

MINUTES
of the meeting of the
BOARD OF DIRECTORS of Heritage Heights Academy
September 14, 2016

The Board of Directors of Heritage Heights Academy of Colorado held a public meeting on September 26, 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 6:07 p.m. Present were Board Members Jennifer Gibbons (left the meeting at approximately 7:00), Jessica Price, Deleen Stallings, Karen Lee-Toy (arrived at approximately 6:30), and Kristen Ivory.

Peggy Downs was not present.

Also present was Principal Natalia Miller-Forrest, as well as Academica Nevada Representatives Joani Williams and Melissa Steele. HHA counsel Tim Farmer was also present (via telephone).

2. Public Comments and Discussion.

No member of the public requested to comment at this time.

3. Review of Board Meeting Minutes from the August 2nd, August 12th, and August 24th Board Meetings.

Member Gibbons Moved to Approve the minutes of August 2nd, August 12th, and August 24th with some minor changes. Member Price Seconded the Motion, and the Board voted unanimously to Approve.

Ms. Joani Williams addressed the Board and stated that there was an option to move to an executive session if the Board chose, adding that Mr. Farmer would be available via telephone at any point in the meeting, although he had emailed updates to the Board that morning.

7. Review of Janitorial Services Bids.

Ms. Melissa Steele addressed the Board and stated that there was not an official agreement with the current janitorial company; however, they had received bids from four different companies, although two had dropped out due to the size and square footage of the facility. Ms. Steele stated that, as a result, they had two bids to present to the Board: ISS and Merchants. Member Gibbons asked if Merchants was the current company, to which Ms. Steele replied in the affirmative, adding that Merchants had come in almost \$3,000 less than ISS. Member Gibbons asked what other schools use, to which Ms. Steele replied that many of them have their own cleaning staff, which would be an option, adding that they could also go back out in search of a third bid, as they were not bound to Merchants at that point because no agreement had been signed. The Board members agreed that a third bidder should be sought, after which they would make a decision. Member Gibbons asked if Cherry Creek would be an option, to which Ms. Steele replied that she did not think janitorial was a service that they offered, although they could look at

hiring their own custodian, which might be cheaper; however, they would have to look into renting equipment for larger jobs like carpet cleaning, etc. Member Gibbons stated that she was happy with Merchants, but thought it would be beneficial to obtain a third bid.

Ms. Steele presented the Merchants' bid to the Board which delineated their services. Principal Natalia Miller-Forrest addressed the Board and stated that the Merchants bid was very reasonable for the services they provided, adding that they had been doing a satisfactory job. Ms. Steele stated that Academica would work on obtaining a third janitorial bid for a future meeting.

8. Principal Update.

Principal Miller-Forrest stated that she had gone to the PTSO district meeting that morning and had met the superintendent, who was very pleasant, adding that there was some good communication regarding the bond. Some discussion ensued regarding voting, with a suggestion of adding something to a future agenda. Principal Miller-Forrest stated that she had spoken with Jay Stern regarding each elementary school receiving \$500,000 for innovative funds; to which she asked if that included HHA and was told that it should. Ms. Williams cautioned the Board to not completely bank on that until she had read the exact language, adding that she had heard that it might only be available to schools that had been in operation for a certain amount of time. Principal Miller-Forrest stated that Mr. Stern had also offered some used lunch tables that were still in good shape.

Principal Miller-Forrest stated that they would soon have working internet and would, as a result, begin STAR testing the following week. Principal Miller-Forrest stated that she had also spoken to the district regarding Kindergarten readiness and that they used a program called i-Ready, which HHA might need to purchase to use in addition to STAR testing. Member Gibbons stated that it was also something that could be used at home.

- **Parent Volunteer Guidelines** – Member Gibbons asked if there was something in the handbook regarding bringing siblings while volunteering, to which Principal Miller-Forrest replied that it had been more of a soft policy, although the Board had not voted on a specific policy. Member Gibbons stated that it would be easier to enforce if it was actual policy. Ms. Steele stated that there was a distinct difference between those parents who were just stopping by for a few minutes and those who were volunteering in the classroom, and that there could be liability for the school if there happened to be some sort of injury. Principal Miller-Forrest stated that eating lunch with a student where a sibling comes along would be different than volunteering in the classroom. Ms. Williams stated that they might want to exclude siblings during instructional time. Principal Miller-Forrest stated that recess should be included as well in regards to potential injuries. Some discussion ensued regarding various scenarios and different things to consider when determining a specific policy. Principal Miller-Forrest stated that they might want to define the policy as no siblings while volunteering during school hours, unless they were eating lunch with their child as a visitor (lunch volunteers would be excluded as they would be supervising students). Member Price expressed some distress that certain consistent volunteers would be affected adversely by the policy.
- **Attendance Guidelines** – Some discussion ensued regarding excused and unexcused absences, to which Member Price stated that there were specifics in the Parent/Student Handbook; however, they might want to revise the tardy policy and reiterate it for the parents. Some additional discussion took place regarding the responsibility of the parents to ensure students were on time, and also ensuring that the car loop was empty before counting students as tardy. Principal Miller-Forrest expressed concern that parents had not actually read the handbook, to which Member Gibbons stated that maybe one or two pages could be sent out

periodically to the parents as a reminder and for their review, with Principal Miller-Forrest emphasizing that habitually tardy students were missing out on significant instruction.

- **Extracurricular Activities**
- **Carpool**
- **Maintenance Issues** – Some discussion took place regarding various maintenance issues including water and door handles. Staff agreed to bring back some options to the Board such as a water delivery service. Ms. Williams also stated that once they had the lease finalized they could move forward with ancillary items like the door handles, adding that it might be more beneficial for them to internally fix those issues.

Member Gibbons Moved to enter into an executive session for the purpose of receiving legal advice in regards to the facility lease negotiations and disputes, pursuant to 24-6-402(4)(b), C.R.S. and to discuss strategies, positions, and instruct the negotiator relative to the ongoing lease negotiations pursuant to 24-6-402(4)(e), C.R.I. Member Stallings Seconded the Motion, and the Board voted unanimously to Approve.

Member Price Moved to return to an open session. The meeting returned to an open session.

6. Review of Zion Lease Agreement per Attorney Revisions.

Mr. Tim Farmer addressed the Board and stated that the Zion lease revisions were to add language that it was not a multi-year fiscal commitment and subject to annual appropriation. Ms. Steele stated that she had added TABOR language and would send a final copy to Mr. Farmer. Mr. Farmer asked if the Board needed clarification on how the lease would work and who actually owned the property, to which Ms. Williams replied that the Board had actually voted to approve the lease back in July. Mr. Farmer stated that the furniture and equipment was essentially purchased by the bank who then leased it back to the school. Member Stallings asked what was added to the to lease, to which Ms. Williams replied that in essence it said that, in the event that the school could not pay the lease, the school would not be on the hook for it. Mr. Farmer added that if they were ever to exercise the TABOR clause, the bank would repossess all of the items. Ms. Steele explained that technically, with the TABOR clause, the school could walk away after year one and not continue to pay. Mr. Farmer stated that they could not agree to multi-year agreements, even with teachers. Ms. Williams stated that even though the items belonged to the bank, the school would still be responsible if they were damaged or stolen. Member Ivory asked about using grant funds for some of the equipment, to which Ms. Steele replied that you could not back-date reimbursements for that grant; however, they could be used for equipment going forward.

Member Price Moved to approve the Zion lease agreement with revisions. Member Stallings Seconded the Motion, and the Board voted unanimously to Approve.

4. Review of Facility Status and The Edge Church Lease Options.

Some discussion ensued stemming from the executive session in regards to a timely response from The Edge Church's attorney. Ms. Williams stated that in the CCSD request for the October meeting, they wanted to have all final documents for review by September 26th, and in the events that all documents were not ready, they would need a letter drafted to CCSD to that effect. Ms. Williams stated that the documents included: balanced budget with accompanying documentation and lease updates, adding that CCSD wanted to see a budget in the positive as opposed to what they had previously received. Ms. Williams further stated that they had responded to all of CCSD's requests, with Mr. Farmer's review.

5. Review of Alternate Lease Options.

This item was discussed as part of agenda item #4.

9. Formation of the HHA School Accountability Committee.

Ms. Williams stated that they could move forward using CDE’s guidelines for the School Accountability Committee for HHA. Member Ivory asked if they could get help gathering data on parent satisfaction and student scores, to which Ms. Williams replied that they could set up some surveys for the parents. Ms. Steele stated that one or two members of the governing Board could serve on the SAC for charter schools, in addition to three parents of enrolled students, to which Principal Miller-Forrest stated that they already had four or five interested parents. Principal Miller-Forrest stated that one employee and a member of the community at large also needed to serve on the committee.

Ms. Williams stated that the Board would need to decide which Board member would also sit on the SAC. Member Price asked Member Ivory if she would be willing to sit on that Board, to which Member Ivory stated that she would not be able to meet directly after school, and also asked if it would make more sense to have an educator on the committee. Principal Miller-Forrest explained that it was not only education related, adding that some grievances could also be brought before the committee, which might only meet once per quarter. Ms. Steele stated that the Board could come up with a method for selecting future members.

Member Lee-Toy nominated Kristin Ivory to the School Accountability Committee. Member Stallings Seconded the Nomination.

Hearing no other nominations, Member Price closed the nominations. The Board voted unanimously to nominate Kristin Ivory to the School Accountability Committee.

10. Public Comments and Discussion.

No member of the public requested to comment at this time.

8. Adjournment.

Member Price Moved to adjourn the meeting at 7:35 p.m. Member Stallings Seconded the Motion, and the Board unanimously approved and the meeting was adjourned.

Approved on: _____

Secretary of the Board of Directors
Heritage Heights Academy of Colorado