

# **HHA Board Meeting Minutes**

## **12/5/16**

Began at 6:45pm At HHA Facility (19697 East Smoky Hill Road, Centennial, CO 80015)

1.1 Call meeting to order

1.2 Pledge of Allegiance

1.3 Roll Call- Karen Lee-Toy, Deleen Stallings, Jen Gibbons, Jess Price, Peggy Downs  
Absent- Kristin Ivory

1.4 No Edits to Agenda

1.5 Agenda was adopted

2. No Public Comment

3. Consent Agenda was discussed. The entire consent agenda is voted on and approved with one motion, one second, and one affirmative vote. Any Board member may request that an item be removed from the consent agenda, and if so it will be moved to the Action Items for further discussion. No consent agenda at this meeting.

4.1 Reports From Fundraising Committee- Jen Gibbons

Discussed their plans for future fundraising events.

1. Annual Giving Campaign will kick off this week- Goal of \$100,000
2. Spring Gala
3. Spirit wear
4. Daniel's fund
5. Brick fundraiser

4.2 School Report- Natalia Miller-Forrest

Current Office Manager is leaving. Job has been posted and has an interview this week.

Enrollment Committee is working hard.

Teacher Evaluations have started this week.

4.3 Financial Report- Bart Skidmore

Have enterprise software set up. Hoping to convert the file soon and use Quickbooks

Talked about CCSP Grant- It will not help with our deficit

Our staffing ratio is typical- 1:12

Recommended we apply for Competitive Grants not just categorical from CSI and CDE- especially look for grants that can fund salaries.

Would like to ask Michelle Peterson if she could help with grant writing.

Deficit in finances of about \$300,000 right now.

Some reasons include: Expensive lease- over 20% of PPR. Denver Public Schools is more like 10% or less of PPR. Legal bills

Bart requested to talk to Jess from Pay-pros about all payroll items

Bart recieved reconciliation info from district

ESL expense

Tech expense

Bart changed our address with the Sec of State

Bart sent sales tax exempt statement- look for it in the mail

We will have a future converstion with Academica about amount owed

Talked about shopping around to compare how Pay-pros stacks up. PayChex, Pay Velocity, ADP

Karen will email finance committee and update them

4.4 Discussed Study Session this Friday, Dec 9th, at 1:30 with Jen Perry and Judy Skupa. Have a list of what services we would like to ask for from district.

Discussed Jan 12th Work Session with CCSD to discuss the viability of HHA.

Fundraising Plan= Jen Gibbons

Enrollment Plan= Jess Price

Facility= Tim & Jess

Financial Plan= Bart

Talked about asking district about ELPA, READ Act, Title II on Friday

Apply for eRates

Talked about website and possible funding through the grant

VA Staffer- website company charges \$10/hour

Other website options

Progress on Documents for Edge church- Deleen updated us on her progress

Construction items- not much progress on this

Deleen was able to get a Ownership and Encumberance Report- should cover title certification

Security Alarm- Check is sent and should get Paid in full statement soon

#### 5.2 Discussion of BOD election

Would like to appoint another Board Member after Susan Hartley's resignation  
Would like to ask for resumes and have a brief application to fill out.  
Peggy Downs will email an example.  
Jen Gibbons will be the point person on BOD election.  
Talked about future Board election in April.

#### 5.3 Discussion of Kindergarten Tuition- Increase or stay the same. Current monthly tuition is \$300. No complaints. No action taken.

#### 5.4 Discussion of Start/End times- Seem to be losing students because of such an early start. Still need to consider after school activities. Must wait and see if CCSD changes their times and adjust accordingly. Will wait until we have results of the parent survey. No action taken.

Jen suggested that we each think about what is important to us in a school calendar and what would best align to our vision/ mission

#### 6.1 Discussion and approval of school calendar

3 Yearly Calendars were prepared and presented by Natalia Miller- Forrest

1. Traditional
2. Four day School week
3. Agrarian School Calendar

Briefly discussed the pro's and con's of each. Will wait until we have results of the parent survey. No action taken.

#### 6.2 Update on the Lease-

Voted to allow Tim Farmer to begin lease discussions with Smoky Hill Vineyard Church

- Adjourn the meeting at 8:42pm