

Minutes
of the BOARD OF DIRECTORS meeting of
Heritage Heights Academy
December 12, 2017

The Board of Directors of Heritage Heights Academy held a public meeting on December 12, 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 6:15 p.m. Present were Board Members Jennifer Gibbons, Lauritz Petersen, Peggy Downs, Kristen Ivory. Karen Lee-Toy, Nathan Wheldon and Jessica Price were 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. The charge statements were moved off the Consent Agenda. Action item 6.2 was moved to discussion item. Peggy Downs moved to adopt the agenda with edits. Lauritz seconded. The voting was unanimous
- 1.6 A Motion was made by Jen Gibbons to adopt the Consent Agenda, Peggy Downs seconded the motion. Voting was unanimous.

2. Public Comment.

There was no public comment.

3. Consent Agenda.

Items on the Consent Agenda include:
Snow Removal Contract
Minutes from November 14, 2017 Board Meeting
Strategic Plan
Enrollment Policy
School Calendar

4. Reports

- 4.1 PTSO update was given by Jen provided by Co-president Mia Graham. No change in bank account balance from last month. Next all school social will be

February 23rd. Let's glow crazy dance party. Budget for this will be approximately \$1200 - \$1400. Working on implementing a teacher grant program in January with approximately \$250 for this program for the remainder of the year. More details to come on this. There was a discussion on a uniform exchange. PTSO has reached out to the Fundraising Committee to see if they are interested in hosting this and are waiting to hear from them on it. It was looked into a great deal last Summer with no response when parent volunteers were requested. King Soopers cards received a check for \$427 for November. A contest is being held for Nov/Dec for the person who receives the highest amount. They will receive a \$50 AMC gift card. The PTSO voted unanimously to remain independent from the CCSD parent council. Still looking for a person to fill the position of Teacher Appreciation Coordinator. Will not be doing friendship grams because of the low interest in the Fall Grams.

- 4.2 Financial Update. Bart. Things are going really well. The Finance Committee minutes are available from Karen. The only adjustment for December is the slight change to the funded pupil account. 223.4 to 220.5 because of enrollment. Will reduce revenue by about 24 – 25K. We will see some offsetting of this because of grant funds. We received a refund from CCSD of about \$16,000.
- 4.3 Facilities Update. Jess Price. Nothing really going on. A contract was signed with EFS last month. We are having some door issues at the Church. Some shavings burned up a motor so we had to pay for a repair. The doors were supposed to be covered by warranty. Other issues were due to the cold.
- 4.4 Fundraising Committee. Jen Gibbons. The Fun Run is all wrapped up. Heidi Russell has worked really hard. Next push will be the annual giving fund in January and February which will run for one month. There was a discussion about making a giant thermometer for pick up and drop off so students and parents could see the earnings. Short discussion on grants and about the carnival. Trying to find someone to head up grant writing.
- 4.5 Enrollment update. Principal Miller-Forrest. The Enrollment Committee met to discuss how HHA could stay in its current location for a couple more years and build a strong financial base. A plan was provided. Two half time and one full time Kindergarten. Hoping to have around 28 for first grade. Worked with total enrollment of 319 for next year. SHV realizes that we are going to have to expand. They know we will be expecting a couple of extra rooms. Concerns were raised about having 28 kids in the classroom when the Charter states the classes will have 25 kids. If we over enroll it will build a waitlist. We will not take more kids in the lower grades. The goal is to stay at SHV for another year. Bart agrees that 30% growth in enrollment is a good plan. The school tours have been full. We are getting 4-5 calls per day from parent interest. SHV is very happy with us being here and the leasing situation.
- 4.6 Update on the Edge Church. Tim Farmer. Finally able to get through to their attorney. Going to non-binding mediation is the best option. Attorneys attend with a few people from both sides. A hired mediator (usually a retired judge).

The ultimate hope is to agree to an outcome that both parties agree to. The Edge attorney represented that Edge is still pretty raw towards us. Mediation will allow us to understand each other's positions. Even if we go to commercial arbitration we would actually have to do this anyway. It is non-binding so we will not lose control of the outcome. Lauritz asked about offers of settlement which are not allowed. There are certain things that we are not in dispute for. For a full day and about 20-25 hours the cost is around \$7,000 split between the parties. Their attorney has a mediator in mind who might be unbiased.

5. Discussion.

- 5.1 Discussion on visit from CSSI (Member Lauritz Petersen leaves the meeting). CSSI sent a list of documents that the CSSI team will need to review. Short discussion on scheduling a study session to go over the documents and information requested for the CSSI visit.
- 5.2 Waiver of Health Insurance. There was a short discussion on the Policy for Cash in lieu of Health Insurance. It is a savings of around \$190 per month if employees waive insurance. It is a requirement to make sure that the employees are getting insurance from somewhere else. A motion was made by Chair Jen Gibbons to approve the Cash in Lieu of Medical Insurance Policy. Kristen Ivory seconded the motion. Voting unanimous.
- 5.3 Staff appreciation. A staff appreciation gift was discussed in the finance committee. The budget can absorb the cost of a holiday gift for employees. The amount will be decided upon by the budget. Member Ivory made a motion to approve the staff holiday appreciation gift. Jen Gibbons seconded the motion. Voting unanimous.

6. Action Items

- 6.1 Discussion and approval of Student Data Transparency and Security Act policy. Tim has drafted a policy. The law requires us to adopt a policy to show what we are doing to protect student data. Student service contract providers have 15 provisions that must be in that contract. The policy also specifies what to do if there is a security breach. The school service on demand service providers – if a privacy policy is violated the board can order the staff to no longer use (this refers to web apps). This is narrowly applied only to school service providers, K-12 marketing. Only companies that are providing school services. It requires a parental complaint process. If some of the student information is incorrect it takes a formal process. Student audits are also included. We have to have a data security policy. The statute says that this policy must be in place by December 31.

Should pool teachers so we know what services students are using. Should be checked twice per year.

A motion was made by Peggy Downs to approve the Student Data Transparency and Security Act policy, Jen Gibbons seconded. Voting unanimous.

- 6.2 Charge statements for Committees. Peggy suggests that all committees need to have a chairperson and that person should be on the charge statement. Leadership policy needs to be changed. The BOD retains full responsibility for Administrator employment after Board approved evaluation. Changes will be made to the charge statements and finalized. At the January Board meeting the evaluation materials will be reviewed.

Motion to approve the charge statements with edits is made by Jen Gibbons. Peggy Downs seconded the motion. Voting unanimous.

- 6.3 Member Ivory made a motion to move forward with non-binding mediation. Jess and Jen will attend. Karen Seconded the motion. Voting unanimous.

7. Next board meeting scheduled for January 9, 2018. Meeting adjourned at 7:45.