



**Highline Academy  
Board Minutes  
Board of Directors' Meeting  
Highline Academy  
2170 S. Dahlia St.  
Denver, Colorado 80222  
Monday, Oct. 14, 2013  
6:15 p.m.**

**PRESENT**

Tom Bulger  
David Larm  
Ruth Kedzior  
Edith Zemanick  
Ana Torres  
Rachel Hutson  
Paul Kim  
Papa Dia

**ABSENT**

Tina Valtierra

**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**

9.9.2013 Minutes Adopted

**ADMINISTRATIVE UPDATE**

**STAFF**

Gregg Gonzales  
Sara Alesandrini  
Aubrey Ignace

**NONSTAFF**

**ADVISORY BOARD**

- Gregg reported that the picnic for Highline's 10-year anniversary was well attended.
- Gregg gave updates on Replication. We are busy identifying founding family members for NE campus and determining how to utilize them for recruiting and opening the school. Open houses have been very well attended.
- An office manager for the new campus has been hired. She is a native of Denver, a native Spanish speaker; and has school office experience. The new campus is located at Dunkirk and Maxwell, just south of 56th. They are putting up steel now.
- Gregg also gave an update on the status of the DPS contract. We are in the final stage of contract negotiations with DPS. The vote will be on October 17<sup>th</sup>. As currently drafted, the contract includes a Denver preference, but no boundary. If this remains we will be eligible for CDE startup funds. The proposed contract also calls for a max of 600 students. ECE is not included, but the language will indicate that possibility "once [the contract] is approved."
- Walton interviews are tomorrow. Paul, Tom, David and Gregg will attend. If approved, the grant would be for \$250,000.

## **BUSINESS MATTERS**

### Reports

#### Board Accountability Committee (BAC)

- BAC examined the School Performance Framework (SPF) which are multiple points of data used to give schools an overall rating. A score of 78.6% "meets expectations" and a school will need to reach 79.5% to reach "exceeds expectations." Our scores have been 2011: 65%; 2012: 73%; and 2013: 79%. This shows that we have been trending up, which is good. "Access growth" relates to English language learners. Different tests were used last year and this year and Gregg questions the statistical validity of the methodology. There is a link to SPF on DPS website for anyone who wants to review this more in depth.
- Achievement gap update: When we look at data comparing Highline K-8 to DSST middle school, achievement gaps in math, writing and reading are comparable.

#### Finance Committee

- Repayment plan to HA SE from HA NE campus for funds used from HA Reserve was discussed. We agreed at the retreat that the school administration would develop a reimbursement plan for NE expenses to be in place this month, but if we set a schedule for repayment, then it could be considered that HA SE has given HA NE a loan. We are trying to avoid setting a precedent that the HA organization is making a loan to either campus; when in actuality, there is one joint reserve fund for both campuses.

**Motion:** BOD authorizes that the salary of the office manager at HA GVR will be paid from the HA Reserve.

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

### **MPU**

- While we understood at the July retreat that a reimbursement plan is best practice, but now Administration has researched this and learned that once we start putting it in loan language, charter finance laws have very specific parameters regarding what types of loans charters can make and to whom, so we need to be thoughtful in not setting a precedent for a loan.
- Next month, Gregg will provide an overview as to how some other multi-campus schools structure their reserve.
- Policy E.L. 2.4: Financial Conditions and Activities was reviewed. We are over budget on a few board-approved expenses that will come out of HA reserve if needed (Illuminate data system; grass; etc).
- In January or February, we will begin discussing the budget for HA NE in preparation for BOD approval in March. Budget won't be based on any historical reference; enrollment is the biggest variable.

### Health and Wellness Committee

- Fence is going in this week. Edith will email kindergarten teachers to coordinator thank you's from the children to Bimbo Bakery. Rachel will work with Faye on developing a flier for Thursday folders to acknowledge Bimbo's support for the playground.
- Health and Wellness Kickoff Program will be Tuesday, Nov. 5<sup>th</sup> from 5:30 – 7:30 p.m. Shawn St. Sauveur, a representative from DPS Healthy School program, will attend and help facilitate. All are welcome.

### Board Development Committee.

Development Committee gave several tours and met with four BOD candidates. Three formal applications have been submitted and all candidates have strong ties to Green Valley Ranch (GVR) community. One candidate opted not to apply for BOD, but asked to be considered for GVR Founding Family Committee. Development Committee recommends interviews for all. Interviews will take place in late October/early November with goal of recommending one or more applicants for the two open BOD seats by the November BOD meeting.

**OLD BUSINESS.** None.

### **NEW BUSINESS**

- Staff appreciation: Meal for staff to show appreciation for their dedication and hard work tomorrow 10/15 during professional development day.

**Motion:** BOD authorizes up to \$500 from HA Reserve for staff appreciation lunch.  
Tom moves the motion, Ruth 2<sup>nd</sup>.

**MPU**

- This should be an ongoing business item; permanent agenda item to keep this on the radar.
- Time capsule for new school: Ms. Tobias working on this.

## **ANNOUNCEMENTS**

- Next 10-year anniversary event: BOD- hosted formal dinner to which donors and potential donors can be invited. Tom and Ruth will work on this.
- Middle school cross country team is undefeated and going to state.

## **ADJOURNMENT**

**Motion:** To adjourn.

Paul moved the motion, Rachel 2<sup>nd</sup>

**MPU**