

**MINUTES**  
**of the meeting of the**  
**BOARD OF DIRECTORS of Heritage Heights Academy**  
**June 8, 2016**

The Board of Directors of Heritage Heights Academy of Colorado held a public meeting on June 8, 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 7:14 p.m. Present were Board Members Jennifer Gibbons, Jessica Price, Deleen Stallings, Karen Lee-Toy, Peggy Downs, Susan Hartley, and Kristen Ivory.

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

**2. Public Comments and Discussion.**

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

**3. Review and Approval of Minutes from the May 2, 2016 Board Meeting.**

**Member Gibbons Moved to Approve the minutes from the May 2, 2016 board meeting. Member Stallings Seconded the motion, and the Board voted unanimously to Approve.**

**4. Review of CCSD Pre-Opening Conditions for HHA.**

Mr. Ryan Reeves addressed the Board and stated that all of the June 1<sup>st</sup> items had been completed and submitted, although there might be some revisions that will be submitted at or before the June 15<sup>th</sup> deadline. Mr. Reeves stated that the main item for the June 15<sup>th</sup> deadline was the walkthrough of the facility with the district. Mr. Reeves explained that at the July 1<sup>st</sup> deadline they would need to have the fire inspector, sheriff's office visit, as well as the Certificate of Occupancy, adding that the Certificate of Occupancy on the building currently was valid. Mr. Reeves stated that they did ask for proof of compliance with some items that fell outside city code, such as the Americans with Disabilities Act.

Member Gibbons asked if the district had been given the colored copies of the blueprints that they had asked for, to which Mr. Reeves stated that he would find out. Member Stallings asked if there would be any issues obtaining the Certificate of Occupancy as required by July 1<sup>st</sup>, to which Mr. Reeves replied that there should not be any problems. Mr. Reeves stated that they would be looking to get final permits once the construction had been completed; however, that would be closer to opening and barring any unforeseen problems that might cause delays.

## 5. Facility Update

Mr. Reeves drew the basic layout on a white board and stated that four things needed to happen in order for them to occupy the school: exit signs need the covers replaced; all round door knobs need to be changed to the levers; a minor revision to the handicap parking area; and a handrail must be added to the external staircase. Mr. Reeves pointed out that they would have nine classrooms. Mr. Reeves described their plan of action as getting quick approval for a permit, doing part of the construction (two or three weeks' worth), getting the fire inspection done, getting the other permit, doing the rest of the construction, and then the final inspection.

A member of the public addressed the Board and asked if they had had any trouble obtaining permits as this was a busy time of year in Aurora; to which Mr. Reeves replied that they had been given a turn-around date of ten days.

## 6. HHA Principal Update.

Principal Natalia Miller-Forrest addressed the Board and updated them on her progress with hiring teachers, noting that a teacher she had hoped to hire for 2<sup>nd</sup> grade had declined the offer; however, she had some additional interviews that week. Principal Miller-Forrest also noted that she had potentially found a music teacher as well. Member Price stated that a parent had expressed concern that only female teachers had been hired. Principal Miller-Forrest stated that she had not received responses from the men who had applied, which was a low number anyway as there are usually few male teachers in elementary school.

## 7. Review and Motion for Revised HHA Bylaws.

Mr. Reeves stated that the school district had asked for some revisions to the bylaws and that the major changes were that over half of the Board would be elected and over half would need to be parents. Mr. Reeves noted that the terms would not change. Ms. Melissa Steele addressed the Board and stated that all of the changes were highlighted in the support documents.

**Member Downs Moved to Approve the revised bylaws as presented. Member Gibbons Seconded the motion, and the Board voted unanimously to Approve.**

## 8. Review and Motion for Revised Academics Contract.

Mr. Reeves stated that the district had requested some wording changes to the Academics contract that would increase specificity regarding the reasonable various items and services. Mr. Reeves stated that a line about potentially increasing the Academics fee each year had been removed, adding that in the six years Mr. Reeves had been with Academics they had not increased fees anyway. Mr. Reeves further stated that a copy of financial documents, which are public record anyway, must be kept on-site at the school.

**Member Gibbons Moved to Approve the revised Academics contract. Member Price Seconded the motion, and the Board voted unanimously to Approve.**

**9. Review New Enrollment Plan for HHA.**

Mr. Reeves stated that, due to square footage, the target enrollment for would have to be reduced slightly, lowering the total enrollment from 250 to 241 for the first year.

**10. Review Updated Budget Reflective of New Enrollment Plan.**

Mr. Reeves stated that this item was for information only and depicted the previously discussed enrollment number changes and did not change the required TABOR reserve and surpluses, as well as the other resources required for services. Mr. Reeves noted that kindergarteners are not funded at a full-day level; therefore, the full-day program was tuition based. Member Stallings asked if the kindergarten numbers were available to the public, to which Member Gibbons stated that she believed that information was available on the website. Mr. Reeves stated that before and after care was not considered as part of the budget; however, it would arranged through a separate entity and any revenue generated would become part of the Student Generated Funds. Mr. Reeves stated that Free and Reduced Lunch would be a target the second year and would be facilitated through an outside vendor.

**11. Review and Motion for the Furniture, Fixtures, and Curriculum Lease.**

Mr. Reeves explained that through a relationship with Zions Bank and Vector bank, they would be able to obtain a four year lease for the furniture, fixtures, and curriculum (including text books, computers, etc.); allowing the bank to benefit from depreciation, with an option to buy or begin a new lease at the end of the four years (usually by that time items need to be replaced anyway). Mr. Reeves stated that the total financed amount proposed was \$234,400; which would be split into ten payment over the course of the year. Mr. Reeves discussed details of the lease, including the fact that they could expand the lease as enrollment and revenue grows. Member Stallings asked if they could use the start-up grant to pay the lease, to which Mr. Reeves replied in the affirmative. Some additional discussion ensued regarding the process of ordering items and potential timelines.

**Member Gibbons Moved to Approve the Furniture, Fixtures, and Curriculum Lease.  
Member Stallings Seconded the motion, and the Board voted unanimously to Approve.**

**12. Review and Motion for the Supplemental Fee Agreement.**

Mr. Reeves stated that there were terms in the agreement with Academica covering the current period; however, Mr. Reeves informed the Board of how the process would work in that, once the school was funded, the school would then pay Academica back over the course of a year (including items such as marketing flyers, signage, and some legal services) in the amount of approximately \$50,000. Mr. Reeves explained that there were a number of items for which Academica will not charge and delineated the financial processes that the school would go through once funded. Mr. Reeves stated that they would receive an itemized list of those items for which Academica would be charging. Some discussion ensued regarding the various processes.

### **13. Review and Motion for Uniform Policy Approval and Uniform Vendor Options.**

Member Gibbons stated that she would like to see the current uniform policy stand with a few minor changes. Some discussion ensued regarding what might be defined as distracting or too strict by Board members and Principal Miller-Forrest, who felt it would be important to set a conservative precedent now rather than try to back-pedal after beginning too leniently. Member Gibbons described all of the changes and/or additions to the uniform policy as follows:

- HHA will make logo polos available for purchase.
- Rewording for clarification: "Tops with zippers or laces are not allowed, they must have snaps or buttons.
- Add "bottoms with elastic at the ankles" to the list of bottoms that are not allowed.
- Socks, along with tights, must be in solid approved colors.
- In order to better define "distracting," shoes must "have no lights or wheels," and tennis or athletic shoes "should be Vans, Keds, Converse, or Toms or a similar style in a solid color with no more than one accent stripe."
- Open toed shoes, sandals, or flip-flops are not allowed.
- Snow boots may be worn to and from school and during recess; however, they must be removed when entering the classrooms.
- The portion regarding neck and bowties will be removed completely.
- Clarification will be added to the Hairstyles portion including no mohawks or shaved patterns; however, short spikes will be allowed.
- No scarves other than outerwear will be allowed.
- Plaid skirts will be made available through the approved uniform vendor.

After some discussion it was determined that not changes would be regarding a policy for shorts, other than what already exists. Also, it was determined that, at this time, logoed shirts will not be mandatory.

Ms. Steele recommended giving authority to Principal Miller-Forrest to choose the approved vendor from the submitted bids.

**Member Gibbons Moved to Approve the Uniform Policy with noted changes. Member Stallings Seconded the motion, and the Board voted unanimously to Approve.**

**Member Gibbons Moved to give Principal Miller-Forrest authority to choose the approved uniform vendor. Member Stallings Seconded the motion, and the Board voted unanimously to Approve.**

### **14. Public Comment and discussion.**

A member of the public asked if the school would have an IT representative, to which Member Stallings stated that arrangements for IT had been made through Academica.

**15. Adjournment.**

**Member Gibbons Moved to adjourn the meeting at 8:47 p.m. Member Stallings Seconded the Motion, and the Board unanimously approved and the meeting was adjourned.**

Approved on: 7/19/16

Hussen Oring  
Secretary of the Board of Directors  
Heritage Heights Academy of Colorado