



**Highline Academy  
Board Minutes  
Board of Directors' Meeting  
Highline Academy  
2170 S. Dahlia St.  
Denver, Colorado 80222  
Monday, Sept 9, 2013  
6:15 p.m.**

**PRESENT**

Tom Bulger  
David Larm  
Ruth Kedzior  
Tina Valtierra  
Jennifer Holladay  
Ana Torres  
Rachel Hutson  
Paul Kim  
Papa Dia

**STAFF**

Gregg Gonzales  
Sara Alesandrini  
Aubrey Ignace  
Lori Deacon

**NONSTAFF**

**ABSENT**

Edith Zemanick

**ADVISORY BOARD**

**PUBLIC**

**CALL TO ORDER**

President called the meeting to order at 6:15 p.m.

**ESTABLISH QUORUM**

A quorum was established.

**CONFIRM AGENDA**

President confirmed agenda.

**PUBLIC COMMENT.** None.

The Board's Mission and Vision and Ends Statements were reviewed and restated.

**CONSENT ADENDA ITEMS**

**ADOPTION OF MINUTES**

8.12.2013 Minutes Adopted with Jennifer abstaining because she was absent.

**BUSINESS MATTERS**

- Lori Deacon reported on the audit. She just got it and would like to review one more time. It is due to district on Sept. 15. It can be sent to Finance Committee, to DPS and then back to HA BOD. Lori will review, then send to David and Gregg.
- Jennifer reported that she has accepted a job which will be a conflict of interest. Therefore she has resigned. She asked that BOD keep its mission and vision close and expressed thanks and appreciation.

## Reports

### Board Accountability Committee (BAC)

- Tina gave an update on the SAC committee. This committee is composed of five community members, parents, educators, and office workers. Tina shared the positives, deltas, and ideas/suggestions found by SAC analysis of big-picture interim assessment, CBLA, and student satisfaction surveys. Denise and Steve Vaughn facilitated this effort. BAC reviewed these at their last meeting.
- Gregg led the BOD in a review of initial 2012-2013 TCAP data including big picture ratings, historical trending, and equity gap trends. The overall data looks strong with most areas (math, reading, writing) trending upward. Gregg discussed achievement gaps that still exist. The annual plan will address strategies for gap closure. In all areas, Highline exceeds state and district averages; however, there are still gaps that exist most significantly in special education and ELL proficiencies.

### **ADMINISTRATIVE UPDATE**

- Gregg reported that the administration is still solidifying the annual plan, but shared an overview. We will continue our goals from last year of working on closing gaps in K-3 reading. We have a new kindergarten literacy program. We are also focusing on 5<sup>th</sup> – 8<sup>th</sup> math and continue writing our own curriculum. We have had good student achievement and plan to weave in 4<sup>th</sup> grade too. We continue to stress personal and civic excellence as our student life coordinator will make sure that students have opportunities for authentic civic engagement. We are working on developing a math culture with Prime Time. It's a chance for kids to engage in different kinds of math, for instance, 6<sup>th</sup> graders are building catapults, and 8<sup>th</sup> grade are developing board games. September PD will focus on DRA, interventions, and performance groups. This year's TCAP will test 4<sup>th</sup> and 7<sup>th</sup> graders in social studies.
- Gregg gave an update on Replication. We are working on the SE budget and looking at NE. We are continuing to work on drafting an agreement between our two schools as we need the ability to lend funds until we have cash on hand. We are consulting with our business manager, auditor, and lawyer and also looking at what other organizations have done.
- We are asking for HA NE to be either a boundary or a preference school. DPS wants HA NE to address overcrowding and to be sure we are serving the community. We may not be eligible for startup funding from CDE if not determined to be a total choice school. We have had positive conversations with DPS around making up some of those funds. We hope to apply for Tier 2 of the CDE grant, should we need to.

- Interviews for the Walton grant will be held on Oct. 15 and we need BOD members there. BOD members need to submit resumes by Wednesday for the grant application.
- We are continuing to send out mass mailings and holding enrollment meetings for the NE campus. Open houses will be held in October and November to build connections with families there. Sara will let us know when the meetings will be. We will be published in DPS school choice. Sara has been going to Dunkirk meetings. The walls are going up for the gym and the design team is looking at color schemes, etc. Our Building Corp point person is Jamie Weir.
- Gregg showed pictures of Dunkirk construction so far.
- Gregg distributed a plan for charter schools that do not meet academic objectives and goals for the Walton application. Renewal charter '07, Section Q, Termination by district. Tom suggested we look at the renewal and use language from that.

#### Reports (cont)

#### Finance Committee

**Motion:** BOD approves change to Policy E.L. 2.5, sub 7, “Administration shall not create a budget based on more than 525 students at HA SE.”

David moves the motion, Papa 2<sup>nd</sup>.

#### **MPU**

- David gave an update on the FY14 budget. The cost of Illuminate which has replaced Veracross may be higher than expected.
- We need a decision on reimbursement of the Dunkirk Office Manager. A proposal for this will be submitted at the October BOD meeting. We are also discussing principal-in-residence salary, as to whether some of that will be paid by Dunkirk.

Communications Committee. Ana reported on the kickoff meeting. Members are Ana, Ruth, Sara, and Gregg,. We would like more members. We are working on a communications calendar that could be put on the website. We need to update the BOD part of the website. We are discussing whether we need one website or two. We also need communication about replication in NE and the current SE campus. Tina volunteered to help, and Paul also has some ideas.

#### Health and Wellness Committee.

- Rachel reported that the kindergarten landscaping has been completed. Total cost was increased to include replacement of the sprinkler back flow unit. Total cost was \$14,090, (\$11,995 for project, \$2095 for sprinkler replacement and repair). Bimbo paid \$7000.
- We are still working on reinstallation of the fence around the play area. We have two bids and waiting for a third. Bimbo is paying \$3,600 for this, but we may need an additional \$500-\$800.

- Plans are in the works for a HWC Kick-Off in later October. Everyone is invited.

**Motion:** BOD authorizes up to \$2000 from HA Reserve to be used to cover cost of kindergarten playground fence.

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

**MPU**

Board Development Committee. Tom reported that we have three interested candidates from NE Denver, two are community leaders and reflect the NE demographics that we will serve. We are impressed with these candidates. Anton Jefferson will not be able to be a BOD member, but will help with introductions as he is connected in Green Valley Ranch. More to come.

**Motion:** BOD authorizes Administration as part of community outreach to establish a Founding Committee for NE campus and for the children of these members to be offered priority seating.

Tom moves the motion, Tina 2<sup>nd</sup>

**MPU**

#### Executive Committee

**Motion:** BOD approves proposed by-law changes.

Tom moves the motion, Tina 2<sup>nd</sup>

**MPU**

#### Election of Officers

**Motion:** Tom is nominated for BOD president.

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

**Motion PASSES with Tom abstaining**

Tom is president.

**Paul** is nominated for vice president.

Paul moves the motion, Ana 2<sup>nd</sup>.

**MPU**

Paul is vice president.

Committee chair updates: Tom is stepping down as chair of Development Committee, Francis is stepping up. Finance: David; BAC: Tina; Health/Wellness: Rachel/Edith; Executive: Tom.

#### **OLD BUSINESS**

- Committee chairs or designees must submit committee fact sheet minutes from meetings. This will help us start preparing to be a different sort of board and make meetings more efficient. Tina will send out invitations for shared Google docs which will have the dashboard set up.
- Onboarding Sessions continue at 5:30 before BOD meetings. Tina did an overview of BAC tonight, next month will be Finance, facilitated by David.
- Sept. 28 1:00 – 3:00 Picnic to celebrate HA's 10<sup>th</sup> birthday. REACH shirts will be given out. Tom has a list of founding families to invite.

- Please submit resumes for Walton grant.
- BOD president authorized to execute contracts with DPS.
- Thanks to Jennifer for her past BOD service.

**NEW BUSINESS** None.

**ANNOUNCEMENTS** None.

**ADJOURNMENT**

**Motion:** To adjourn.

Tina moved the motion, Rachel 2nd  
MPU