

MINUTES
of the meeting of the
BOARD OF DIRECTORS of Heritage Heights Academy
August 24, 2016

The Board of Directors of Heritage Heights Academy of Colorado held a public meeting on August 24, 2016 at 6:00 p.m. at 19697 E Smokey Hill Road, Centennial, CO 80015.

1. Call to order and roll call.

The meeting was called to order by Board Chair Jennifer Gibbons at 6:07 p.m. Present were Board Members Jennifer Gibbons, Jessica Price, Deleen Stallings, Peggy Downs, Karen Lee-Toy, and Kristen Ivory.

Susan Hartley was not present.

Also present was Principal Natalia Miller-Forrest, as well as Academica Nevada Representatives Melissa Steele, Joani Williams, Ryan Reeves (via telephone), and Trevor Goodsell (via telephone). HHA counsel Tim Farmer was also present.

2. Public Comments and Discussion.

No member of the public requested to comment at this time.

3. Approval of July 13th, July 20th, August 2nd, and August 12th Meeting Minutes.

Member Gibbons Moved to Approve the minutes from the July 13th and July 20th board meetings with minor changes. Member Stallings Seconded the motion, and the Board voted unanimously to Approve.

5. Accept Resignation of Susan Mumford-Hartley.

Member Gibbons Moved to Accept the resignation of Susan Mumford-Hartley. Member Stallings Seconded the motion, and the Board voted unanimously to Approve.

Ms. Joani Williams addressed the Board and suggested that they have a plaque made for Ms. Hartley.

6. Update on the CCSP Grant Timeline.

Ms. Melissa Steele addressed the Board and stated that the eligibility form had been submitted and that Principal Miller-Forrest had already received confirmation that it had been received; adding that the state would let them know if they needed additional information. Ms. Steele stated that Mr. Clayton Howell was assisting with that grant and that the grant itself would be due October 19th with an online component as well as one that would need to be postmarked. Ms. Steele stated that they would be in the first group and would be asked to provide Board approval for certain policies; adding that most of the policies had already been approved by the Board as part of the charter application. Member Stallings

asked about the amount of the grant, to which Ms. Steele stated that it was \$210,000; and that they were encouraged to use the full amount. Ms. Steele stated that there would be some trainings required of Board members from time to time and other hours needed for compliance. Some discussion ensued regarding various features of the grant and the process. Member Lee-Toy asked for specifics regarding reimbursable processes and the like, to which Ms. Williams stated that the grant required the school to account for each item purchased with the grant funds.

Ms. Steele stated that the grant application would be reviewed and that they would not hear back regarding the outcome until November 10th, after which revisions would still take place and a budget would be established due on December 9th.

Member Gibbons asked if they had their 501c3 as yet, to which Ms. Steele stated that they were still waiting on the IRS, adding that it was a lengthy application and she would inquire as to the timeline they were working with. Member Gibbons asked if the PTSO had theirs yet, to which Ms. Steele stated that she was working on the paperwork. Ms. Steele stated that there were other opportunities at places like Walmart and Target who donate to organizations like schools and PTSOs.

7. Review and Approval of Board Policies Required for CCSP Submittal.

This item was discussed in conjunction with Agenda Item #7

4. HHA Budget Review.

Mr. Trevor Goodsell addressed the Board and stated that the budget had been adjusted for the current enrollment of 143, with a weighted amount of 132. Mr. Goodsell stated that the CAM amounts came in higher than expected and utilities were also higher, coming in at \$55,000; leaving a deficit of \$293,000. Member Ivory asked about the number of teachers on the budget, which Mr. Goodsell clarified at 10 ½ total teachers (classroom and elective).

Mr. Ryan Reaves addressed the Board and explained that while the 60 % of CAM charges (snow-removal, supplies to the common area, common utilities, landscaping, etc.) they would be responsible for came to about \$25,000 (complete with documentation); they added landscaping and tree expenses in the amount of \$70,000 with no documentation to support. Mr. Reeves added that there was another line item for sidewalks, parking, and pavement for \$47,000; again, with no documentation. Mr. Reeves suggested saving the rest of the comments for Mr. Farmer in a closed session.

Mr. Goodsell stated that, even without those numbers, they were still facing a huge deficit at the end of the year. Mr. Reeves stated that the reality was that they were budgeting for 240 students and only had 140 enrolled. For example, Mr. Reeves stated that the lease should have been only 12-13% of the budget; however, it was at 21% with the current enrollment. Mr. Reeves stated that even with the waiving of the Academics fee, significant changes would need to take place in other areas, especially considering that staff could not be reasonably be trimmed at this point. Mr. Reeves stated that the next highest expense was the lease, and it was not likely that anything could be further reduced. Member Gibbons stated that the Board and parents had been working diligently to recruit more students. Mr. Goodsell stated that they would need about 37 additional students to break even. Mr. Reeves reviewed the enrollment numbers and stated that the way they would get to those numbers would be to increase in each grade.

Member Gibbons Moved to enter into an executive session for the purpose of receiving legal advice in regards to the legal issues involving a facility lease, pursuant to 24-6-402(4)(b), C.R.S. Member Stallings Seconded the Motion, and the Board voted unanimously to Approve.

8. Public Comments and Discussion.

No member of the public requested to comment at this time.

9. Adjournment.

Member Gibbons Moved to adjourn the meeting at 7:25 p.m. Member Downs Seconded the Motion, and the Board unanimously approved and the meeting was adjourned.

Approved on: 9/14/16


Secretary of the Board of Directors
Heritage Heights Academy of Colorado