

MINUTES
of the BOARD OF DIRECTORS meeting of
Heritage Heights Academy
November 14, 2017

The Board of Directors of Heritage Heights Academy held a public meeting on November 14, 2017 at 6:00 p.m. at 20050 E Smoky Hill Road, Centennial, CO 80015.

1. Call to order and roll call.

1.1 The meeting was called to order by Board Chair Jennifer Gibbons at 6:00 p.m. Present were Board Members Jennifer Gibbons, Karen Lee-Toy, Peggy Downs, Jessica Price and Lauritz Petersen. Kristen Ivory and Nathan Wheldon were absent.

Also present was Principal Natalia Miller-Forrest, legal counsel Tim Farmer and CPA Bart Skidmore.

1.2 Pledge of Allegiance was recited

1.3 The Vision and Mission Statements were recited by Board Chair Jen Gibbons.

1.4 Roll Call was conducted by Board President Jen Gibbons.

1.5 There were several edits to the agenda: Move PTSO update from 4.4 to 4.0 in the interest of time. Member Price added discussion of information obtained from webinar as item 5.5. Add 7.3 to assign board members months to attend CCSD board meetings.

1.6 President Jennifer Gibbons voted to approve the agenda. Jessica Price seconded the motion. The voting was unanimous in favor.

2. Public Comment.

There were several members of the public present. No public comment.

3. Consent Agenda.

The consent agenda included the following:

Updated Financial Policy

Minutes from October 10, 2017 Board meeting

Enrollment Policy

HHA Strategic Plan

Jessica Price moved to approve the consent agenda, member Petersen seconded. The voting was unanimous in favor.

4. Reports.

4.1 PTSO Update . Hollie Snodgren gave PTSO update. The thankful grams were less popular than Update last year. Tina Knisley has taken over communication. Indigo is stepping down as treasurer. Hollie does not want to be PTSO co-pres next year, Mia Graham will serve again if no one wants to take her place. PTSO and BOD will work on recruitment. PTSO is still looking for teacher appreciation coordinator. Mia Graham and Deena Mata are working on getting a teacher grant program started.

Spring social is scheduled for Feb 23rd.

bank balance is \$9, 824.00 with \$2,822.00 ear marked for playground equipment. Kings Soopers cards have made \$2,062.00 Moon Caps have made \$88, Fall Festival made \$816 and Thankful grams made \$200.

PTSO would like to have a used uniform sale. They need people to help start it and run it.

4.2 Fundraising Update. Jen Gibbons gave the fundraising update. Fundraising is getting ready for the annual giving fund. They are starting to be more aggressive at looking at grants, etc.

4.3 Financial Update. Bart Skidmore was present to give the Board a financial update. HHA is ahead of time submitting current financials to the district. We are doing well financially even though we did not reach full enrollment. Fund balance will be \$206,000.00 at the end of the year and we will have full Tabor reserve. Next year projected budget should include 4.5% increase in PPR. In 2019/2020 school year, mill levy increase will kick in. Karen signed and sent off 990 (tax return for non-profit).

4.4 Facilities Update. Jessica Price updated the board on facilities details. The certificate of occupancy was received. She would like to do something to thank Mihai for the work and materials he has donated to the school. He has been amazing. We are working on possibly staying at SHV if we can use more room. HHA will further negotiate with SHV.

4.5 Member Petersen moved to adopt the academic calendar for 2018/2019 school year. It is almost identical to the CCSD calendar. Karen seconded the motion. The date for back to school night may be changed to August 9th instead of August 10 in order for the teachers to have time to organize classrooms, etc. The voting was unanimous.

5. Discussion

5.1 Discussion on Open House dates for 2018. Principal Miller-Forrest proposed January 22, February 1st and February 8th as open house dates. Tracy will advertise on Facebook. All

the dates are in the evening, so the Board is invited, just let Natalia know. The time will be 6:00 – 7:30 p.m.

5.2 Discussion on Visit from CCSI. CCSI will make a visit on February 21st and February 22nd to interview staff, students, parents and give feedback on improvement. The cost for us is \$12,000 and is included in the grant. The Board will need to self-evaluate before the CCSI visit to make sure we are 100% compliant.

5.3 Discussion on Charge Statements for Committees. Charge statements for committees will be edited by Jen and Natalia and sent out to Board before next meeting for vote.

5.4 Discussion on Webinar. Jess attended a webinar and learned about email organization. We need to make sure we record unanimous board votes and record who voted against items. Webinar stressed the importance of having a packet before each meeting. We need to make sure our agenda items are to Kristen one week before the meeting so the agenda is ready one week before the meeting. We also need to get relevant documents to Kristen so she can compile a packet for each board member as well as have extras for public attending meeting.

We should keep a “sunshine list” of family names who want to see the minutes of our meetings, etc.

Jess asked the question, does the Board exist outside the board room? The answer is “No”, we should have no correspondence regarding school policy.

5.5 Discussion on Contract with EFS.

The Board moved in to executive session.

“The board may vote to enter in to executive session pursuant to C.R.S. 24-6-402(4)(e) to discuss a matter subject to negotiations with Bart Skidmore, Tim Farmer, and the contract with EFS.

The Board moved out of Executive Session and the following was discussed.

Discussion on contract with EFS. Jen asked Justin if he was ok with us not being able to make a purchase for at least one year meaning they will be working with no collected fees from HHA for at least that long. Justin assured the BOD that EFS has entered into many contracts where they collected fees after one year, one current contract is going on year 3. Justin explained that EFS is valuable even if we somehow stay at SHV since we will need buildouts. EFS knows the market and they will test all options as well as looking at our enrollment. EFS would help us run our project, help with financing and managing other consultants and also manage risk.

EFS is only asking for a contract until August 2018 so they can prove their value and we can renew then if we want.

Jen asked if we could negotiate fee if we enter in contract with SHV. EFS explained that the contract now says fee is only put into place if we stay at SHV for more than 5 years in which case we would be so large that we would need buildouts and their services will be needed. But they still would be willing to negotiate.

Jess made a motion to approve and sign one year contract with EFS, Jen second. Unanimous vote.

The meeting is adjourned.

The next Board meeting is scheduled for December 12th at 6:00 p.m.

Approved by Board Secretary/ Date