

Minutes
of the BOARD OF DIRECTORS meeting of
Heritage Heights Academy
January 9, 2018

The Board of Directors of Heritage Heights Academy held a public meeting on January 9, 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, Lauritz Petersen, Peggy Downs, Kristen Ivory, Nathan Wheldon and Jessica Price. Karen Lee-Toy 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.
Bart Skidmore requested adding an action item for a resolution. Revision to the 2017-2018 budget. Jen Gibbons made a motion to add item 6.1, Peggy seconded the motion. Voting unanimous.

2. Public Comment.

There was no public comment.

3. Consent Agenda.

No items on the Consent Agenda.

4. Reports

- 4.1 PTSO Update. The PTSO met last night. There is currently \$10,000 in their bank balance (\$2000) is set aside for playground equipment. The next fundraiser is the neon glow in the dark dance party on February 23 from 6-7:30. The teacher grant program is being implemented. \$3200 is being allocated. An application will need to be completed to request the grant. The application will then be submitted to the subcommittee then to the PTSO for approval. There will be a maximum amount of \$200 per teacher.
King Soopers cards are going well. \$400 was collected last month. PTSO is looking further into offering edukits. There is a very limited window for delivery

between August 6-8. There is also a minimum of 14 orders required. Teachers will review lists.

The playground cart is falling apart so the PTSO is looking for a replacement. They are providing lunch for the teachers on Valentines Day. There was a short discussion on planning for a food drive to help SHV with their weekly food drive. Mia is excused.

- 4.2 Financial Update. Process of closing out December financials. Bart presented a revised Appropriating Resolution 2017/2018 Fund Expenditure Budgets. For vote later.
- 4.3 Facilities update. Meeting with the church and EFS on Friday. Intention is to find out the long term goals of SHV.
- 4.4 Fundraising update. Getting ready for annual giving fund. Will run from January 15th through February 15th.
- 4.5 Enrollment update. 95% for next year. The few people that are not coming back are because they are moving out of state or academically HHA is not a good fit. Enrollment starts on January 15th. The tours have been very full. Tracy has been making daily posts on facebook. Jess has been delivering flyers to preschools. There are several upcoming parent information nights scheduled.
- 4.6 Update on the Edge Church. Tim Farmer. Tim is having problems getting the attorney to respond. Tim will probably end up filing for the arbitration to move things along. No progress has been made at this point.
- 4.7 School Culture Report. Principal Miller-Forrest presenting. Report on Staff survey. All results were reported previously to the SAC. The comparison is between the Fall and Winter survey. Only 11 people answered the survey. May need to check the distribution list to see if everyone completed the survey.

The parent survey results were fairly similar to the results from the end of last year. Natalia mentioned doing surveys between parent teacher conferences to get more people to complete. Only 33% of parents completed the survey. There was a discussion on the Staff survey and having the Board administer the survey in the future in order for the staff to feel like they can be more honest in their answers. Even though the survey is anonymous the Board feels the staff members would be more comfortable answering the survey with this change. Maybe good to time it with the principal evaluation, but before the teachers receive their evaluations. Maybe the beginning of March.

5. Discussion.

- 5.1 Discussion and approval of Executive Director Evaluation rubric. The Board is not satisfied with the rubric as is. The rubric will be reworded and sent out for approval.
- 5.2 Discussion and approval of Board of Directors Evaluation document. Lauritz makes a motion to approve the document with changes to be included with the evaluation. Peggy second. Voting unanimous.
- 5.3 Discussion on increasing Kindergarten tuition. CCA tuition is based on PPR every year. The District charges \$320 per month. HHA tuition is set at \$300 right now. Peggy makes a motion on the student fee to stay at \$125 and Kindergarten tuition should be raised to \$320. Short discussion on the Revtrak 3% processing fee and whether or not the school should cover that fee as part of the cost.

Next January the Board should discuss the student fees.
- 5.4 Discussion on National Charter School Conference to be held on June 17-20th in Austin, Texas. It is decided that Peggy Downs will attend with Natalia. Short discussion on the State conference which is set for March 1-2.

6. Action Items

- 6.1 Appropriating Resolution. Peggy makes a motion for approval. Jen seconded the motion. The voting was unanimous.

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

Secretary approval