



**Highline Academy
Board Minutes
Board of Directors' Meeting
Highline Academy
2170 S. Dahlia St.
Denver, Colorado 80222
Monday, Nov. 11, 2013
6:15 p.m.**

PRESENT

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

STAFF

Gregg Gonzales
Sara Alesandrini

NONSTAFF

ABSENT

Tina Valtierra
Papa Dia

ADVISORY BOARD

PUBLIC

Six public members were present.

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

10.14.2013 Minutes Adopted

BUSINESS MATTERS

Reports

Development Committee

- Tom reported that onboarding sessions for new BOD members have been continuing prior to BOD meetings. After input from Ana and Paul, another session on finance led by David was scheduled for 5:30 p.m. prior to the 12-9-13 BOD meeting.
- BOD nominee Jackie Bell introduced herself and was welcomed.
- Francis reported that from those who were interested in BOD service, we received three applications.. Francis and Tom explained the process which included Declaration of Candidacy applications, references, and panel interviews. The Board Development Committee fully recommends Jackie Bell and Malcolm Burleson for service on Highline's Board of Directors.

Motion: BOD accepts Development Committee's recommendation that Jackie Bell and Malcolm Burleson become BOD members, beginning with the December, 2013 meeting. Tom moves the motion, Rachel 2nd.

MPU

- Jackie and Malcom accepted their nominations and were welcomed to the board. Tom, Francis, and the other members of the committee were thanked for their hard work.
- Tom explained next steps for Development Committee. Up to two additional seats will open in June. Development Committee will continue with ongoing recruitment of new BOD members.

ADMINISTRATIVE UPDATE

- Sara reported that we got the Walton grant for \$250,000. Tamara Garcia has been hired as Dunkirk Office Manager. She is helping out in the office now and will be helping with enrollment this spring.
- Sara reported that the steel is up now on the Dunkirk facility and the construction is progressing along well. We held an open house last Saturday which was successful. We will open the 20014-2015 school year with ECE, kindergarten, and first grade.
- The GVR campus will have a DPS student preference, but will otherwise have open enrollment (there will be no neighborhood preference or boundary at the moment).
- Next up is the CDE grant. This will be for \$190,000 for three years. These are funds to be used for furniture, fixtures, and equipment.

Reports (continued)

Board Accountability Committee (BAC)

Gregg distributed and reported on Developmental Reading Assessment (DRA) Gap Data and initial data analysis findings. These tests are given to all K-8 students in the fall and spring. Writing scores are a little higher in middle school and reading scores are a little higher in elementary. Math scores do not vary much between elementary and middle school. Gender gap has shrunk. The gap data mirrors TCAP data. Early interventions have helped shrink our gap and the quality of instruction has improved. We have made a lot of progress in middle school and have been bringing those lessons down to elementary. Gregg will report out again in the spring. ESL information will be distributed as an incidental update.

Finance Committee

- David reported on Budget to Actual for SE campus. Mill levy and PPR may be higher than anticipated and spending is also higher than expected. We are well on our way to hitting our assumptions on grant revenue. As far as DPS is concerned, we are one organization and there is no legal prohibition against PPR crossing lines if we are all the same district. At some point, we will need to discuss the use of Reserve and any potential revenue sharing between campuses.
- Gregg showed a power point and discussed the big bucket budget items for FY15 for HA NE. The District will fund ECE and ECE will be revenue neutral. We hope to raise \$935,000 over the first three years, which includes the Walton grant, CDE, and fundraising from outside sources. Gregg will be asking the district for guarantee enrollment for first grade.
- A brainstorming session regarding publicity for the GVR campus was held. Tom suggested putting together a Meet the Board night in Green Valley Ranch, including Malcolm and Jackie who are from the area. Sara is planning a monthly newsletter which Jackie offered to help distribute. Sara was asked to coordinate and keep BOD informed about publicity efforts in GVR.
- Tom asked for Finance Committee to give guidance to the BOD on the following three issues. We need a time frame for when we can expect these issues addressed, so would like a response by December meeting.
 - 1) Fundraising. What will that look like—by campus? As an organization?
 - 2) Bylaw changes. Does each campus need a separate budget? If so, then do we need a central office with central expenses shared by both campuses.
 - 3) Reserve issue.

Communications Committee. Ana reported that the committee held its kickoff meeting on Oct. 24. Two parents joined the committee. Ana is working on a draft of a communications calendar and will coordinate with administration and Executive Committee on this. Faye met with the committee and reported on Colorado Gives opportunities and website update.

Health and Wellness Committee Edith reported that 16 people attended the Health and Wellness kickoff summit. Health and Wellness goals are in conjunction with HA's mission because healthy students learn better. Strengths and challenges of Highline were discussed as well as different ideas and opportunities. The committee met again tonight. We are planning a Health and Wellness rollout in January and another summit will be scheduled for the spring.

OLD BUSINESS.

- Ruth asked BOD members to donate pies for Gratitude Day, November 26.

Motion: BOD authorizes \$350 from the HA Reserve for small gifts/gift cards for staff for Thanksgiving as part of our ongoing staff appreciation effort.

Tom moves the motion, Paul 2nd.

MPU

- Paul and Jackie will coordinate this.
- Tom and Ruth will report next month on HA 10th anniversary plans.

NEW BUSINESS

Check newsletter for information on Colorado Gives Day. BOD members are needed to be out at car line during dropoff and pickup. This is a great time to talk to people and give information. This will be a 30-40 minute commitment.

ANNOUNCEMENTS

- HA NE and SE have Facebook pages. BOD and parent/guardian members are encouraged to “like” both pages.

ADJOURNMENT

Motion: To adjourn

Rachel moves the motion, Ana 2nd.

MPU