

**MINUTES**  
**of the BOARD OF DIRECTORS meeting of**  
**Heritage Heights Academy**  
**August 8, 2017**

The Board of Directors of Heritage Heights Academy held a public meeting on August 8, 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 6:14 p.m. Present were Board Members Jennifer Gibbons, Kristen Ivory, Jessica Price, and Karen Lee-Toy. Lauritz Petersen was on conference call and Peggy Downs was 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 Roll call was conducted by Kristen Ivory

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

**2. Public Comment.**

Only one member of the public was present and there was no public comment.

**3. Edits to Agenda.**

Second 5.1 of the agenda was omitted because Peggy Downs was not present. This item was tabled for the next meeting.

**4. Consent Agenda.**

The June and July minutes were voted on and approved on the Consent Agenda. One minor change was made to the draft July minutes deleting a sentence on maternity leave. The minutes were approved with this change.

## 5. Reports.

5.1 PTSO Update. Co-President Mia Graham was present to give an update on the PTSO. There is currently a balance of \$4200 in the PTSO budget. Playground equipment will be delivered on Thursday. Two permanent basketball hoops have been approved by SHV. The main PTSO fundraiser will be King Soopers cards. HHA received a check for \$446 on a \$8500 total from purchases made at King Soopers. Candy grams will be the other main fundraiser for PTSO. The PTSO is currently planning Donuts with Dads and the Fall Family Festival/fun run. Plans for back to school night are ready and a banner for PTSO has been ordered. There will be sign up sheets for the Fall and Spring Festivals. Board Chair Jen Gibbons suggests an electronic way to sign up for volunteer opportunities may be something to think about.

5.2 Financial Update. Bart Skidmore presented the Board with a financial update. July financials should be completed next week and will meet the District deadline. Bart and Peggy Clark are currently working on a conversion to QuickBooks from the Enterprise System. The audit went great and no adjustments need to be made. Currently Bart and Tim are reviewing the lease and all the activity with the Edge Church so we can verify the amounts owed. HHA is still waiting and planning on receiving a deposit back from the Edge Church. Time indicates that there were three versions of the lease and they are trying to figure out what we actually paid vs. what they actually owe us. Other than the \$8000 security deposit everything else has been expensed showing on the balance sheets of the financials. We did get a final letter from Academica stating that we owe them no money and that was sent to CCSD. A small janitorial service bill has been turned over to a collection agency and Bart has been following up with that and will keep us posted on the situation.

5.3 Facility Update. Jessica Price led the discussion on the facility update. Chris (contractor) is finishing up the interior construction. It should be completed by Thursday. The sliding doors will not be completed by the start of school. We have contacted the State, County and City. The inspectors at the State have been willing to work with us to get a certificate of occupancy. The fire marshall has also agreed to provide a temporary COO. The doors will have to be open for fire code so someone will have to be by the door at all times. Parent volunteers may be asked to help. The motion sensors will be turned off. The doors will ship Monday and will take about 5-7 days. Then installation will take on day per door.

Jessica mentioned that she had been in contact with Jane Ellis who is the Executive Director at CO Charter Facility Solutions. It is a new non-profit that has been given money by several foundations to help charter schools with their facilities. They assist with financing and funding at low interest rates. Something to keep in mind for upcoming facility financing.

5.4 CCSP Grant Update. Principal Miller-Forrest updated the Board on the CCSP grant submission for reimbursement. Thank you to Peggy Clark for all of her work the last week of July. The paperwork was sent to the district and HHA is waiting for a reimbursement

check of between \$90,000 and \$100,000. No complaints have been received from the District. Devi and Natalia were going to attend a grant writing workshop on August 16<sup>th</sup>. Devi is no longer available so it is important to find another person who can help with grant writing and attend the workshop. Bart will give us a name of someone who helps write grants for schools if we are interested.

5.5 Enrollment Update. Principal Miller-Forrest directed the enrollment update. She indicated that there have been some problems with PowerSchool and the front office has figured some of those out. Families have still been walking through and touring the school and most families have been accepting. The last time she checked there were 168 people on the wait list. We should be fully enrolled but it changes every day. All classes should be full on the first day of school. According to District policy families only have to go online and change schools so it is hard to keep track of enrollment at all times. According to PowerSchool all seats should be filled. Principal Miller-Forrest is cautious about over enrolling without accurate numbers in PowerSchool.

## 6. Discussion

- 6.1 Review of Principal goals and evaluation. Board Chair Jen Gibbons reported on the principal goals for the upcoming school year. They are as follows:
- Staff retention will increase to 80% retention of effective teachers who have renewed contracts.
  - Staff surveys will be taken at least quarterly to collect feedback about how to improve school culture from the teacher's perspective and a report will be given to the Board.
  - Student achievement scores will increase by 3% based on state assessments and internal testing.
  - Parents rate the school culture and character at an 80% approval rating on the yearly parent survey.

There was also a discussion on becoming Core Knowledge accredited by year 3. The school is already on track to achieve that. The Strategic Plan goals include this requirement.

Member Price indicated that she would like more detail on the Principal goals and would like to figure out ways to become more aligned with Liberty Commons. Principal Miller-Forrest has tried to align with Liberty Commons where possible but needs the autonomy to make decisions for HHA on an individual basis. For example, she has given the teachers the choice on how to develop their curriculum maps by copying ideas from Liberty, Caprock, CCA or other charter school models. There was a lengthy discussion on the Liberty Common curriculum and why HHA is not copying it exactly. It was discussed that it would be important to encourage teachers to visit Liberty Common and Principal Miller- Forrest agreed to do that.

Goal no. 5: Strive to become more aligned with Liberty Common by implementing Liberty programs or curriculum and encourage each teacher to visit Liberty for training purposes.

There was also a discussion on math goals. Principal Miller-Forrest made it clear that a school cannot push a kid to go to the next level in Math when they are not ready to move forward. The main goal should be that we are closing gaps. A 3% increase is a reasonable goal with only one year under our belt. It was also mentioned that possibly utilizing the summer to help students “catch up” in Math may be a good option.

- 6.2 Discussion on Contract with Education Facility Solutions. Jessica Price led the discussion regarding a possible contract with Education Facility Solutions. Jess has looked up other schools who have used their services and has received very positive reports. Three bids are not required because this is considered a professional service. The contract works similar to a real estate contract. EFS will help navigate the process of finding a facility. If we sign the contract we have to use them if we find a property. Tim suggested that if we renew our lease at SHV EFS will not receive compensation. If we purchase a long-term lease from the district they also would not receive a commission. Both of these items should be added to the contract. It was decided that the contract needed to be considered at an upcoming meeting. It is too early in the game to agree to this. Bart indicated that HHA is not in a situation to even put earnest money on a property or get financing. We are premature on thinking about looking to buy a facility because we don't have the financial status at this point. Bart feels that we should have a financial plan prepared for the next 5 years and he will work to prepare that.

Lauritz Petersen leaves the meeting.

- 6.3 Discussion on Daniel's Fund Grant. The check from the Daniel's Fund was received by the school. The fund also sent a press release to post on social media. The grant will also be announced at back to school night. It was mentioned that Daniel's Fund is very data driven so it is important to be mindful of that as a school. A report is required to be submitted within 30 days after the end of the grant period to show how the funds were spent.
- 6.4 Discussion on new board member. Board Chair Jen Gibbons announced that Devi Kalla has tendered his resignation. It will be announced at back to school night that a board member position is open, particularly someone who has grant writing experience. A committee has been created to select a new board member including Karen Lee-Toy and Jen Gibbons who will review the applications. The interested candidates will be asked to fill out board packets. The board will vote at an upcoming meeting.

A motion was made by Kristen Ivory to approve the Board Policy on Hiring Termination and Non-Renewals for Employees. The motion was seconded by Karen Lee-Toy and the vote was unanimously in favor.

**Action Items.**

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

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Approved by Board Secretary/ Date