



**HERITAGE ACADEMY**  
**BOARD MEETING MINUTES**  
Location: 500 So. Lincoln, Jerome ID  
January 18, 2018 5:30 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.

*This is a public session for the Heritage Academy Board of Directors to conduct business; patron comment time will be provided as established in the agenda.*

**5:34 pm - CALL TO ORDER & WELCOME – T Packard**

- Pledge of Allegiance
- Reading of Heritage Academy's Vision and Mission – K Gilgren; S Lemoine
- Roll Call – Establishment of a Quorum

Shawna Lemoine, Kris Gilgren, Tiffany Packard, Karen McGee, Jeff Pierson

- Approval of Agenda

Motion to approve the agenda – S Lemoine

Second – K Gilgren

Vote: all aye; motion carried

**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
  - Dec. 21, 2017
- Approval of Bills Paid
- Payroll Report
- Budget

Motion to approve – K Gilgren

Second – S Lemoine

Vote: all aye; motion carried

### **5:35 pm - PUBLIC COMMENT**

*This time is open for public comment. Information shared during this time that is not on the agenda will not be added to this agenda or discussed by the Board during this meeting, but will be acknowledged by the Board and may be added to a future meeting as necessary.*

**Presentation** - Board Appreciation Gifts and Certificates

### **5:45 pm - REPORTS (for discussion only)**

- Administrative Report – C Ivie

Second semester started on Monday. The middle school students are very excited with some of the new classes that were added from student input. The new classes: creative arts, gaming, yearbook and photography, and middle school detention/refocus during the school day.

10 new students have enrolled the last couple of weeks. Student count is now at 163.

Dr. Ivie informed the board that changes in legislation that that came about last year have given us the potential ability to add high school to our charter. Mrs. Lemoine and Dr. Ivie will have an update for the board next month.

- Budget & Finance Report –K Gilgren, T Carver

No new report

- Facilities Report – K Gilgren

The roof will soon be fixed soon as will other small maintenance such as lighting and windows. These are being completed with the additional money moved to the maintenance budget last month.

- Board Operations – J Pierson

- Board Training

8 characteristics of effective boards – board evaluated how they were doing.

Board was asked to list topics that they would like to have more training on.

- ♦ Schedule training at the school through ISBA
- ♦ Role of board member, parent, community member
- ♦ Training on the vision and mission of school – SEM
- ♦ How to be goal oriented with committee assignments
- ♦ What can I say in open board meeting?

The Board asked Dr. Ivie to make arrangements for a summer retreat and strategic planning.

- Board member recruitment

Board discussed the board seats that will be open in 2018 and how to recruit candidates. They considered having a meet-and-greet with parents and community members. They will also consider sending out an email inviting people interested in serving on the board to come to a meet-and-greet. Board members were encouraged to recruit.

- School Policy and Legislative Affairs – K McGee

Revised dress code has been implemented. Dr. Ivie went to all the classes and explained it to children. The board wanted to make sure that the information is sent home to parents also.

- Parent and Community Relations & Marketing – T Packard
- Lottery Marketing

The committee met today to discuss the marketing plan. They discussed lottery marketing as it needs to be started now. There is a contest set up for referring students. They are also planning on a contest for getting students signed up on the lottery. The board also discussed adding bussing to other communities.

Mr. Ivie is working to get Remind working with PowerSchool. The goal is to have all teachers using Remind by February 28.

J Pierson told board that Amazon has a program called “smile.amazon.com” and there is money that goes to user’s choice.

- SEM & Student Achievement – S Lemoine

No report this month

- Administrator Evaluation & Certified Staff Professional Development – L Brooks

T Packard completed the administrator evaluation with Dr. Ivie last Tuesday. She rated exemplary in most categories.

- Administrator Contract

Board was informed that “auto-fill” changed some numbers on the contract that was signed by the board last year. Chairman Packard will sign a fixed contract. The board also discussed the extension of Dr. Ivie’s contract for 1 year to keep her under contract for 3 more years.

Motion to move into executive session pursuant to Idaho Code 67-2345(1)(b)(2) for complaints brought again a public officer and evaluation of employee – K Gilgren

Second – J Pierson

Roll call vote:

T Packard – aye

S Lemoine – aye

K Gilgren – aye

J Pierson – aye

Motion carried

**7:30 pm – Executive Session** *for complaints brought against a public officer; evaluation of employee*

Pursuant to Idaho Code 67-2345(1)(b)(2) (CLOSED TO THE PUBLIC). Executive sessions: *(b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student.*

Motion to come out of executive session – J Pierson

Second – S Lemoine

Vote: all aye; motion carried

*Motions may be made after Executive Session*

Board Statement: We as a board have addressed the grievance brought to us and action will be taken

Motion to remove LaMar Brooks from the board – J Pierson

Second – S Lemoine

Vote: all aye; motion carried

**8:25 pm – BUSINESS ITEMS**

- Administrator Contract

Motion to extend the superintendent contract another year as resented – K Gilgren

Second – S Lemoine

Vote: all aye; motion carried

Motion to adjourn – K Gilgren

Second – S Lemoine

Vote: all aye; motion carried

**ADJOURN at 8:28 pm**