouch

- ❖ Pledge of Allegiance
- ❖ Reading of Heritage Academy's Mission and Vision – read by Anneli Crouch and Kayla Tate
- ❖ Roll Call – Establishment of a Quorum

Anneli Crouch, Kayla Tate, Teresa Molitor, Blair Crouch, Amanda Bingham

Also in attendance Christine Ivie, Teresa Berry, Cheryl Kary

- ❖ Approval of Agenda

B Crouch requested to add service provider agreement with HA as last items of business and resignation of Board member Jason Peterson

A Crouch motioned to accept the agenda as changed

K Tate seconded

All Aye

7:10 PM 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
 - July 18, 2013
 - August 7, 2013
 - August 13, 2013

A Bingham motioned to approve minutes
K Tate seconded
All Aye

- Approval of Bills Paid
- Current Budget & Payroll Report

T Molitor motioned to approve Bills paid and Current budget and Payroll Report
A Crouch seconded
All Aye

7:15 PM REPORTS (for discussion only)

❖ Administrator' Report – Christine Ivie

Dr. Ivie gave more information about the Differentiated Pay Plan. Plan is due Oct 1st and school should receive between \$1400 and \$1500 in Feb. Dr. Ivie explained that the plan was made with teacher input. She also shared that teachers that do not teach classes are awarded by their students' outcome on the ISAT or IRI. These teachers get 25 % if their students make the improvement in 4 of their classes. There could be improvement in the plan, but there isn't much time as the deadline is so close.

T Molitor commended Dr. Ivie and staff for coming up with this plan. Asked to give opinion of what the staff thinks of this plan and if they are on board. Do they understand that the supervisor/administrator will be making some of the decision as to whether they have earned the bonus? It should not become just an assumed bonus.

C Ivie stated that they seem really happy with it. They are excited about getting a "bonus" for doing things they are doing extra. They understood that I would be evaluating them to determine their bonus.

❖ USDA Loan Update – B Crouch

Progressing

Timeline – USDA begins a new year October 1st with new money and possible disbursement of money in Feb or March

B Crouch explained the correlation between USDA and DL Evans Loans

The Board went to USDA and they said to get a construction loan with local bank. They wanted us to guarantee the loan. USDA said that they will guarantee the loan from DL Evans but we have to do more paperwork.

❖ Facilities Committee Report - B. Crouch

Soccer goals arrived today and they need to be moved to the playground. B Crouch talked to Pastor Clay from the Believer's Church and he will have a few men help move the locker tomorrow and they should be able to help with the soccer posts.

C. Ivie -The bus on the playground needs to be moved because older students are getting in trouble behind it.

❖ Marketing Committee Report – K. Tate

We will schedule a meeting to discuss some things.

A Crouch – The float turned out really cute and we had about 20 kids on the float.

B Crouch – it was beneficial for us to have a float in the parade. It gave us time to network with community parents and answer questions about our school.

C Ivie – Officer Gardner commented that we were doing such a good job with the school. The fee that we are contributing to the Resource fund is helping community to be more welcoming of our school.

❖ Finance Committee Report – J. Peterson

J Peterson not in attendance.

C Kary asked if the board was pleased with the new format for the budget and explained its set up. There are 2 columns - approved budget and proposed budget. There were some grants that came in that were not expected and some cuts that needed to happen. Those are the main changes in the budget.

7:40 PM DISCUSSION ITEM(S)

❖ D.L. Evans Bank Credit Card – B Crouch

We have previously had a debit card for Kelley Bangarter and C Kary. We feel that we should change that so that C Kary and Blair can have a credit card with a \$2000 limit so that C Kary will have less out of pocket expense. Is \$2000 enough?

C Kary stated that there are certain time that we need to increase for big purchases like travel plans and big school equipment, etc.

It would be better to have it set at \$5000. Internal controls are set so that B Crouch and C Kary have access to account expenditures during the month and then the expenditures will be approved by the board each month.

❖ Certificate Performance – B Crouch

The charter commission is doing performance monitoring for all charter schools. We have discussed several options but have not made any decisions yet. Discussion pursued about whether the Certificate Performance is important for our USDA loan. We need to continue on with the certificate Performance as a board. The board would like to have A Crouch, A Bingham and T Molitor to work with Dr. Ivie as a committee. We can make mission specific goals or opt out and go with growth measures. The committee would look at these 2 options and build 2 plans. Then these would be brought to the board so they can decide which option is best.

Right now the Commission is the only authorizer in the state. We are looking at all options. But we need to continue to move forward to meet the commission's requirements.

A Bingham would like to see us use our energy in working to have another authorizer.

T Molitor thought it would be nice to have an authorizer closer to our proximity to us.

A Bingham would like to suggest that we form a committee to work towards getting another authorizer.

B Crouch stated that the institution we are looking at is going through organization changes

C Ivie thought it would be wise to form our committee for Certificate Performance.

B crouch stated that we are in the B group. He will request to be in the C group.

A Bingham, A Crouch, Dr. Ivie and T Molitor were asked to be on the committee. All agreed. B Crouch will send out the C group time line. Have a draft of Certificate Performance by next meeting.

❖ Appreciation for exiting Board Members – A Crouch

A Crouch recognized that the Board has not shown appreciation for previous board members. We would like to stay in budget and keep it inexpensive. She went to Hands –On and selected a piece of pottery for each exited board member. She has had some HA students put a finger print on the pieces and would like the board members to do the same. Then the Board can present it to each of them. These are already in our budget.

K Tate – I would like to have a coffee cup with the school logo on it when I exit the board.

B Crouch – we should go through Galaxy to make a plaque. We can do that to have hung up at the school.

C Ivie – We should present these at the Character assembly in October.

7:55 PM BUSINESS ITEM(S)

❖ Approve the following:

- Supplemental Contracts

A Bingham made motion for approval of supplemental contracts

A Crouch seconded

Discussion as to why C Kary's supplemental contract was set at \$2000 instead of \$4000. C Ivie said that it was because she wasn't doing as much as other mentors. C Kary also said that there wasn't enough money in the budget. In general, the board was not happy that she was not rewarded as much and would like to make sure that next year it needs to be changed so that C Kary

Differentiated pay needs to show the work she does.
Call for vote
All aye

- Salary Schedule for 2013-14

T Molitor motioned to accept salary schedule for 2013-14
K Tate seconded
No discussion
Call for vote
All Aye

- Revision to Lunch Procedure

A Crouch motioned to accept revision to the lunch procedure
A Bingham seconded
Discussion followed to say that the revisions follow the changes made in new federal requirements and state recommendations.
Call for vote
All Aye

- Carry over vacation for Dr. Ivie – 10 days

A Bingham motioned to accept carry over vacation
A Crouch seconded
Discussion of why we need the carry over. State law requires it.
Call for vote
All Aye

- Eliminate Kelly Hefflefinger's position

K Tate made motion to eliminate Kelly Hefflefinger's position.
A Bingham
Discussion followed to make sure that we ended the contract agreeably.
Call for vote
All Aye

- Leaves of Absence – Military Leave – 5470 - tabled from July 18 board meeting.

A Bingham made motion to accept the Policy Military Leave of Absence
A Crouch seconded
Discussion followed as to which plan we would follow. A Bingham went on record that as much as we respect and appreciate our military, the school doesn't have money to pay. A Bingham is in favor of option A.
Call for vote
All Aye

❖ Northside Bus Rate Increase

Discussion of whether this is in our budget. C Kary gave background about contract. It is allowable and has been adjusted in the budget.
T Molitor motioned to accept Bus Rate Increase
A Bingham seconded
Call for vote
All Aye

❖ Safety Bus Route

The board has set eligible for bussing if students live in the safety zone or outside the 1 ½ mile limit.
C Kary said that each year we must approve this route.
A Bingham motioned to approve the Safety Bus Route
K Tate seconded
Call for vote

All Aye

❖ Differential Pay Plan Approval – C. Ivie

T Molitor motioned to approve the Differential Pay Plan
A Crouch seconded
Call for vote
All Aye

❖ D. L. Evans Credit Card

K Tate motioned to approve D.L Evans or other financial institution for credit card for \$5000 for B Crouch and C Kary
A Crouch seconded
Call for vote
All Aye

❖ Service Provider Agreement

Discussion to state that contracting with this company helps provide one-on-one paraprofessional so that the school can add or take away positions as necessary and not have to contract with individual employees.

T Molitor motioned to approve the Service Provider Agreement
A Crouch second
All Aye

❖ Board Member resignation

B crouch read Jason Peterson's resignation letter.

Call for motion to accept resignation and open position for board new board member.

T Molitor reluctantly made motion to accept motion of resignation and open the position for new board member.

A Crouch seconded

Call for vote

All Aye

Discussion followed for potential board candidates. B crouch has started to call around to look for candidates for board positions. The Board is looking for persons with accounting or business background.

A Bingham motioned to adjourn meeting

K Tate seconded

Call for vote

All Aye

9:00 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: tmolitor@cableone.net or call (208) 595-1617.