

MINUTES
of the meeting of the
BOARD OF DIRECTORS of Heritage Heights Academy
October 12, 2016

The Board of Directors of Heritage Heights Academy of Colorado held a public meeting on October 12, 2016 at 6:00 p.m. at 19697 E Smokey Hill Road, Centennial, CO 80015.

1. Call to Order and Roll Call.

The meeting was called to order by Board Chair Jennifer Gibbons at 6:10 p.m. with a quorum present. In attendance were Board Members Jennifer Gibbons (until 6:40), Kristen Ivory, Karen Lee-Toy (via telephone), Peggy Downs, and Deleen Stallings.

Member Jessica Price was not present.

Principal Natalia Miller-Forrest was also present, as well as Academica Nevada Representatives Melissa Steele and Joani Williams.

2. Public Comment and Discussion.

There was no request for public comment.

3. Approval of September 14th, September 26th and October 4th Board Meeting Minutes.

Member Ivory noted that there were a few minor changes to the minutes.

Member Gibbons moved to approve the minutes with modifications. Member Stallings seconded the motion and the Board voted unanimously to approve.

4. Review of Attorney Engagement Letter for Facility Occupancy.

Melissa Steele addressed the Board and explained that this was to fulfill the requirement that they have expert legal counsel. Member Stallings noted that the legal fees had been increased in the budget based on estimated costs of retaining this lawyer and additional fees by Tim Farmer. Discussion took place regarding wording in the letter relating to terms of the relationship.

Member Gibbons moved to approve and sign the engagement letter written by Tim Farmer for engagement for special counsel services of Michow Cox & McAskin. Member Downs seconded the motion and the Board voted unanimously to approve.

6. Review of Janitorial Bids and Cleaning Options.

Ms. Steele referred the Board to a bid by ABM Services, which was twice the price they were currently paying Merchants (\$4,000.00 per month vs. \$2,052.00). Principal Natalia Miller-Forrest addressed the Board and reported that Merchants was not doing a good job, adding that it had gotten somewhat better after they submitted

a complaint. Discussion took place regarding hiring an in-house custodian rather than paying for the services of an outside company, including whether that satisfied the requirements of the lease. Joani Williams addressed the Board, and explained that they would have to pay a custodial staff member salary plus retirement, as well as benefits if they worked full time, adding that it might still save them money, depending on the number of hours the job required. Discussion took place regarding the specific job description (daily cleaning of eight classrooms, two common areas, four bathrooms, and an office) and the pay range (between \$10.00 and \$13.00 per hour, depending on the budget). Ms. Williams noted that Merchants was charging \$20.00 per hour and paying their employees \$10.00 per hour. The idea of utilizing volunteers to clean the facility was also discussed. Ms. Williams noted that they would need to purchase their own equipment if they stopped using Merchants, reporting that she was able to find two commercial vacuums, one small hand-vac, two sets of mops, two sets of brooms/dust pans, 100 rags, squirt bottles, etc. for \$650.00. Ms. Williams noted that paper products were provided under a different contract with Waxie. Member Ivory suggested posting the job opening on the website.

Member Gibbons moved to let Principal Miller-Forrest make the decision regarding janitorial services. Member Downs seconded the motion and the Board voted unanimously to approve.

5. Review of Updated Budget.

Ms. Steele referred the Board to an updated budget with corrections made to address concerns that had been voiced previously, specifying adjustments made to enrollment numbers. Discussion took place regarding construction cost increases and what was included in that budget item. Ms. Williams reported that there were \$20,000.00 in gates they would not be using. A suggestion to sell the unused gates was also discussed. Ms. Williams reported that they had the drawings redrawn and were in the process of finalizing the plans, as well as completing the close-out plans requested by the church.

7. Review of Snow Removal Bids.

Ms. Steele reported that she had only received one of three bids to date. Discussion took place regarding the scope of services and finding out what the school district's contracts included. Ms. Williams stated that they could wait until the next meeting to decide or delegate the decision to Principal Miller-Forrest. Discussion took place regarding a contingency plan in case it snowed before a contract was in place.

Member Ivory moved to have Principal Miller-Forrest make the final decision on the snow removal bids. Member Stallings seconded the motion and the Board voted to approve.

8. Review of Final Building Hope Funding Documents.

Ms. Steele reported that Tim Farmer had made revisions based on changes requested by CCSD (Cherry Creek School District), noting that the amount had not been finalized and would be adjusted to match the budget. Ms. Williams explained that the budget amount reflected the deficit plus construction costs, noting that there would still be final reviews by Academica and outside counsel. Discussion took place regarding the requirements placed on the loan by CCSD. Ms. Williams reported that they had a cash flow issue and would be in breach of contract if they ran in the negative, in which case they would be shut down by the school district. Ms. Steele explained that if Building Hope increased the amount in the agreement to \$350,000.00, it merely authorized them to borrow up to \$350,000.00.

Member Ivory moved to approve the Building Hope funding documents minus the specific amount they were going to borrow (as that number might change) and subject to review by outside counsel, Tim Farmer. Member Downs seconded the motion and the Board voted unanimously to approve.

9. Review of Open Enrollment Dates.

Principal Miller-Forrest stated that they had received questions regarding when they would be closing open enrollment, specifying they had three options: 1) Close it fairly soon since they would not be receiving any more money for the current school year; 2) Leave it open until October 31 to see how many kids they could get in; and 3) Close at an even later date. Principal Miller-Forrest noted that they had only received one inquiry since count day, adding that it was hard on the instructors and the kids to add students at such a late date. Principal Miller-Forrest reiterated that since count day had passed, they would not receive any additional funding for new students, noting that students they took in would build enrollment for the following year. When asked for her preference, Principal Miller-Forrest replied that she would prefer either closing enrollment that week or by October 31, adding that she would like the authority to enroll additional students at her discretion if she felt it would be an easy transition. Ms. Williams stated that the ability to specify one child over another was not included in the charter.

Member Ivory moved to approve October 21 as the end of enrollment for the 2016/2017 school year. Member Stallings seconded the motion and the Board voted unanimously to approve.

10. Review of Competitive Bidding Policy.

Ms. Steele reported that the policy had come directly from Tim Farmer in response to a meeting with CCSD, who requested a specific policy. Ms. Steele added that if approved, the policy would be included in the Financial Policies and Procedures Manual. Discussion took place regarding how construction bids had been handled and how that process had been communicated to the school district. Ms. Williams recounted that it had been difficult to find a construction company available within their time frame, as most were booked months out. Further discussion ensued regarding the fact that the construction company had received three sub-contract bids for every portion of the project. Ms. Steele stated that following an approved policy would satisfy the school district's requirements.

Member Ivory moved to approve the Competitive Bidding Policy which was prepared by Tim Farmer and reviewed by the Board and would become part of the Financial Policies in the Board Handbook. Member Stallings seconded the motion and the Board voted unanimously to approve.

11. Update on CCSP Grant.

Ms. Steele reported that the grant application had been submitted for review, adding that the Board would receive a link to the drop box to view the application. Ms. Steele stated that there would be additional revisions before it was complete. Discussion took place regarding the timing of required training for Board Members, during which Ms. Steele stated that they were not responsible for compliance until after they had received funding.

12. Principal Update.

Principal Miller-Forrest reported that 71 students had yet to submit parent forms for Power School, stating that teachers would be letting parents know that they could not be contacted regarding school closures, etc. if they had not turned in their forms. Discussion took place regarding including information and instructions on the

website. Principal Miller-Forrest reported that they had been working on additions to the website, including documents, pictures, and a google calendar. Discussion took place regarding the costs of redesigning the website to more closely reflect that of Doral Academy.

13. Public Comments and Discussion.

There was no request for public comment.

14. Adjournment.

Member Ivory moved to adjourn the regular meeting of Heritage Heights Academy at 7:20 p.m. Member Stallings seconded the motion and the Board voted unanimously to approve.

Approved on: _____

**Secretary of the Board of Directors
Heritage Heights Academy of Colorado**