

MINUTES
of the BOARD OF DIRECTORS meeting of
Heritage Heights Academy
October 10, 2017

The Board of Directors of Heritage Heights Academy held a public meeting on October 10, 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, Kristen Ivory, Nathan Wheldon, Karen Lee-Toy, Peggy Downs and Lauritz Petersen. Jessica Price was available on 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 The Vision and Mission Statements were recited by Board Chair Jen Gibbons.

1.4 Roll Call was conducted by Board Secretary Kristen Ivory.

1.5 There was one edit to the agenda. A 15 minute time limit was set to item 5.3 (Discussion on Board Member roles and accountability regarding the Executive Director) President Jennifer Gibbons voted to approve the agenda. Lauritz Petersen seconded the motion. The voting was unanimous in favor.

2. Public Comment.

There were no members of the public present.

3. Consent Agenda.

The minutes from the September 12th and August 15th, 2017 Board Meetings were on the consent agenda for approval. A motion was made by Kristen Ivory to approve the consent agenda. The motion was seconded by Peggy Downs and the voting was unanimous in favor.

4. Reports.

4.1 PTSO Update. The Fall Festival was a huge success. The PTSO took in about \$2700 in ticket sales and net approximately \$700. The kids had a great time. There was a shortage of volunteers. November 7th the PTSO will be doing “thankful grams”. There will be no expenses for this. Also, in November the PTSO is starting a teacher grant program for teachers to use a small amount of funds \$100 or so for supplies for certain projects. They will be meeting and discussing the program and rolling it out in January. The PTSO President Mia Graham is dismissed.

4.2 No Fundraising update at this time.

4.3 Financial Update. Bart Skidmore was present to give the Board a financial update. August financials have been completed. Currently in the process of closing September. HHA did not meet its enrollment target. Even with the reduction of students we are still on the plus side. We should still be able to meet the Tabor reserve requirement. No cuts will be needed at this time. Tim Farmer indicates that there is not much to share with the Edge Church negotiation. We have not heard back from them regarding our efforts to settle. If we do not hear from their attorney by tomorrow we will move to arbitration.

4.4 Facilities Update. Jessica Price is not available for a facilities update.

4.5 Enrollment Update. An enrollment update was given by Principal Miller-Forrest. There are 249 students enrolled as of count day. 4 new kids were added after count day.

4.6 Report on Study Session with CCSD. Member Petersen gave an update on the study session meeting held with CCSD on October 6th. A review was done on the evaluation and the grades CCSD gave us. About 20 people were present at the meeting, including Dr. Bull, Karen Fisher, the CFO and CIO. CCSD expressed concerns about the academics. We tried to make the point of the strength we have in building the school culture and the kids love of the school. The financials were briefly discussed but CCSD was mostly concerned about the academics. Dr. Bull acknowledged the hard work that has been put forth and that starting a charter school is not easy. He indicated that no charter schools are hugely successful the first year. They mentioned that measuring data throughout the year may be helpful.

4.7 Report on SAC meeting. The latest SAC meeting included a report on the academic data. The next SAC meeting will be to present a similar plan that Natalia presented to CCSD regarding the UIP. There will then be a parent meeting on October 30th to discuss the academic plan and how families can be involved.

5. Discussion

5.1 Discussion on Strategic Plan. Member Downs indicated that the Strategic Plan is close to being finished and will be taken over by Natalia. The Strategic Plan should be looked at and reviewed every year. It was also discussed that a crew of grant writers needed to be established. The vote on the Strategic Plan will be tabled for a future meeting.

5.2 Discussion on Contract with EFS. Dustin and Susan from EFS were present. Susan indicated that they had started talking with Natalia, Jess and Deleen in May. They gave a presentation in July about our enrollment numbers and facilities options. August 19th was a strategy session. The Board took this opportunity to ask further questions about what the contract would mean for HHA and what services exactly would be provided. It was agreed that some changes needed to be made to the contract in order for HHA to sign off on it. Most of the Board did agree that assistance was needed for future facility needs from EFS. Tim will review the final contract and it will be presented for future approval.

5.3 Board Member Roles. Member Downs led the discussion on board member roles. Most of the Board members have read the book entitled “The Seven Outs”. The book discusses that outputs are monitored by the Board and input is the job of the Executive Director. The Board needs to hold each other accountable for their roles. Principal Miller-Forrest reports to the Board as a body. We have to speak as one voice as a Board. We cannot as individuals hold the Principal accountable. Member Petersen thinks it is entirely reasonable to understand the facets of the inputs. How are the inputs communicated to the Board? One recommendation would be to have a board annual calendar. Every month would have a different item for review. Test results, enrollment, fundraising, etc. Natalia will draft a Board annual calendar for the Board to approve. The Seven Outs is a book about strategic planning specifically for charter schools. The book should be included as required reading for board members. Another recommendation would be to write charge statements for each committee.

There are no items for vote at this time.

The meeting is adjourned at 7:49 pm.

Action Items.

The next Board meeting is scheduled for November 14th at 6:00 p.m.

Approved by Board Secretary/ Date