



**Highline Academy  
Board Minutes  
Board of Directors' Meeting  
Highline Academy  
2170 S. Dahlia St.  
Denver, Colorado 80222  
Monday, March 12, 2012  
6:15 p.m.**

**PRESENT**

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

**STAFF**

Gregg Gonzales  
Denise Kelso  
Natalie Neuhart

**NONSTAFF**

**ADVISORY BOARD**

**ABSENT**

**PUBLIC**

Kim Easton

**CALL TO ORDER**

President called the meeting to order at 6:20 p.m.

**ESTABLISH QUORUM**

A quorum was established.

**CONFIRM AGENDA**

President confirmed agenda and welcomed Natalie and Kim, members of the PreK Research committee, who will help with that discussion.

**PUBLIC COMMENT.** None.

**ADOPTION OF MINUTES**

**Motion:** To approve the minutes of 2.13.12 with corrections.

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

**Motion PASSES with two abstentions (Rachel and Edith due to absence from the last meeting).**

Note: Papa and Jon came in later and did not vote on this motion.

## **ADMINISTRATIVE UPDATE**

- Gregg gave an update on the auction. There was a great turnout. Rough numbers look like we made significantly more than last year. Tom thanked the board for their terrific participation. Ruth added 19 new Friends of Highline. Tom will donate three bottles of wine with cards to convey the BOD's thanks to the three chairs, Carrie, Alison, and Faye for their terrific job.
- Gregg also updated BOD on the lottery. The new system has been very successful in terms of letting us see our numbers. We are getting 7<sup>th</sup> & 8<sup>th</sup> graders; in fact, 8<sup>th</sup> grade looks full for next year. Two 7<sup>th</sup> graders are transferring back from Hamilton this week. There were a couple of glitches that were not picked up, such as siblings, etc. For such a huge system overhaul, it's amazing how successful it has been. 40 percent of kindergarten students are FRL students.

## **BUSINESS MATTERS**

### Reports

#### Growth Committee

- Rachel with the help of committee members, Edith, Denise, Natalie Neuhart, and Kim Easton, handed out and reviewed a report on the research the committee has been doing about the possibility of HA adding pre-K to our current programming. Pre-K gives us an option for kindergarteners found to be not ready, we have a place for them to go. She discussed Strengths, Weaknesses, Opportunities, and Threats (SWOT) findings for Scenario 1 (incorporate preK into Highline's replication application) and Scenario 2 (add pre-K to current facility, which means finding additional or portable classroom space). Other scenarios include finding another school or organization for a shared campus/program. This can get complicated if school calendars do not match. The committee will commit to giving Gregg a two-week time frame to look at their recommendation before the May BOD meeting. Pre-K committee should go ahead with the process of providing big picture information on ECE and how it works in other schools. BOD asked for ranges of estimated costs.
- Gregg gave a strategic update on replication. The application deadline is April 9, and if approved, the new campus would open for the school year 2013-2014. Northeast is a good fit for us, as there is interest in an integrated model in the Peoria (Stapleton) area. There will be a special BOD meeting on March 19 at 6:15 p.m. for further discussion and possible vote on replication.
- Gregg updated BOD on Principal-in-residence search. The first round of interviews is done, moving on to the second round. Two internal candidates are being considered, both doing well.

#### Finance Committee

Gregg presented the FY12-13 budget. This includes a \$150,000 deficit and one cut for next year, following the BOD's direction from last month. The budget includes a 3 percent retention bonus, and a 2 percent cost of living increase for teachers and staff; and a \$20,000 contingency. This puts us in a safe position for the next three years. The big bucket items are salaries and facility. Our enrollment numbers are very strong, and the most accurate numbers ever seen. The bubble class is not factored in. Gregg does not see where another bubble class would fit in the current building. PPR will rebound eventually, but we don't know when.

**Motion:** To approve FY 12-13 budget as tendered by administration.

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

**MPU**

Gregg will circulate the budget to BOD members.

#### Development Committee.

- Edith gave an update from the Playground Committee. Johansen was selected after references were checked, and both were good. They gave three proposals, renderings of playground, three different designs. All three incorporate existing equipment. Expansion is planned for the north side. Community area being discussed for the south side, possibly an area for gathering, possibly an outdoor classroom. Drainage issue was noticed so that will be built into the proposal. This company has been responsive and really listened to the needs of the committee. Edith was asked if committee could share student input for civic excellence. This will grow into a health and wellness effort. Committee members Ms. Tobias, Ms. Lieberman, and Ms. Henderson have been very helpful. Next newsletter will contain thank yous. Please send Tom or Jennifer names of anyone that needs a thank you so they can take care of this.
- Ruth reported on fundraising, post-auction. Families who qualify for FRL are also eligible to get a \$100 computer plus \$9.95 per month high speed Internet. Contacts and discussions are being made and going on.

#### Marketing and Communications Committee.

We need to talk to families about running a school with a deficit and get parent/guardian feedback. Tim Taylor and Jennifer are going to discuss school choice. Gregg said Jennifer's survey is more scientific than what has been done in the past. We have early data, mostly from white Caucasian respondents. We will remind people to complete the survey. Gregg will put together focus groups to help with this. This helps us understand what folks in the school think is significant. Consider possibly providing Spanish/Russian (?) translations of the survey.

#### Board Development Committee.

Jon Lowry announced that he is not a candidate for reappointment. He is retiring after 9 years of BOD service. Tom thanked Jon for his work. Board peer evaluations were received for Tina, Francis, Jennifer and Jon. All had at least 90 percent scores and all were recommended for reappointment. We will recruit for two more new members, preferably at least one from a Northeast Denver community member. Francis would like to be reappointed for a one-year term, and reassess after one year.

### **EXECUTIVE SESSION**

Motion: To adjourn to executive session to discuss principal contract.

Jennifer moves the motion, Rachel 2nd.

**MPU**

Motion: To move out of executive session.

Jennifer moves the motion, Edith 2nd.

**MPU**

**Motion:** To authorize BOD President to negotiate a renewal contract with Principal consistent with discussion at executive session.

Jennifer moves the motion, Rachel 2nd.

**MPU**

## **ADJOURNMENT**

Motion: To adjourn.

Jennifer moves the motion, Rachel 2nd.

**MPU**