

MINUTES
of the BOARD OF DIRECTORS meeting of
Heritage Heights Academy
June 21, 2017

The Board of Directors of Heritage Heights Academy held a public meeting on June 21, 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 by conference call.

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

2. Public Comment.

One member of the public commented about her interest in the STAR testing results. Her comments were noted by Board President Jen Gibbons.

3. Edits to Agenda.

Two updates were made to the agenda to add a financial report as item 5.5 and add a discussion item 5.5 regarding preparations for the meeting scheduled with CCSD for June 22, 2017.

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.

A motion was made to approve the minutes from the June 9, 2017 meeting. All voted in favor.

Member Jessica Price requested that the Employee Handbook and Student and Family Handbook be moved to the agenda as a discussion item as she had edits for the handbook. Jen Gibbons motioned to move these items to discussion, Devi Kalla seconded the motion and the voting was unanimous in favor.

5. Reports.

- 5.1 STAR report results. Principal Miller-Forrest updated the board on the STAR report results. She indicated that the reason she used the STAR report was because it works with the READ Act. The results of the testing will be available for the public to review if requested. There was some discussion regarding testing for next year and the importance of keeping testing limited as to not take away from instruction time. There was some interest in using the NWEA test to track student progress as it is very user friendly for students and has a quick turnaround on results
- 5.2 Daniel's Fund update. Devi Kalla gave an update on the Daniel's Fund Grant and informed the Board that the Daniel's Fund had approved a Grant for \$43,100 for the Grant period of July 1, 2017 – June 30, 2018 to cover general operating costs. The acceptance letter was signed by Jen Gibbons. A motion was made by Jen Gibbons to accept the grant and the requirements associated with it. The motion was seconded by Devi Kalla and the voting was unanimous in favor. The board thanked Devi for his work on the grant. Devi also prepared a spreadsheet of other grant opportunities available for HHA to pursue.
- 5.3 Facilities update. Jessica Price updated the board on the status of the preparations needed for the new space. A meeting was held on June 16th with representatives from SHV, the architect and HHA. It was discussed that the doors will still be sliders but have a panic bar option to be compliant with code. The price will probably be between \$2,000 and \$3,000 per door. The construction will be done by Precise Properties. Member Price also reached out to Jeanie (architect) to find out the status of the permits. The contractor is scheduled to start work the week of July 10th.
- 5.4 Hiring update. Principal Miller-Forrest reported that Ms. Leu had accepted another job. Also, Ms. Fuchs will not be returning to HHA. The hiring committee is still looking for a P.E. teacher. Kindergarten is Mara Merrill, 4th grade is Jennifer Winters, 5th grade is Rachel Smith and 6th grade is Jenna Yeomans. The hiring committee is still looking for 5 aides and a receptionist.
- 5.5 Financial update. Bart Skidmore reported on the May financial statement. He indicated that currently there was a deficit of 20K. There is currently probably enough cash to meet payroll at the end of June without having to get an advance. Cash balance is \$48K. A new appropriation resolution needs to be signed. Starting in July there will be new rules for reporting. Check and debt registers will not have to show online, only budgets. The final approved FY18 PPR rate increased \$65/pupil over budget which should result in receiving an

additional \$16K in Per Pupil Revenue. Also, pursuant to house bill 1375 charter schools will be able to receive their fair share of the mill levy in 2 years which should be about \$2,000 per kid. Cash flow is tight but in better shape than a couple of months ago.

6. Discussion

6.1 Discussion on negotiations with CCSD regarding property. Discussion on whether to start a formal process of requesting for one of CCSD surplus properties or to informally try to get information about the properties. There was a short discussion about this. Member Price feels a sense of urgency and would like to informally inquire about the list of property owned by CCSD. There was a short discussion about this and Tim Farmer indicated that it was fine to inquire about the properties. Member Price will inquire and update the board at the next meeting

6.2 Principal Evaluation. Member Downs indicated that the principal evaluation was 90% done. The principal evaluation was completed by Member Downs and Board Chair Jen Gibbons.

Board Chair Jen Gibbons makes a motion to go in to executive session pursuant to CRS 24-6-402(f)(11) to discuss a personnel matter related to the principal's evaluation. The Board votes unanimously in favor.

Board Chair Jen Gibbons makes a motion to move back into regular session.

The Board briefly discusses the meeting with CCSD for the following day. CCSD will provide a grade for the school and the financials will be discussed. Jen, Lauritz, Natalia, Bart and Tim will attend.

7. Action Items.

7.1 A motion was made by Member Downs to approve Commercial Insurance services by Rifkin Insurance. Jen Gibbons seconded the motion. The voting was unanimous in favor.

7.2 The Employee Handbook was on the agenda for vote but Member Price indicated that she still had questions about it. It was discussed that any unused vacation days should not be reimbursed. The handbook currently provides for 11 vacation days. Bart indicated that usually there is provision for teachers to be allowed to bank unused days and be paid out between \$25 – \$50 at the end of the year. Tim agrees to draft a policy at \$50 per day with a cap of 20 days if the teacher has agreed to return for the following school year.

7.3 A motion was made by Jess Price to allow Peggy and Jen to complete the contract with Principal Miller-Forrest based on her principal evaluation. Lauritz seconded the motion. The voting was unanimous in favor.

7.4 A motion was made by Jen Gibbons to approve the Appropriation Resolution for Fiscal Year 17. Jessica Price seconded the motion. The voting was unanimous in favor.

The next board meeting is scheduled for July 19th at 6:00 p.m.
The meeting is adjourned at 9:05 p.m.