

**Minutes**  
**of the BOARD OF DIRECTORS meeting of**  
**Heritage Heights Academy**  
**March 13, 2018**

The Board of Directors of Heritage Heights Academy held a public meeting on March 13, 2018, 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, Peggy Downs, Karen Lee-Toy, Kristen Ivory, Nathan Wheldon and Jessica Price. Also present was Principal Miller-Forrest, Tim Farmer and Bart Skidmore. Lauritz Petersen was absent.
- 1.2 The Pledge of Allegiance was recited.
- 1.3 The Vision and Mission Statements were recited Board Chair Jen Gibbons.
- 1.4 Roll Call was conducted by Board Secretary, Kristen Ivory.
- 1.5 Edits to the Agenda.  
Discussion items 5.1 and 5.3 were moved to Executive Session  
Move item 3.5 from Consent Agenda to Discussion item 5.5  
5.4 Discussion item added to discuss CCSD Board meeting  
5.5 Discussion item added to discuss Principal Evaluation and goals  
5.6 Discussion item added to discuss Exit Interview Questionnaire  
Executive Session item added to discuss update on Edge Church

Peggy Downs makes a motion to adopt the agenda with edits. Second by Jen.  
Voting unanimous.

**2. Public Comment.**

There was no public comment.

**3. Consent Agenda.**

Karen makes a motion to approve the Consent Agenda with edits. Second by Jen.  
Voting unanimous

#### 4. Reports.

- 4.1 PTSSO Update. Mia Graham presented an update for the PTSSO. PTSSO currently has a balance of \$11,000. The recent Glow Party netted about \$1,000. May 7<sup>th</sup> PTSSO meeting will be focused on electing new members. There are currently 4 vacancies. The EduKit school supply lists are in. Online sales will start in April and run until mid-June. The teacher grant program is off to a great start. The first application was received from Ms. Carlson and was approved. Muffins with Moms is on May 11<sup>th</sup>. A check for \$357 was received from King Soopers.

*A motion was made by Nathan Wheldon to allow agenda item 4.1a. Teacher update from Ms. Hodge. Peggy Downs seconded the motion. The voting was unanimous in favor.*

- 4.1(a) Teacher Update. Ms. Hodge has 2 daughters and is from Tennessee. She has a Masters in Elementary teaching. She has lived in 7 states. Ms. Hodge teaches music and spelling/reading class. She is also the testing coordinator. The Music program follows the core knowledge sequence very well. She is trying to coordinate performances for all grades before the end of the year. She has not visited Liberty Common.
- 4.2 Facilities Update. Nathan Wheldon. HHA has agreed on a continuing lease with SHV for next school year with extra square footage included. The increase in rent is about \$1200 per month.
- 4.3 Fundraising Update. The annual giving fund brought in \$2600. The auction is coming up. Fundraising committee is looking for business donations. The auction is April 27<sup>th</sup>.
- 4.4 Enrollment Update. Principal Miller-Forrest. Currently enrollment is at 318 for next year. Some students are on a retention bubble. Enrollment is almost finished. Currently have the following waitlist numbers: K – 41, First grade – 36, Second grade – 6, Third grade – 1, Fourth grade – 45, Fifth grade – 13, Sixth grade – 26, Seventh grade – 0.
- 4.5 Financial update. Presented by Bart Skidmore. Finance meeting went well. Bart presented an Appropriating Resolution 2018/2019 fund expenditure budget. The lease expense is a little on the high side. Karen has been working on revisions to the financial policy with input from Bart. The policy will be finalized for next meeting. Natalia will print a copy of the Financial Policies for Board binders when it is finalized. An Appropriating Resolution for 2018/2019 fund expenditure budgets was presented and signed.

- 4.6 Classroom Data Report. Principal Miller-Forrest gave a short presentation about the growth in literacy and math in all grades.

Karen Lee-Toy is dismissed from the meeting

## **5. Discussion.**

- 5.1 Discussion on Board Administered staff surveys. HHA staff survey will now be administered by the Board. Nathan volunteers to capture the data for the survey and review for the board. Jen will create the survey and send to the board for approval. She will then administer the survey.  
A motion is made to approve the Board Administered Staff Survey by Kristen Ivory with edits. Jen Gibbons seconded. The voting is unanimous
- 5.2 Discussion on copy machine contract. Principal Miller-Forrest is waiting on new contract. A new contract requires a 3 year lease. She will send out the new contract for review.
- 5.3 Discussion on the Hiring and Firing Termination Policy. It was discussed that a staff member needs to be informed that they have the right to file a grievance. The principal must inform the exiting employee of the grievance.  
Jen makes a motion to approve the Hiring and Firing Termination policy with discussed edits. Peggy seconded the motion. The voting is unanimous. Jess will make the edits.
- 5.4 Peggy Downs gave a short update on the CCSD Board meeting. The topic was safety and security. Also mentioned was the bags of fun fundraiser. One thing to take away from the meeting was the District has gone through the schools and assigned a number to doors for evacuation purposes. This may be a good idea for HHA.
- 5.5 Discussion on Final Principal Evaluation and goals. Short discussion on the final rubric. A motion was made by Peggy to approve the Executive Director rubric as presented. Seconded by Jess. The voting was unanimous. The goals for the principal are already embedded in the rubric.
- 5.6 Discussion on the HHA Exit Interview Form. For exiting employees. We want insightful information. These are not to be used for people who are being terminated. The head of the Board will administer. A motion to approve the exit interview form was made by Peggy Downs. Nathan seconded. The voting was unanimous.

No public comment

At 7:45 p.m. a motion was made by Jen Gibbons to enter into Executive Session pursuant to CRS 24-6-402(4)(a) regarding Buying and Selling Property and discussion of facilities, as well as CRS 24-6-402(f) personnel matters.

Nathan voted to second the motion. The voting was unanimous in favor.

A motion was made to exit executive session at 8:25 p.m. by Jen Gibbons. Seconded by Nathan. The voting was unanimous.

## **6. Action Items**

A motion was made by to authorize the facilities committee to enter a nonbinding agreement with CCSD regarding the Redtail Hawk site. A motion was also made to authorize the facilities committee to enter into a nonbinding agreement with SHV for discussions on future purchase/occupancy. The voting was unanimous in favor.

The meeting was adjourned at 8:30 p.m.

---

Secretary approval