

MINUTES
of the BOARD OF DIRECTORS meeting of
Heritage Heights Academy
July 19, 2017

The Board of Directors of Heritage Heights Academy held a public meeting on July 19, 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 6:05 p.m. Present were Board Members Jennifer Gibbons, Kristen Ivory, Jessica Price, Devi Kalla, Lauritz Petersen, Peggy Downs and Karen Lee-Toy.

Also present was Principal Natalia Miller-Forrest, legal counsel Tim Farmer and CPA Bart Skidmore.

1.2 Pledge of Allegiance was recited

1.3 Roll call was conducted by Kristen Ivory

1.4 The Vision and Mission Statements were recited by Board Chair Jen Gibbons

2. Public Comment.

Several members of the public were in attendance.

Public comments: order forms are being provided for hoodies. If hoodies are allowed in the classroom it will help with fundraising and increase school spirit. Also, the website pictures do not match dress code.

Would like the board to discuss adding GPS watches to the dress code.

3. Edits to Agenda.

Two updates were made to the agenda to add a PTSO update from a representative as item 4.4 and a Facility Update by Member Price as item 4.5.

A motion was made to make these edits to the agenda by Jen Gibbons. Kristen Ivory seconded the motion and the voting was unanimous in favor.

4. Consent Agenda.

The June minutes were removed from the consent agenda because some Board members had not had the chance to review them yet.

5. Reports.

- 5.1 Hiring Update. Principal Miller-Forrest updated the board on the status of hiring. A new P.E. teacher Jason Baldwin accepted a position and signed a contract this week. The hiring committee is still in the process of trying to hire teacher aids.
- 5.2 Financial Update. Bart Skidmore gave a financial update on the status of HHA. He said the HHA was in a better position than a few months ago. The outside audit will begin on Monday August 24th by John Cutler's office. The auditors will send a response to the District and the District has been informed of the audit. CCSD advanced funds for the quarter at the beginning of July. Cash flow is at about \$30,000. \$8,000 is due from the Edge Church for the utility deposit. All purchase orders have been submitted for the CCSP grant.
- 5.3 Report on meeting with CCSD. Member Peterson and Gibbons attended a meeting with CCSD along with Tim Farmer, Principal Miller-Forrest and Bart Skidmore. The district rated the school. The marks received from the District were not great marks. HHA will draft a reply to the report and submit it to CCSD. Some of the results that CCSD reported were from inaccurate information. For example, they used budget numbers from March. The report by CCSD is available to the public if requested.
- 5.4 PTSO Update. PTSO representative Lindsay Lewis updated the Board on the PTSO. The PTSO currently has an account balance of \$4200. The majority of fundraising has been turned over to the fundraising committee. The PTSO is concentrating on King Soopers cards and candy grams in the Fall and the Spring for their main source of income. The Fall Family Festival will be held on October 6th. A \$5,000 donation was received from a private donor who specifically provided that the donation be used for equipment. The funds do not need to be spent within a certain time period. Ms. Lewis has been purchasing recess equipment including a rolling cart with ropes, hoops, cones, skip-its, 16 4 square balls, soccer balls basketballs, used basketball hoops, and tether ball stands.
- Member Gibbons suggested that the PTSO be audited by another PTSO and Ms. Lewis agreed.
- 5.5 Facility Update. Jessica Price indicated that construction had begun on the new SHV building to make minor improvements for school usage. It should be completed within a week.
- Member Ivory indicated that her and Principal Miller-Forrest had been working on a temporary sign for the school. One estimate that was received was for \$3500. They both felt

like this price was way too much. Member Ivory agreed to obtain 2 other bids from other sign companies. A motion was made by Jen Gibbons to allow Kristen Ivory and Principal Miller-Forrest to make the final decision on the sign company when the bids are received. The motion was seconded by Member Peterson and the Board unanimously approved the motion. Bart Skidmore indicated to the Board that there is money in the budget to cover the cost of a sign.

6. Discussion

- 6.1 Long Term Facility Discussion. Member Price invited Susan Miller and Dustin Jones from EFS to discuss long term facility options. A full report was provided to the Board by EFS and a copy of the report is available to the public upon request. EFS reviewed properties for new build and existing properties. Susan discussed the differences between building or re-building and the challenges that come with each. The best case scenario would be for the 2018/2019 school year. Seven properties were looked at that may be available from CCSD. The District property evaluation is attached to the EFS plan.

The intent of this study is to give HHA information before time becomes limited. The next step would be to have a work study session to figure out the ultimate goal for space. It was discussed that it may be helpful to prepare an offer for SHV and see what their goals are with the building.

- 6.2 Discussion on adding hoodies to approved dress code. Principal Miller-Forrest requested a discussion on adding hoodies to be approved in the classroom. Chair, Jen Gibbons believes the hoodies are too casual and that the patterned hood is too much of a distraction for the classroom. Member Peterson indicated that uniforms are the great equalizer and adding them would take away from that. Member Downs suggested that the reason most charter schools don't allow hoodies, especially for middle age children is because dangerous and illegal items can be hidden in them. The Board does not feel that there should be a change to the dress code at this time. There was also a short discussion on requiring tennis shoes for the parking lot for recess. Tennis shoes will be recommended but not required.
- 6.3 Discussion on Daniel's Fund Grant. Devi led the discussion on the Daniel's Fund which was awarded to the school in the amount of \$43,100. The check should be received after July 15th. It was discussed that the grant should be advertised on Facebook and other social media.
- 6.4 Discussion on Parent Contract. Principal Miller-Forrest provided a draft of a Parent Contract to be included in the Student and Family Handbook and signed by each family. The Contract is not a legally binding document but it will be requested that parents sign it to acknowledge they have received it. The purpose of the contract is to set expectations

for people to know who we are as a school and what is expected. Member Downs indicated that it is important for people to acknowledge what is expected from students at HHA. The Board reviewed the contract and edits were made. Principal Miller-Forrest will complete the edits and included the contract in the back to school documentation.

- 6.5 Discussion on policy for hiring and termination of employees. The Board discussed this issue at length with the discussion principally being led by Jessica Price. Member Price feels strongly that there should be more Board oversight on hirings and terminations and non-renewals of teachers. Tim Farmer indicated that employee matters are usually left to the discretion of the Principal and the reason is because different board members may have different interests regarding certain teachers. Member Downs indicated that as a Board we are responsible for advising the Principal, but she is ultimately responsible for employee matters. One of the issues discussed was that in order to discuss personnel issues the person being discussed would need to be invited to the meeting and an executive session would be in order to discuss. It was agreed that the Board could have more oversight if the Principal sent out a list of non-renewals by email when she knows of them and if a Board member has further questions they can contact her. Principal Miller-Forrest will also be held accountable through her principal evaluation. Tim will draft a policy regarding terminations/non-renewals for board review.
- 6.6 Discussion on Employee Handbook. The Employee Handbook has been revised pursuant to Board input and is ready for print. Tim Farmer drafted a policy for Paid Time Off of which the Board reviewed and approved. A motion was made by Board Chair Jen Gibbons to approve the Employee Handbook with edits and PTO policy. Kristen Ivory seconded the motion and the voting was unanimous in favor.
- 6.7 Discussion on Student and Family Handbook. There was a short discussion on the final version of the Student and Family Handbook. Principal Miller-Forrest will make changes to the Parent Contract as discussed by the board and add a policy regarding homework and siblings in the classroom. Peggy Downs made a motion to approve the Parent Contract and add it to the Student and Family Handbook. Lauritz Petersen seconded the motion and the voting was unanimous in favor. Lauritz Petersen made a motion to approve the Student and Family Handbook, Jen Gibbons seconded the motion and the voting was unanimously in favor.

7. Action Items.

The next Board meeting is scheduled for August 8th at 6:00 p.m.

Final Public Comment:

The floor was again opened to public comment.

One parent was concerned about teachers putting confidential information on Powerschool.

There was a request made to possibly look in to hiring an HR person.

There was a recommendation that the school create a banner for the first day of school because the sign will not be ready.

There was a concern about the hoodies not being allowed.