

MINUTES
of the BOARD OF DIRECTORS meeting of
Heritage Heights Academy
May 3, 2017

The Board of Directors of Heritage Heights Academy held a public meeting on May 3, 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, Jessica Price, Devi Kalla, Lauritz Petersen, Karen Lee-Toy and Peggy Downs.

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 was no public comment

3. Edits to Agenda.

No edits to the Agenda.

4. Consent Agenda.

No items on the Consent Agenda.

5. Reports.

5.1 PTSO Update. Mia Graham, PTSO president was present at the meeting to give an update. Members of the PTSO Board Michelle Petersen, Emily Weight and Deena Mata have stepped down from the board. New members of the PTSO Board are Holly Snogren, Brandi Sessions and Courtney St. Gemme Chandler. The PTSO currently has \$5100 in their budget. They would like to help pay for an app. and play equipment for the new school. The PTSO will still be doing Box Tops, and King Soopers cards but will be leaving the majority of fundraising up to the fundraising committee. The PTSO

is currently planning Back to School Night, a Fall family festival and a Spring family festival.

- 5.2 Fundraising update. Tracy Ramakrishnan was at the meeting to give an update on fundraising. The final numbers have not been totaled from the carnival and fun run but the estimate is \$22,000 to \$25,000 for the amount earned. With the annual giving fund the total for the year is \$34,000 to \$37,000. Exact amount will be provided at the next board meeting.
- 5.3 Facilities update. Board member Jessica Price led the discussion on the facilities at Smoky Hill Vineyard. The architect (Jeanie) is currently working on the occupancy certificate. The latest review indicates that only 3 doors will have to be replaced. We have a parent who has volunteered to do the labor for the security door at no cost. Principal Miller-Forrest met with a company who may be able to reduce the cost of the doors to around \$20,000.
The discussion was then focused on starting to look for land for build. It was discussed that the district may have land available for purchase. The Board discussed the policy for requesting parcels of land from CCSD for Build. Tim Farmer indicated that he would look into the statutes regarding this.
- 5.4 Hiring Update. Principal Miller-Forrest provided an update on hiring. Jenna Youmans has accepted a position for 6th grade. She has 18 years of experience with Aurora Public Schools. Rachel Smith has accepted the position for 5th grade. She is from Caprock Academy. She does very well with IEP kids. The 4th grade position is still open as are all aid positions.

6. Discussion

- 6.1 Employee Manual. There was a short discussion on the employee manual. Principal Miller-Forrest is working on a few updates. Those are not available for approval yet. The board also discussed the policy for visitors.
- 6.2 Discussion of board oversight on hiring and termination of employees. It was discussed that a separate Board policy needs to be established on this matter. The board would like to approve all hiring and non-renewals. The new policy will be drafted and added to the consent agenda for next month. The policy will also include that the Principal shall establish a hiring committee. It was decided that the Board will vote on a policy next month after adding language to have a board member on the hiring committee.
- 6.3 Principal Evaluation. Member Peggy Downs indicated that the principal evaluation is not complete. End of the year figures and test scores need to be included. Principal Miller-Forrest said that a staff evaluation was sent out but some of the information is confidential and should not be provided in public meeting. It was decided that the Evaluation Committee (Jen and Peggy) would review the surveys and convey any relevant but not confidential information. The teachers need to feel like they are being heard.

- 6.4 Quotes on Auditor for annual audit. Board Treasurer provided quotes from auditors for the annual audit. Three bids were requested. The bid from CCSO was too high. The bid from Swanhorst was \$7,000 and the bid from John Cutler was \$5,000. The Finance Committee recommends John Cutler for Auditor. He can start in July. Karen Lee-Toy motions to hire John Cutler as Auditor. Peggy Downs seconded the motion. The voting is unanimous in favor.
- 6.5 Grievance Policy. Tim Farmer provided a revised Grievance Policy to be included in the Parent and Student Handbook for the Board review. The Board members reviewed the Grievance Policy. Member Price indicated that she would like to add a step 5 to the policy to include language that the grievant can choose a board review or a board member can serve as a mediator between grievant and principal to see if the matter can be resolved. The Board President has the responsibility to pick the person to be the facilitator. Board Chair Jen Gibbons made a motion to change the Employee and Student Family Handbook section "Conflict Resolution" to add Step 5 with a mediation option. Peggy Downs seconded the motion. The voting was unanimous in favor.
- 6.6 Strategic Plan. Member Petersen presented to the Board a plan to add a Character and Community Section to the Strategic Plan. This would be a plan for the HHA Community to recognize a community member for being someone who lives one of the principles taught and lived by HHA students. At the end of the year the students would submit nominations and a person or business would be submitted and honored at a lunch and an assembly recognizing them for their example in the community. The Board discussed the positives of this addition. It was decided that no action would be taken until the next meeting but this addition would be added to the Strategic Plan and voted on at the next meeting.
- 6.7 Parent Survey. Administration has revised the same parent survey that was sent out earlier in the year to be sent again to parents. The questions have been deleted regarding school start times. The Board questioned whether or not a question should be included about interest in an App for parent use and convenience. The App would be available for notifications, check absences, log volunteer hours, check grades, etc. It was also presented to include a question about the move and the new facilities. Member Downs made a motion to approve the parent survey. Jessica Price seconded the motion. The voting was unanimous in favor.
- 6.8 School App. Fundraising representative Tracy Ramakrishnan gives a report on a school App that may be an option for HHA. The name of the app is Flyer School App. The fee is \$2600 per year. The app is used to report absences, check grades, log volunteer hours, etc. The PTSO has offered to pay half of the cost and advertisers or sponsors can also help pay for the cost. The goal is to increase communication with families. There was a discussion about the cost and the Board is hesitant about the expense when there are other expenses that have not been paid. Tim reviewed the contract with Flyer and sees no problems with the contract. A motion is made by Board Chair Jen Gibbons that HHA will purchase the app if sponsors will pay for it 100%. The motion is seconded by member Petersen and the voting is unanimous in favor.

6.9 Principal Natalia Miller-Forrest led the discussion regarding long term substitute pay. The policy is currently at \$110 per day. After 100 days in the same class that amount should be increased. CCSD currently pays \$160 per day after 100 days in the same class. Long term substitute is defined as teaching and preparing lesson plans. Principal Miller-Forrest proposes \$145 per day for long term substitutes. Board chair Jen Gibbons makes a motion for the long-term substitute rate to be set at \$145 per days after 30 days on the same assignment. The principal will also have the discretion to negotiate rates. Member Petersen seconds the motion. The voting is unanimous in favor.

7. **Action Items.**

All action items were voted on after discussion items on agenda.

The next Board meeting is scheduled for June 21 at 6:00 p.m.

The meeting is adjourned at 8:45 p.m.

Approved by Secretary