



**Highline Academy  
Board Minutes  
Board of Directors' Meeting  
Highline Academy  
2170 S. Dahlia St.  
Denver, Colorado 80222  
Monday, Nov. 14, 2011  
6:15 p.m.**

**PRESENT**

Tom Bulger  
Jon Lowry  
Papa Dia  
Tina Valtierra  
David Larm  
Francis Scheve  
Rachel Hutson  
Edith Zemanick  
Ruth Kedzior  
Jennifer Holladay

**STAFF**

Denise Kelso  
Gregg Gonzales

**NONSTAFF**

**ADVISORY BOARD**

**ABSENT**

Derrick Hudson

**PUBLIC**

**CALL TO ORDER**

Vice-president called the meeting to order at 6:15 p.m.

**ESTABLISH QUORUM**

A quorum was established.

**CONFIRM AGENDA**

Vice-president confirmed agenda.

**PUBLIC COMMENT**

**ADOPTION OF MINUTES**

**Motion:** To approve the minutes of 10.10.11 with corrections.  
Jennifer moves the motion, Tom 2<sup>nd</sup>.

**MPU**

**ADMINISTRATIVE UPDATE.** Gregg distributed a report on and discussed the school board vote on charter renewal. Highline Academy's charter has been renewed for five years without any conditions. This was the best possible outcome. This will be reported in the newsletter, sent home in Thursday folders, and put in condensed form on the website.

## **BUSINESS MATTERS**

### Reports

#### SAC (Accountability Committee).

- Understanding the Achievement Gap: academics, student satisfaction, and student discipline
  - Gregg reported on and showed a power point that compared HA to similar schools in status and growth, and discussed what has been done to close the achievement gap.. Our mission is not only to serve students from a variety of backgrounds, but also to close the gap. Accountability has had some really good questions and suggestions, like what are the barriers and what are the challenges. HA has addressed this through professional development and interim assessments, and worked really hard on writing. This year, we have put a lot of resources into early literacy, looking for data-driven improvement. Students need to be reading on grade level. Gregg and Denise are teaching 4<sup>th</sup> and 5<sup>th</sup> grade literacy interventions.
  - Regarding student discipline, there has been a consistent trend in reducing suspensions over the last few years. This is a positive statement about the climate and culture of middle school. There has not been an expulsion in three years.
  - Results of school satisfaction survey show that students of color are slightly more satisfied than white students. Other factors other than test scores enter into this. Caucasian students perform better academically, but are less satisfied. A 2010-2011 CBLA status report was distributed.
- Annual Plan Update. Reorganization is going on and is a work in progress. HA has modified its curriculum this year to be more in line with Common Core. We completed our first interim assessment. 6-8<sup>th</sup> math is improving.

Board Development Committee. Jennifer will be updating the policy manual. Now is the time to give input, please send to her.

#### Executive Committee.

- Strategic Planning Documents were distributed and reviewed. These include continued priorities and areas of improvement as well as new strategic areas of focus. Notes from the retreat on the Ten-Year Vision discussion were also distributed. One addition was made, Edith and Rachel will be PreK (ECE) Ad-Hoc Co-Chairs. A fact-finding report out on this is scheduled for February, with a recommendation to the BOD scheduled for May. BOD committee assignments for 2011-2012 were distributed FYI. Please review for accuracy. Regular meetings are recommended. If more than two members are expected to be present, it must be posted as a public meeting 48 hours in advance, not including weekends. Coordinate this through Francis. In addition, notes should be recorded regarding the members present, dates of meeting, topics, and action items. These should be submitted to Francis. Francis will send out a template. It is also important to communicate about discussions on strategic areas, by communicating in the

newsletter, and holding parent ed nights. It's also important to get parent/guardian input, not just communicate to them. We want to have a check-in on this in February, and will invite Nora. Francis thanked everyone for their work and input.

- A review of policies 3.1, 3.2, 3.3, and 3.4 was distributed FYI.

#### Development Committee.

- Playground Committee update. Gregg is heading up a student-parent-teacher committee to begin gathering input. Jon is working on the building side. Anna Lieberman is helping with neighboring businesses. The committee will be considering questions such as what are our options to make the playground part of the community? What insurance changes might be needed? The grant said the playground would be open to the public.
- Colorado Gives Day update. Ruth asked for a donation of \$8 - \$10 per BOD member to purchase pies for HA Gratitude Day on Nov. 22. Regarding Colorado Gives Day, HA did very well last year and we would like to broaden our donor base and expand our networks. Jennifer will create a business type flyer for this and send to BOD members in hopes that they will contribute and distribute. Flyers will be handed out during carlines on Nov. 29 and Dec. 5. BOD members are encouraged to help with greeting and handing out flyers for this. One-calls will be made to the parent-guardian community, and stickers distributed to students to promote this. All donations made on Dec. 6 will be partially matched.

**Motion:** BOD authorizes \$350 from the HA Reserve to reimburse Jennifer for expenses incurred in creating Colorado Gives Day stickers.

Ruth moves the motion, Tina 2<sup>nd</sup>.

**Motion PASSES with Jennifer abstaining.**

- Fundraising Consultant interview update. Rachel, Ruth, and Jennifer interviewed candidates. Tim has given several referrals for the fund raising consultant position.

**Finance Committee.** E.L. 2.4 was distributed and reviewed. David, Papa, and Gregg met. Time to get to work on the budget. Gregg distributed a budget vs. actual report to the BOD. More to come.

#### **OLD BUSINESS**

Building Corp update on the city of Denver issue. An issue has come up regarding a citation for sidewalk repair. Tom updated the BOD on this, and will keep them posted.

**ANNOUNCEMENTS.** None.

#### **ADJOURNMENT.**

**Motion:** To adjourn.

Tom moves the motion, Rachel 2<sup>nd</sup>.

**MPU**