

**MINUTES**  
**of the BOARD OF DIRECTORS meeting of**  
**Heritage Heights Academy**  
**April 5, 2017**

The Board of Directors of Heritage Heights Academy held a public meeting on April 5, 2017 at 6:30 p.m. at 19697 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 6:30 p.m. Present were Board Members Jennifer Gibbons, Kristen Ivory, Jessica Price, Devi Kalla, Deleen Stallings, Karen Lee-Toy and Peggy Downs.

Also present was Principal Natalia Miller-Forrest.

1.2 Pledge of Allegiance was recited

1.3 Roll call was conducted by Kristen Ivory

**2. Public Comment.**

There was no public comment

**3. Edits to Agenda.**

A motion was made to adopt a change to the agenda by adding discussion item 6.2. The item for discussion was to discuss and vote on Calendar change. The voting was unanimous to adopt this change.

**4. Consent Agenda.**

The Consent Agenda was voted on and approved.

**5. Reports.**

5.1 Principal Natalia Miller-Forrest presented the school report. There has been not quite as much sickness at the school and PARCC testing begins next week.

- 5.2 Hiring update. Interviews are under way and Principal Miller-Forrest would like to be done by the end of April. Member Stallings suggested that we advertise for positions on the Charter School League website. We have open positions for 5 new aides. These positions have no experience requirements for PERA. Employees must have teacher certificates. The hiring committee will be attending upcoming mock teaching sessions.
- 5.3 Fundraising update. The fundraising committee met today. Still looking for volunteers for carnival and looking for services for auction.
- 5.4 Enrollment. No update on enrollment. All spots are currently filled for upcoming school year.
- 5.5 Facilities update. The district meeting is scheduled for 4/10/17. The contract with the Vineyard has been extended to 4/10/17. An architect will be coming in a few days to inspect the door situation. Options were discussed about what to do with the door situation. One idea was to have an employee monitor the door for food bank hours. It looks like the cost will be about \$6,000 per sliding door to replace. The initial bid is \$46,000 for 5 doors plus a magnetic lock. That bid is from Doorway Solutions.
- 5.6 The financial report from the PTSO will be postponed as there is no representative present at the meeting.

## **6. Discussion.**

- 6.1 Natalia Miller-Forrest requested that a board member be present at the grant audit of CDE. The meeting is set for April 12 from 1-4 p.m.
- 6.2 Board member elections are on April 14<sup>th</sup>. Ballots will be distributed to parents. The four candidates with bios will be in Communique. The results of the election will be provided to the Board.
- 6.3 An initial agenda was reviewed for the Board retreat. It was discussed that additional time was needed to review the strategic plan. The agenda was revised according to the board comments.
- 6.4 The principal evaluation was discussed. The evaluation committee indicated that they were working on the evaluation and the initial evaluation will be conducted the following Wednesday. Some information would not be complete because test scores would need to be reviewed and they are not in yet.
- 6.5 Member Deleen Stallings led the discussion on the Daniel's Fund Grant. She has been researching options for the grant and has been in touch with Dough Elliott. He gave a few suggestions including to keep it under \$50,000 and gave suggestions on making a few

changes to our website. Other grants that may be a possibility are the Walton Fund grant, Gates, Anshutz and Donell K.

## 7. Action Items.

### 7.1 Approval of Enrollment Policy change.

There was a discussion about the amount of time that is being wasted because people are taking 72 hours to decide whether or not they want their spot after being accepted by the lottery. By the time phone calls are made and questions are answered sometimes a week can go by. It was mentioned that maybe we could create an FAQ page on the website to help cut down on phone calls and frivolous questions.

A motion was made by Board Chair Jen Gibbons to change the Enrollment Policy to have an acceptance window of 24 hours instead of 72 hours. Member Deleen Stallings seconded the motion. The voting was unanimous in favor.

### 7.2 There was a discussion on the change to the CCSD calendar for the upcoming school year. Instead of starting school on August 8, school will be starting on August 14<sup>th</sup> for the district. This change was approved because 15 minutes was added to the school day. Back to school night will be moved to August 11<sup>th</sup>.

A motion was made by Board Chair Jen Gibbons to change the start date for the 2017-2018 school year to August 14<sup>th</sup>. Kristen Ivory seconded the motion. The voting was unanimous in favor.

The next Board meeting is scheduled for May 3<sup>rd</sup> at 6:30 p.m.

The meeting is adjourned at 7:50 p.m.

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Approved by Secretary