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**MINUTES**  
**of the meeting of the**  
**BOARD OF DIRECTORS of Heritage Heights Academy**  
**May 2, 2016**

The Board of Directors of Heritage Heights Academy of Colorado held a public meeting on May 2, 2016 at 6:00 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 7:00 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 Joani Williams 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 April 14, 2016 Board Meeting.**

**Member Gibbons Moved to table this item. Member Stallings Seconded the motion, and the Board voted unanimously to Approve.**

**6. HHA Principal Update.**

Principal Natalie Miller-Forrest addressed the Board and gave a detailed report of teachers to whom she had made offers, including teachers for grades Kindergarten, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup>. Principal Miller-Forrest stated that she was very pleased with the caliber of teachers she had encountered, adding that she had several other candidates on the back-burner.

Member Gibbons congratulated Principal Miller-Forrest on finding such amazing candidates.

**7. HHA Staff Job Offers and Salary Pay Scale Recommendation for Review.**

Ms. Joani Williams addressed the Board and stated that she had forwarded the budget to Principal Miller-Forrest in order to make salary determinations. Principal Miller-Forrest stated that she had determined that salaries would begin in the \$41,000 range, which those candidates who inquired regarding salary were pleased with. Principal Miller-Forrest stated that she would like to further evaluate and perhaps give those with higher education an increase, although some districts do not differentiate salary between bachelor's and master's degrees.

Mr. Ryan Reeves addressed the Board and explained that the purpose of a salary average would be to potentially offer less to, for instance, first-year teachers; and then offer a higher salary to a more experienced teacher, where the overall average is used for the initial year hires. Mr. Reeves stated that it

would be up to the principal to make those determinations. Mr. Reeves added that, as far as a pay scale goes, it was recommended they utilize pay-per-performance increases based upon annual funding, where commitments to the teacher could be fulfilled, rather than using a number that might change based on funding. Mr. Reeves recommended committing to the teachers that any increase in funding would lead to an increase in compensation. Mr. Reeves stated that they were hoping to determine an average salary, and that they would include that in the budget and bring a more formalized outline that will be brought to the Board at some point during the summer, with Principal Miller-Forrest's input. Mr. Reeves also stated that they usually offer additional benefits in the form of tuition reimbursement and buy-back of PTO (which pays teachers who do not use all of their paid time off from the substitute teacher budget).

Member Gibbons asked Principal Miller-Forrest if that average salary was something that she could work with, to which Principal Miller-Forrest replied in the affirmative.

#### **4. Review, Update, and Approval on CCSD Charter Contract with HHA.**

Mr. Tim Farmer addressed the Board and stated that he would go through the responses from CCSD regarding HHA requests:

- They agreed to combine all of the pre-opening requirements into one checklist.
- They changed the language for Board members, in that members required to be parents can finish their term when the student matriculates out; however, they cannot begin an additional term unless it is as a non-parent.
- They agreed to not classify Academica as an Educational Services Provider, which would require district approval.
- They noted conflict of interest language, which had been previously added to the contract.
- They stated that they would cooperate on getting state waivers as soon as a rationale for board waivers is provided.
- They agreed to let HHA have their own bidding and procurement procedures.
- They agreed to take out the square footage requirements (this had been stated in an email; however it was not included in the responses). (Mr. Reeves pointed out that these were guidelines and not requirements.)
- District disciplinary procedures must be followed until HHA adopts their own.
- They agreed to withhold only 3% of overhead admin, which would be adjusted at the end of the year with a cap at 5%. (Member Gibbons asked if they could tack on lawyers' fees and such, to which Mr. Farmer replied that he would look into that.)
- If HHA provides SPED services to students with transportation needs, HHA would be responsible for that expense. (Mr. Reeves noted that this could be attained by paying mileage to the parent, an outside contract, or through the district.)
- MLO funds were still at 50% to be paid in monthly installments by January 1, 2017, with no start date indicated.
- The date for enrollment projections has been moved up from April 1 to March 15.
- They agreed to move the deadline for the audit to October 31.
- The words "where applicable" were added to the section that stated that HHA employees will abide by the district conduct policies. (Member Downs expressed concern over what might be deemed "applicable," to which Mr. Farmer replied that it should be an acceptable compromise.)

Mr. Farmer stated that the checklist was due on June 1<sup>st</sup> and that it would be prudent to make assignments to ensure those items are taken care of. Mr. Farmer added that the only item that

remained a challenge was the certificate of occupancy, the deadline of which the district would not extend, stating that July 1 should be the latest date by which HHA should have the certificate of occupancy. Member Gibbons asked if it would make a difference if the school had a later start date, to which Mr. Reeves stated that the lease with the church was worded in such a way as to ensure that work to the building was accomplished with target dates and such, adding that they refuse to remove that wording. Mr. Reeves suggested obtaining a certificate of occupancy for the building as it sits now, submitting it to the district, and allowing the district to tour the building as it is now; and then go back into the building to make the construction changes. Mr. Reeves stated that the concern there would be that the church might not allow construction if the target dates are missed.

Member Gibbons asked what the motivation of the church was to assign these deadlines, to which Mr. Reeves replied that the church was concerned that they not sneak in revisions at the last minute of which the church does not approve. Member Gibbons asked if the deadlines could be adjusted, to which Mr. Reeves replied that at this point they needed a signed lease to be able to announce to the community where the school will be. Mr. Reeves recommended entering into the lease as is, where to make changes to the lease at this point would mean that there was no agreement, adding that this would allow them to receive that certification of occupancy by the district's deadline.

Mr. Farmer stated that in regards to SPED they had the option to go with an insured model (paying a premium for every student regardless of whether they have an IEP) or paying a sum for each student with an IEP, which will probably work out to be about the same amount. Mr. Reeves asked how much funding they would receive from the district, to which Mr. Farmer stated that the district will "provide all federally required educational services." Mr. Reeves stated that this sounded like a very fair deal and would alleviate the challenge of finding those therapists to come in on a very part time basis.

In regards to ELL for every eight ELL students in the classroom, there would need to be a full-time ELL co-teacher in the classroom; adding that the ratio increases to twelve in middle school. Principal Miller-Forrest stated that the 5<sup>th</sup> grade teacher has ELL credentials, adding that she might be open to helping in that regard. Member Gibbons stated that they were unsure of what the population would be. Some discussion ensued regarding possible solutions; however, no determinations could be definitively made before knowing the ratios. Mr. Reeves stated that he did not think that every CCSD classroom with eight ELL students had a full-time teacher in the classroom all day, to which Member Hartley concurred. Mr. Reeves added that there were other solutions that could be entertained.

**Member Gibbons Moved to enter into an executive session for the purpose of receiving legal advice in regards to the proposed charter contract, pursuant to 24-6-402(4)(b), C.R.S., and to discuss strategy, determine positions, and instruct our negotiator relative to the ongoing charter contract negotiations, pursuant to 24-6-402(4)(e), C.R.S. Member Stallings Seconded the Motion, and the Board voted unanimously to Approve.**

**Member Gibbons Moved to return to an open session. Member Stallings Seconded the Motion, and the Board voted unanimously to Approve. The meeting returned to an open session.**

**Member Gibbons Moved to Approve the CCSD Charter Contract with HHA pending the edit of the square footage. Member Stallings Seconded the motion, and the Board voted unanimously to Approve.**

**5. Facility Update and Review of The Edge Church Lease with HHA.**

Mr. Reeves stated that the concern with the lease with The Edge Church included the target dates for construction, which might necessitate coming back to the Board to postpone construction until during or after the first year. Mr. Reeves recommended approving the lease giving the Board Chair the authority to execute the lease with the possible revision regarding the monthly fees for utility calculation.

**Member Gibbons Moved to Approve the facility lease with The Edge Church and HHA with authority given to the Board Chair to execute the lease with a provision to revise the monthly utility calculation. Member Stallings Seconded the motion, and the Board voted unanimously to Approve.**

**8. Public Comment and discussion.**

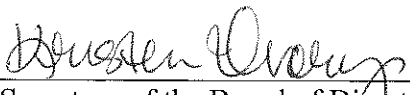
A member of the public asked about the possibility of obtaining a temporary certificate of occupancy to bridge the difference between the district and the church. Mr. Reeves stated that because the building can be occupied, he had not heard of the possibility of a TCO. The same member of the public asked if the building was up to code as required by a school, to which Mr. Reeves replied in the affirmative, although he noted that the fire alarm system might need upgrading. The same member of the public asked if the teacher salary of \$41,000 was competitive in Colorado, to which Mr. Reeves gave an explanation which basically stated that it was a point to build from and would allow hiring many new teachers and a few experienced teachers.

Another member of the public asked if the facility was within the original radius projected, to which Ms. Williams stated that it was. The same member asked if there would be room for classes such as art and P.E., as well as a recess area. Mr. Reeves stated that they would be using a portion of the parking lot for recess and P.E. Mr. Reeves provided a map and went into some detail regarding how the space might be utilized.

**9. Adjournment.**

**Member Gibbons Moved to adjourn the meeting at 7:31 p.m. Member Stallings Seconded the Motion, and the Board unanimously approved and the meeting was adjourned.**

Approved on: June 8, 2016

  
Secretary of the Board of Directors  
Heritage Heights Academy of Colorado