



**HERITAGE ACADEMY
BOARD MINUTES
Location: 500 So. Lincoln, Jerome ID
April 19th 5 :30pm**

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 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.

5:30 pm - CALL TO ORDER WELCOME – T Packard

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

Tiffany Packard, Jeff Pierson, Kris Gilgren

- Approval of Agenda

Motion to approve the agenda – J Pierson

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
 - May 16, 2018
- Approval of Bills Paid
- Payroll Report
- Budget

Motion to approve the consent agenda – K Gilgren

Second – J Pierson

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.

SWEARING IN OF NEW BOARD MEETINGS

No public comment New board members – Rolene Teter, Evelyn Meyer, Carroll Cone – were sworn in with term affective July 1, 2018.

REPORTS (for discussion only)

- Administrative Report – C Ivie
 - Lawsuit

A parent in the state of Idaho has decided to sue every school in the state of Idaho that charges student fees. Our attorney has responded asking that our school be dismissed as we don't charge fees or "require" school supplies. If there needs to be a payout, our insurance company will take care of the payment.

- Facilities Report – K Gilgren, T Carver

We will look at the concrete on the north side of the building after the July state payment comes in.

- Budget & Finance Report –K Gilgren, T Carver

K Gilgren reported back to the board about the line of credit the board was seeking. There is a \$500 fee as soon as we sign for the loan whether or not we use any money from the loan. T Carver is waiting to see if we need to borrow the money before the final signature happens. She will know when the July payment comes in. K Gilgren was asked to check and see if the fee is charged even if we don't sign and how long they have to sign before they close the account.

- Annual Budget Report

We have budgeted extremely conservative. We are estimating 176 students but expect to have a higher count. The 11 support units were also not all accounted for. The board was asked if they had any questions about any points in the budget. There was a question about one of the teacher staff that showed up on the budget and schedule. T Carver said that that funding will come from the substitute line item. They discussed how the technology money and the building maintenance funds was being used.

- Audit Engagement Letter

This is the letter we get every year. T Carver would still like to go through Rex-Roat. She and Laurie have a good relationship and she is local.

- Cable One Contract

T carver would like permission from the board to remove the internet from this contract because we have a different server now. Our bill will go down about \$30 a month. If we sign a 3-year contract, we can lock in our price. J Pierson commented that he would not like the board to sign a contract as there are options that are coming. The board suggested that J Pierson sit down with some different companies in the future and see what we can get.

- SEM & Student Achievement -

No report this month

- Marketing, Parent & Community Relations – T Packard

No report this month

- Administrator Evaluation & Cert. Staff Prof Dev. – J Pierson
 - Administrator Evaluation

We got the staff surveys in. J Pierson still needs to sit down with Dr. Ivie to go over the information. The responses were very good.

- Board Training, Board Evaluation, Strategic Plan – T Packard
 - Board Retreat and Training

T Berry presented a suggested board retreat plan for the board to consider. It would be split over 2 different meeting dates.

- July Board meeting date

The board considered changing the July board meeting to July 12th at 5:30pm.

- Teacher request for release of contract

The board was informed that Mrs. Brooks would like to be released from her contract.

- Business Manager and Supplemental Contracts

The board discussed the proposed contract that Dr. Ivie presented to the board. Dr. Ivie sent this information to the board:

- Toni's contract, my contract and teachers' contracts are all similar and we used the state-approved form
- Toni would work a specified number of days (which is what the teachers and I work) rather than accrue vacation - so the school is not paying out un-used vacation for people who leave
- Toni could take Thanksgiving, Christmas and Spring Break off (same as other employees) and then an additional 4 weeks - this is the same schedule as I have and works well with being available at all of the time the school is open and the SDE requires reports
- It still gives Toni flexibility for taking time off
- Toni and I complete all required reports - whether they are due during school vacations or not - we are responsible for managing our work loads
- The attached contract (that I propose) is for 2 years - which I think is an advantage for the school. You (Kris) and Toni can decide if that is what you want to propose at the June board meeting. We can still give Toni a raise next year (the wording seems to reflect that) but this would commit her for 2 years (good for us) and give her job security for 2 years (good for Toni)
- Sick leave and personal leave would still be the same - 1 sick day per month and 1 personal day per quarter (but you can only carry 2 personal days so they also don't accrue). The sick leave accrual is consistent with all PERSI employers and schools don't pay out sick leave, but the sick leave balance helps employees when they retire. They can convert the leave into health insurance premiums. Personal leave is consistent with schools - basically it gives employees the ability to take a day off for things like weddings, graduations, court appearance, non-immediate family member funeral, non-immediate family member illness, etc. Those are things that you can't use sick leave for and when you work at a school, there isn't an option to take a vacation day.

The board was presented with a supplemental contract for Kim Radford as team leader and teacher contract for Martese Fontes

6:45 pm – EXECUTIVE SESSION

Motion to move into executive session Pursuant to Idaho Code 67-2345(1)(a)(b) to consider releasing teacher from contract 2018-19 school year, supplemental contract and to discuss Administrator evaluation – K Gilgren

Second – J Pierson

Roll Call Vote:

J Pierson – aye
K Gilgren – aye
T Packard – aye

Motion to come out of executive session – K Gilgren

Second –

Vote: all aye; motion carried

8:15 pm – BUSINESS ITEMS

- 2018-2019 Annual Budget

Motion to approve the 2018-219 annual budget – J Pierson

Second – K Gilgren

Vote: all aye; motion carried

- Audit Engagement

Motion to approve the contract with Reroat, Harber & Associates – J Pierson

Second – K Gilgren

Vote: all aye; motion carried

- Cable One Contract

Motion to drop the internet and go with a noncontractual service – K Gilgren

Second – J Pierson

Vote: all aye; motion carried

- Board Meetings

Motion to move the July board meeting to July 11th pending board member approval and to change the August 16th retreat and board meeting to start at 5:00pm – K Gilgren

Second – J Pierson

Vote: all aye; motion carried

- Teacher Contract

Motion to deny the contract for Martese Fontes – K Gilgren

Second – J Pierson

Vote: all aye; motion carried

Motion to release Sally Brooks from her contract - J

- Supplemental Contracts

Motion to approve supplemental contract for Kim Radford and business manager contract as presented – K Gilgren

Second –

Vote: all aye; motion carried

Motion to adjourn – J Pierson

Second – K Gilgren

Vote: all aye; motion carried

8:22 pm – ADJOURN