

**MINUTES**  
**of the BOARD OF DIRECTORS meeting of**  
**Heritage Heights Academy**  
**September 12, 2017**

The Board of Directors of Heritage Heights Academy held a public meeting on September 12, 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 6:14 p.m. Present were Board Members Jennifer Gibbons, Kristen Ivory, Jessica Price, Karen Lee-Toy, Peggy Downs and Lauritz Petersen.

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 were no edits to the agenda. A motion was made by Board President Jennifer Gibbons to approve the agenda. Peggy Downs seconded the motion. The voting was unanimous in favor

**2. Public Comment.**

There were 5 members of the public present. Public comment was held for the end of the meeting.

**3. Consent Agenda.**

The minutes from the August 8, 2017 Board Meeting and the minutes from the Facility Planning Meeting on August 19, 2018 were on the consent agenda. A motion was made by Jennifer Gibbons to approve the consent agenda. The motion was seconded by Kristen Ivory and the voting was unanimous in favor.

#### **4. Special Action Item.**

The Board Selection Committee has met and interviewed Nathan Wheldon to join the HHA Board. A motion was made by Jennifer Gibbons to approve his appointment to the board. The motion was seconded by Kristen Ivory. The voting was unanimous in favor. Mr. Wheldon's resume will be posted on the school website. Mr. Wheldon was invited to sit with the board.

#### **5. Reports.**

5.1 Fundraising Update .A brief update was given by Jen Gibbons. The Fun Run and carnival will be on October 6<sup>th</sup>. Kids will run for a total of 1 hour with two runs during the day. Fundraising is planning the annual giving fund in January and February and then the Spring Auction.

5.2 Financial Update. Karen Lee-Toy presented the Board with a financial update. The fiscal year end was June 30<sup>th</sup>. The financials are looking good. There was a discussion on enrollment. The current number enrolled is 254 students. This number is about 15-17 students less than projected. Every student is important for the PPR amount. Bart Skidmore indicated that we sent the audit to the District and have received no questions on it. There was some recent turnover with the office manager but the new hire is doing good. Bart has been meeting with her and getting her up to speed. We are now using the desktop version of Quickbooks. July information has been updated and they are working on August. Last year fundraising raised \$36,000. The Edge Church is asking for around \$80,000. Karen Lee-Toy indicated that the Finance Committee discussed entering into a contract with EFS and their recommendation is that we should not commit to a financial obligation so early with them. They do not think it is wise to be in a contract with EFS, since we don't have the money to purchase a facility at this time, especially based on the enrollment projection.

Principal Miller-Forrest reached out to Daniels Fund and they said that we could use a portion of the grant to pay for the doors. All the construction and permit fees are around 35K. There was a short discussion on how the money should be spent and tracked. When we reapply for the Daniels Fund they will look at how we spent the money and it would be wise to use the funds for educational purposes. The office manager will keep track of money allocated for the grant.

5.3 Facility Update. Jessica Price gave an update on facilities. Four of five doors have been replaced. The fifth door in the Café had a measurement error. The new door will be shipped

on September 27<sup>th</sup> and be installed the first week of October. The permit was granted for 90 days so we are still within the time limit.

Jess believes that we should go forward with the contract with EFS. Jess and Jen met with CCSD and Facility and Planning from the District. CCSD voted at their monthly board meeting to declare one site a surplus and they already have an offer on it. That is the Red Tail Hawk site. Jess believes there is no risk recruiting EFS. Board Chair Jen Gibbons requests to table the discussion regarding EFS until later in the meeting.

- 5.4 PTSO Update. Principal Miller-Forrest gave a brief update from the PTSO. The PTSO is working on the carnival for October 6<sup>th</sup> from 5:30-7:30. Donuts with Dads was a huge success. The sign in was a little chaotic and it was discussed that next time they might do it outside to eliminate that chaos.

There was a short discussion about the plans to honor Veterans for Veterans Day. The plans have not been finalized but there will be a special program for Veterans Day. The Principal will let parents know what is decided.

- 5.5 Enrollment Update. Principal Miller-Forrest gave an update on enrollment numbers. The new office manager, Nancy has figured out H wire and has been contacting families. Two people started today and two will start tomorrow. The enrollment should be back up to 255 students. The office is still giving tours and they are still waiting on calls for interested parties to sign up. Staff members are making Facebook posts. There was a discussion on ways to boost enrollment. There is a 78% retention from last year on families. Five children moved to different areas. Two children went to different charter schools. Some were unhappy with the first year. Some students had IEP or 504 and felt the district could meet their needs better. Some families were driving too far.

## **6. Discussion**

- 6.1 Discussion on PARCC scores. Principal Miller-Forrest led the discussion on PARCC scores. The scores have already been sent to families. Principal Miller-Forrest has done extensive research on why the scores were low but she is focused on improving rather than placing blame. The overall ratings were based on a very small sample size. The most concerning is the Math scores in 4<sup>th</sup> and 5<sup>th</sup> grades. There was a trend statewide that the scores were down.

The plan to improve is to collect data and use it to move forward. Principal Miller-Forrest is in the classroom once a week. The staff has been receiving extensive training on how they can become really good teachers in math. HHA has two new very qualified teachers. Ms. Youmans who has 18 years of math teaching experience and Ms. Smith who has taught Singapore for 4 years. Both teachers relate that the students are showing mastery.

There was a lengthy discussion with the Board about the low test scores and how to remedy this situation.

Principal Miller-Forrest is exploring the possibility of doing a summer program and has spoken with a staff member about that possibility. The Summer program will depend on funding.

The SAC will be meeting and discussing the data and reporting back to the board. The SAC meeting is scheduled for September 18<sup>th</sup> at 6:00 p.m.

- 6.4 Discussion on Strategic Plan. The discussion on the Strategic Plan will be tabled for next month. Member Downs will send out final drafts of the Strategic Plan and all board members agree to review and provide additional edits.
- 6.5 Discussion on Contract with EFS. Member Price would like to proceed with the contract between HHA and EFS. EFS is aware that we are not financially able to pay them right now. Jess feels strongly that she needs help with the facilities planning especially since HHA can only stay one more year in the current location. Member Downs mentioned that with enrollment low we don't want to get into a building that we can't afford. We also do not have the financials for credit. Tim will talk to Dustin about the contract and make changes that we can agree with. Bart and Tim both advise that it is premature to lock into a contract. There was a discussion about offering EFS an hourly rate for their services instead of locking into a two year contract.

## **Public Comment**

## **Executive Session**

Board chair Jen Gibbons made a motion to enter into executive session at approximately 8:15 p.m. "The Board may vote to enter into executive session pursuant to C.R.S. 24-6-402(4)(b) to discuss a matter subject to negotiations regarding a lease dispute with the Edge Church and receive legal advice."

Kristen Ivory seconded the motion and the Board voted unanimously in favor.

A motion was made to exit executive session at 8:45 p.m. Kristen Ivory seconded the motion and the members of the Board voted unanimously in favor.

A motion was made by Jessica Price to allow Bart, Tim and Natalia to move forward with settlement negotiations with the Edge Church. Nathan Wheldon seconded the motion. All Board members voted unanimously in favor.

The meeting is adjourned at 8:45 pm.

## **Action Items.**

The next Board meeting is scheduled for October 10<sup>th</sup> at 6:00 p.m.

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Approved by Board Secretary/ Date