

MINUTES
of the meeting of the
BOARD OF DIRECTORS of Heritage Heights Academy
July 13, 2016

The Board of Directors of Heritage Heights Academy of Colorado held a public meeting on July 13, 2016 at 7:00 p.m. at 6105 S. Main Street, Suite 200, Aurora, CO 80016.

1. Call to order and roll call.

The meeting was called to order by Board Chair Jennifer Gibbons at 7:30 p.m. Present were Board Members Jennifer Gibbons, Jessica Price, Deleen Stallings, Karen Lee-Toy, Peggy Downs, 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, and Trevor Goodsell.

2. Public Comments and Discussion.

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

3. Review and Approval of Minutes from the June 8, 2016 Board Meeting.

Member Gibbons Moved to Approve the minutes from the June 8, 2016 board meeting with some additions to the discussion regarding uniforms. Member Stallings Seconded the motion, and the Board voted unanimously to Approve.

4. Facility Update.

This Item was Tabled.

5. HHA Principal Update

Principal Natalia Miller-Forrest addressed the Board and stated that they had been allowed into the building, adding that she had interviewed a Latin teacher. Principal Miller-Forrest stated that they were working on schedules and they were set up with Pay Pros, the payroll company. Ms. Melissa Steele addressed the Board and explained that Pay Pros was the company through which all the HR and payroll would be taken care of. Principal Miller-Forrest stated that they were still looking for front office and custodial staff. Member Gibbons suggested contacting parents in an effort to hire someone that way. Ms. Joani Williams addressed the Board and suggested posting job openings on the web site.

6. Review and Motion to Approve CCSD July Submission Documentation.

Ms. Williams stated that she had sent out an invitation for a drop box where the Board could review the documents, adding that she had not heard back from CCSD as of yet. Ms. Williams pointed out that many of the items were items that Principal Miller-Forrest was working on, including emergency protocols.

Ms. Williams stated that they only had two conditions left to be completed and turned in on August 1st, in addition to the religious symbols that needed to be covered. Member Gibbons stated that there were none, to which Ms. Williams stated that there were some bible verses and other items that would need to be covered. Ms. Williams suggested that the Board divide the document between Board members for review. The consensus was that the Board would split it up via email.

Member Gibbons Moved to Approve the July 1st Submissions Documentation to CCSD pending changes. Member Stallings seconded the motion, and the Board voted unanimously to Approve.

7. Review and Motion to Approve the Edge Church Lease Addendum.

Ms. Williams stated that she did not have the Lease Addendum for approval as yet, adding that the Board would need to hold a telephonic board meeting for approval. By way of discussion, Ms. Williams stated that the addendum included a concern that much of the money being spent on construction would not be of long term value to the church and that determinations would need to be made regarding how money would be allocated. Ms. Williams stated that the church was also concerned that construction might be left incomplete. Ms. Williams stated that Mr. Ryan Reeves would be responding to their requests. Ms. Williams stated that she had drafted security measures at their request as well, including visitor badges and security protocol.

8. Review and Motion to Approve Facility Build Out Bid Costs.

This item was Tabled.

Some non-specific discussion did take place with Ms. Williams stating that she would make sure that the Board received specific information as soon as she received it. Ms. Williams stated that construction could begin in two weeks which would allow for them to start on time. Ms. Williams stated that she had prepared back-up plans in the event that they could not start on time.

9. Review and Motion to Approve Facility Build Out Financing Options.

This item was Tabled.

10. Review Start-Up CCSP Grant Timeline.

Ms. Williams stated that she and Ms. Steele had drafted the Start-Up CCSP grant and they would continue to work on it through August and that it would be awarded in the fall, adding that they would be reimbursed for all the start-up costs in June of the following year.

11. Review Enrollment for HHA.

Ms. Steele stated that the new enrollment numbers from Ms. Kristie Fleisher were still at 196, although there had been a few families who had expressed difficulty with the link on the website, adding that the IT folks were working on getting it fixed. Principal Miller-Forrest stated that 2nd grade and kindergarten had the lowest enrollment. Member Gibbons suggested a combination class with 1st and 2nd; however, Principal Miller-Forrest stated that was not something that works with the Core Knowledge curriculum. Some discussion ensued regarding how the enrollment works in regard to wait lists and the fact that typically more students would be enrolled than they had seats for because a certain percentage of students would decline their seats. Member Price asked how the wait list works with siblings, to which Ms. Williams replied that siblings move to the top of the wait list.

12. Review and Motion for the Revised Uniform Policy Approval and Address Uniform Questions.

Ms. Steele explained that there were some items on the uniform policy that needed clarification, including the policy on tights. Member Stallings asked if tights were required, adding that the current policy sounds like they would be required with skirts. Member Gibbons stated that they were not required. Ms. Steele stated that the policy stated that leggings or tights must be worn under skirts or shorts; however, the clarification should be that leggings or tights can only be worn under skirts or shorts and not on their own.

Member Gibbons clarified that socks must be a matching pair in uniform approved colors. Clarification was made concerning the color "red" in that it refers to the primary red and not burgundy. Member Gibbons stated that they would add polo type dresses in approved colors and that come to at least three inches above the knee, in addition to the jumpers. Member Price asked if they could wear solid colored cardigans, to which Member Gibbons replied in the affirmative. Principal Miller-Forrest suggested a policy regarding shorts being worn under dresses. Member Gibbons stated that if tights or leggings were not worn under dresses, biker shorts in uniform colors would be required.

Member Gibbons Moved to Approve the Uniform Policy based on the changes discussed. Member Price seconded the Motion, and the Board voted unanimously to Approve.

13. Review and Motion for Student and Administrative Fee.

Some discussion ensued regarding the amount of the fee, which Principal Miller-Forrest suggested to be between \$75 and \$150. The consensus was to go with \$75 with a raise the following year if that became necessary. Ms. Williams suggested indicating to the parents exactly where the money would be going. Although some members differed in the amount they felt should be charged, as a Board, the decision was made to make the student fee \$75 per child.

Member Gibbons Moved to Approve the student and administrative fee at \$75. Member Lee-Toy seconded the Motion, and the Board voted unanimously to Approve.

14. Review and Motion to Approve Kindergarten Full Day Tuition Fee.

Ms. Williams reported some of the other amounts charged for full-day kindergarten in the school district and other charters. Mr. Trevor Goodsell addressed the Board and suggested matching CCSD at \$290 plus a \$100 one-time fee. Member Gibbons suggested charging \$300, noting that HHA has a longer instructional day, with at \$100 non-refundable fee.

Member Gibbons Moved to set the full-day kindergarten fee at \$300 with a \$100 non-refundable fee. Member Stallings seconded and Motion, and the Board voted unanimously to Approve.

15. Review of Food Service Provider Options.

Ms. Steele stated that the Board would need to decide whether to contract with a lunch provider or ask the students to bring their own lunch. Member Gibbons stated that, because they would take part in the National School Lunch Program, they would have to offer lunch. Ms. Steele stated that they did not have to offer free and reduced lunch, to which Member Ivory stated that they agreed with the CCSD attorneys to participate. Ms. Steele stated that they would have had to be approved as a charter by CCSD back in February in order to apply for the program. Mr. Goodsell explained the process of obtaining bids from vendors and the rigorous process involved.

Principal Miller-Forrest stated that they did have money in the budget to scholarship those students who could not afford lunch if they decide to not participate in the program this first year. Ms. Steele stated that in Colorado a School Food Authority must be chosen to facilitate the free and reduced lunch. Member Gibbons asked if they could offer their own free and reduced lunch through their own vendor. Ms. Steele stated that the charter contract stated that Cherry Creek would not help with lunch; however, HHA needed to make the decision to provide something nutritional if lunch was provided. Principal Miller-Forrest stated that she had also been in conversations with Wholesome Foods who could provide lunch in a way that would not pin-point those students who were free and reduced. Ms. Steele suggested revisiting the subject of free and reduced lunch in February and possibly becoming their own school food authority.

Some discussion ensued regarding the process of handing out the free lunches and the process Wholesome Foods would use to order and distribute lunches.

Member Gibbons Moved to Approve Wholesome Foods as the HHA lunch provider. Member Price seconded the Motion, and the Board voted unanimously to Approve.

16. Review and Motion to Approve Champions as the Before/After School Care Provider.

Principal Miller-Forrest stated that Champions seemed to have a really good, affordable program. Member Ivory suggested tabling the item because there was not any pricing available. Ms. Williams suggested approving giving the authority to Principal Miller-Forrest to make the determination of before/after care.

Member Gibbons Moved to Approve giving the authority to determine the before/after care to Principal Miller-Forrest. Member Stallings seconded the Motion, and the Board voted unanimously to Approve.

17. HHA Board Committee Formation Update and Introduction to Members.

This item was Tabled.

18. Review of Student Handbook and Employee Manual Revisions.

Ms. Steele delineated the changes to the handbook, noting that several items that were voted on at today's meeting would also be added. Ms. Steele stated that she would forward all of the changes to the Board.

Member Downs noted that on page 11 the "district" was mentioned where it should maybe say "school." Ms. Williams stated that a few other items needed to be added including a finalized calendar (contingent upon a verified start date). Ms. Williams further stated that either Member Gibbons or Principal Miller-Forrest would need to contact CCSD to get details (prices, etc.) regarding using their informational services (Power School, etc.), as they prefer to be contacted by the school. Ms. Williams stated that they had obtained outside quotes; however, with CCSD offering training and the like, it might be advantageous to go with them.

Member Gibbons Moved to give authorization to Principal Miller-Forrest to make the final decision regarding informational systems based on budget. Member Stallings seconded the Motion, and the Board voted unanimously to Approve.

Ms. Williams asked the Board if they would like to approve the student and employee handbooks with the changes or if they would like to review them first. Member Ivory stated that she would like to review them first. Ms. Williams stated that this was a time-sensitive matter and that they could approve the employee manual and wait on the student handbook.

Member Gibbons Moved to Approve the employee manual with Principal Miller-Forrest's final approval and wait to approve the student handbook at a later date. Member Stallings seconded the Motion, and the Board voted unanimously to Approve.

Member Downs stated that she was concerned that teachers could get hired and fired according to the document and she wanted to make sure it was accurate. Ms. Williams stated that they could always amend it if there were items that needed changes. Ms. Steele stated that this would be a living, breathing document with changes being made as the laws change. Ms. Williams stated that they could approve it and revisit it in a few weeks if there were changes. Ms. Steele stated that she would also email the documents out to the Board.

Member Price asked if they should approve a form regarding volunteer hours, to which Principal Miller-Forrest stated that it would be part of the student handbook. Some discussion ensued regarding the inability to mandate volunteer hours and whether or not volunteer hours needed to be tracked in order to apply for certain grants. Principal Miller-Forrest stated that they would work on how to track hours. Ms. Williams suggested asking those families who were unable to volunteer hours to talk with the front office for items that were needed for donations.


19. Public Comment and discussion.

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

20. Adjournment.

Member Gibbons Moved to adjourn the meeting at 9:27 p.m. Member Stallings 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