

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

The Board of Directors of Heritage Heights Academy held a public meeting on March 8, 2017 at 6:30 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 6:30 p.m. Present were Board Members Jennifer Gibbons, Kristen Ivory, Peggy Downs, Jessica Price, Devi Kalla and Karen Lee-Toy. Deleen Stallings was absent.

Also present was Principal Natalia Miller-Forrest and HHA legal counsel Tim Farmer.

1.2 Pledge of Allegiance was recited

1.3 Roll call was conducted by Kristen Ivory

2. Public Comment.

There was no public comment

3. Edits to Agenda.

No edits to the agenda.

4. Consent Agenda.

The Consent Agenda was voted on and approved

5. Reports

5.1 Natalia Miller-Forrest gave a report on enrollment. It was indicated that there is a 72 hour window wait time for families to accept their spot in HHA. Third, Fourth, Fifth and Sixth grade classes are filled. Currently there are 9 Kindergarten spots open. There are 38 families on the wait list. 39 families are interested in full time Kindergarten and 33 are interested in ½ time. SPED approval has gone well with the district.

- 5.2 Bart Skidmore, CPA was not in attendance. He sent an email report to Board Treasurer Karen Lee-Toy who reported on the current financial situation. Overall, the budget is looking better. 6 new aides will need to be hired. The finance committee will be meeting on March 20th at which time the board will have to meet to approve the new budget.
- 5.3 Update on Fundraising. The carnival will be held at the Vineyard Church. The fun run will be at the Methodist Church next door. Both events will be held on April 28th with the carnival in the evening and the fun run during the day. The fundraising committee is currently working on corporate donations.
- 5.4 Facility Update. A facility update was given by Tim Farmer. An architect toured the facility on Tuesday and there was nothing major to report. The city needs to come out and inspect for certificate of occupancy. One potential problem may be some of the exterior doors and compliance with fire code. The bathrooms and walkways are all ADA compliant at this stage. The fire marshal and traffic also need to inspect. There will be a walk through with the District on the 24th.

6. Discussion

- 6.1 There was a discussion about who was going to attend the National Charter Conference in D.C. The grant will pay for the Principal and one board member to attend. It was decided that Peggy Downs would attend unless another board member decides to attend by Monday.
- 6.2 There was a discussion on the Board evaluations rubric. It was decided that we will complete Board evaluations at the upcoming Board retreat.
- 6.3 There was a short discussion on upcoming 6th grade and what the structure would be. Principal Miller-Forrest mentioned that it would be similar to 5th grade with a homeroom. With only 30 kids in 6th grade there will probably not be sports but some after school clubs may be included.
- 6.4 There was a discussion about changing our payment of legal fees to a flat rate budget. Tim Farmer proposed a flat rate for his fees which the Board agreed to review. The rate will also be reviewed by the Finance Committee at upcoming meeting. Tim indicated that our average use of his services has been about 20 hours per month with the lowest being February with 11 hours of legal services. Karen will make a recommendation and we will vote at our next meeting.

7. Action Items.

No action items.

A meeting was set for March 24, 2017 at 4:30 p.m. to review the budget for fiscal year 2017-2018.

The meeting is adjourned at 7:35 p.m.

Approved by Secretary