

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

The Board of Directors of Heritage Heights Academy held a public meeting on February 8, 2017 at 6:00 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 6:00 p.m. Present were Board Members Jennifer Gibbons, Deleen Stallings, Kristen Ivory and Peggy Downs, Jessica Price, Devi Kalla and Karen Lee-Toy.

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 were 6 members of the public present. One person indicated they were there to find out about facilities for the next year. Another member of the public indicated she was there to lobby for Holiday parties.

3. Edits to Agenda.

No edits to the agenda.

4. Consent Agenda.

The Consent Agenda was voted on and approved

5. Reports

5.1 The school and enrollment report was presented by Jessica Price. The following enrollment numbers were provided by grade.

Kindergarten – 104

1st – 28

2nd – 23

3rd – 16

4th – 22

5th – 12

6th – 19

The wait list is still growing. Enrollment has come from 29 different elementary schools. Principal Miller-Forrest indicates that all siblings should have been contacted. Meetings to meet with parents will be handled by Peggy Clark and Lavon. Interested families will have a 72 hour acceptance window.

6. Discussion

- 6.1 Principal Miller-Forrest brought up that we need to establish a Strategic Plan Committee. Dr. Judy Skupa requested that for the grant we need a strategic plan. Short term and long term goals. The committee can consist of 1 board member and 1 staff member and parents. Peggy Downs mentioned that in the beginning stages the committee should consist of 1 or 2 board members and administration. The Charter is a good place to start to draft the strategic plan. It is decided that all the board should participate initially and this item will be calendared for the board retreat.
- 6.2 Principal Miller-Forrest and Jessica Price attended a training for communication. It was requested that we set up a plan for a quick response to parents if an emergency situation happened. Peggy Downs mentioned that at Vanguard they use a designated Director of Safety. This person is designated to talk to the media. No one on the Board should speak to a member of the public or media about situations until we have a plan in place and guidance from Human Resources.
- 6.3 Discussion regarding the Board Retreat. The retreat is tentatively scheduled for April 21-22. The board elections will be held the first week of April and a new board member will be in attendance. Jen Gibbons and Kristen Ivory will plan the board retreat. Items for the agenda are the Strategic Plan and the Communication Plan.
- 6.4 There is a grant from the League for board members to attend the board conference. All board members who want to attend will have their entry paid for.
- 6.5 Principal Miller-Forrest led the discussion regarding adding an additional 10 minutes to school time to account for time needed moving each day at the Vineyard Church location. She suggested that we move start time to 7:50. Principal Miller-Forrest does not want to lose instruction time because of moving. Member Jessica Price is concerned about more time at school and the earlier start

time as that was one of the complaints of parents on the survey. The board discussed different options. The time was decided on 7:55 – 3:25. Board Chair Jen Gibbons made the motion to change the start time for the 2017-2018 school year to 7:55 – 3:25. Deleen seconded the motion. Peggy Downs, Karen Lee-Toy, Jen Gibbons, Devi Kalla and Deleen Stallings voted in favor of the motion. Kristen Ivory and Jessica Price voted against the motion.

- 6.6 Principal Miller-Forrest led the discussion regarding the need to raise the Student Fees for the upcoming school year by \$25.00. The fee is for workbooks, etc. and consumable products. Fees also will be used for STAR testing and Singapore math books. If families pay by the end of June we can increase our cash flow. A motion was made by Board Chair Jen Gibbons to increase student fees to \$100 for the 2017-2018 school year. The voting was unanimous in favor.
- 6.7 Board Chair Jen Gibbons led the discussion regarding term limits for board members. The term limits are as follows. 2017 for Deleen Stallings and Devi Kalla. 2018 for Kristen Ivory, Jessica Price and Karen Lee-Toy and 2019 for Peggy Downs and Jen Gibbons. Board members are allowed to run for a second term. Jen Gibbons is designated as the coordinator for board elections. Tim Farmer asked how the board elections will be conducted and it was decided that a ballot will be handed out to families at carpool.
- 6.8 Principal Miller-Forrest led the discussion regarding changing our Kindergarten schedule. She discussed that she had toured Cherry Creek Academy and their hybrid Kindergarten program. Part time Kindergarten would leave at lunch, full time Kindergarten would be open to everyone for a fee. We would have to hire another Kindergarten teacher. It was proposed that we try a one year experiment with \$300 per month being the fee. The costs were discussed. A motion was made by Board Chair Jen Gibbons to allow Principal Miller-Forrest to change the Kindergarten schedule and hire another teacher. Deleen Stallings seconded the motion. The voting was unanimous with the agreement that the program needed to break even on the budget.
- 6.9 There was a discussion on implementing RevTrak so parents can pay online for tuition, fees, clubs, etc. The fee to the school is \$19.95 per month. The board checked with Tim on the bidding policy and it was conveyed that the board can waive the bidding policy. A motion was made to implement RevTrak. The voting was unanimous.
- 6.10 Member Jessica Price updated the board on the Enrollment Policy. There were a few minor edits but the policy is complete. A copy of the Enrollment Policy will be available on record. A motion was made to approve the final Enrollment Policy with final edits. The voting was unanimous.

7. Action Items.

7.1 A motion was made by Board Chair Jen Gibbons to approve the contract with Clive Killpack for the website agreement. Deleen Stallings seconded the motion. The voting was unanimous.

8. Member Gibbons Moved to enter into an executive session for the purpose of receiving legal advice in regards to positions subject to lease negotiations, pursuant to 24-6-402(4)(b), C.R.S.

Member Stallings Seconded the Motion, and the Board voted unanimously to Approve.

9. Motion to call back to regular meeting at 8:30 p.m.

The meeting is adjourned at 8:35 p.m.

Approved by Secretary