



**Highline Academy
Board Minutes
Highline Academy
Board of Directors' Meeting
7808 Cherry Creek Drive South, Unit 304,
Denver, CO 80231**

**Monday, June 14. 2010
6:15 p.m.**

PRESENT

Tom Bulger
Francis Scheve
Ruth Kedzior
Derrick Hudson
Jon Lowry
Tina Valtierra

STAFF

Gregg Gonzales
Denise Kelso

ABSENT

Michael Ranieri
Jennifer Holladay

NONSTAFF

PUBLIC

Potential new board candidates David Larm and Rachel Hudson were also in attendance.

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.

PUBLIC COMMENT

None.

ADOPTION OF MINUTES

5.10.10

Motion: Approve the minutes of 5.10.10 with 1 change.

Francis moved the motion, Tina 2nd.

MPU

ACCOUNTABILITY COMMITTEE REPORT. With the assistance of two assistants from DU, Tina presented a power point report on the findings of the Accountability team in partnership with the DU assistants in defining and measuring personal and civic excellence for KPI goals. They have developed a system for and will continue gathering and analyzing data during the next school year and beyond. Tina will check this against our policies 1.2 and 1.3 and report again at a future meeting.

ACADEMIC/ADMIN UPDATE

- Gregg gave an anecdotal report on the 2009- 2010 school year. The whole team leadership moves the school into a position of sustainability. Gregg emphasized internal values, and the importance of focusing on mission accomplishments. Ruth asked if the PD days were making a difference in terms of what we ask from our families, in terms of day care, etc. The Accountability Committee will report in the future on the effectiveness of the professional development days.
- Gregg also gave an overview of the annual plan, more to come after data analysis. Jon asked about the achievement gap, and also mentioned not neglecting those who are excelling. More to come in the August meeting.
- Gregg also reported on high school placement in choice schools. We had 60 percent of our 8th grade graduates decide to attend choice schools, our goal is 80 percent. It is important to track them as they go on to college and report on how that goes.
- Service contracts have been signed and delivered to DPS.

BUSINESS MATTERS.

Reports

- Finance Committee. Gregg reported that Highline has never filed form 990, and filed for an extension now. We are waiting to see if there will be a penalty. This falls under EL 2.4. The administration is working with the business manager to put Highline back into compliance on this. Otherwise all is green and we have a good financial picture. Gregg is pleased, the school is doing well considering the recession. Gregg and Lori will submit a revised budget, probably to be looked at the July retreat. We also need more members for the Finance Committee, since there is only one member left right now.
- Facility Update. Tom reported on the financing. We are waiting on a decision from Charter School Development Corporation (CSDC). We can push closing back if we have to, but some construction due dates may be affected. The moral obligation money may be available to us now, but we have to be rated to get it. We need to stay with CSDC before we go back to the bond. Jon reported that Xcel will do an analysis of our building. They will make recommendations and there will also be cash in it for us. The Building Corp met and reviewed by-laws and elected officers. The Building Corp cannot have a majority of its members also be members of the Highline BOD. Two BOD members need to be appointed to the Building Corp.

- Strategic Planning Committee. Francis gave an update on the summer Board retreat. We will have an experienced facilitator, Nora Flood, Vice President of School Services at CO League of Charter Schools. We are fortunate to have secured such an excellent and experienced facilitator who will shepherd us through our process. She is intimately familiar with charter schools, and will bring best practices to the table.

The sessions will be held on the following dates:

Session 1 - Monday, July 12, 6:00p - 9:30p.

Session 2 - Saturday, July 17, 8:00a - 2:00p.

Note, we will NOT hold a session on Aug. 28. Both sessions will be at The League, 725 S. Broadway, Ste 7 ((I-25 & Broadway). Directions to come later.

Session 1 - Governance Training (Setting the Stage for Strategic Planning):

Board roles/responsibilities - legal and practical.

How we operate - Board and Administrator.

Carver model - recognizing the tension and compatibility with good governance.

Identifying our unique Board strengths.

Session 2 - Strategic Planning:

Where we're at, where we're going.

Alignment on the major 3 - 4 areas of focus.

Implementation of strategies.

Plan for 2010-2011 targets.

Session 3 (TBD) - Plan Completion:

1 - 2 hours of follow-up on plans, and more details, if needed.

Motion: To allocate funds not to exceed \$1200 from the Highline Reserve to pay for the facilitator and incidentals for the board retreat.

Tom moves the motion, Jon 2nd.

MPU

The idea of creating an advisory board has been mentioned. Jennifer circulated a document on this to be discussed more during the board retreat.

- Communications Committee. No report.
- Board Nominating Committee. Thanks to Jennifer who spearheaded a major overhaul of how we do reappointments and appoint new members. A strong effort was made to evaluate board candidates in terms of mission fit and also immediate needs, fundraising and financial expertise is crucial. It is important to continue to develop future board members, to find people with passion and get them into committees to help them find what the board is about.

Motion: To accept the committee's recommendation to reappoint Ruth Kedzior for a three-year term.

Tom moves the motion, Francis 2nd.

Motion passes with one abstention.

Motion: To accept the committee's recommendation to reappoint Tom Bulger for a three-year term.

Jon moves the motion, Francis 2nd.

Motion passes with one abstention.

A vote was held on the slate of officers for election.

Tom Bulger was reelected as board president with one abstention.

Jennifer Holladay was elected as vice president (unanimous).

Francis Scheve was elected as secretary (unanimous).

Motion: To elect Mike Ranieri as board treasurer.

Tom moves the motion, Jon 2nd.

MPU

The recommendations of the board nominating committee regarding the candidates under consideration were reviewed and discussed.

Motion: To appoint Rachel Hudson to the board.

Tina moves the motion, Derrick 2nd.

MPU Rachel accepts.

Motion: To appoint David Larm to the board.

Ruth moves the motion, Jon 2nd.

Motion passes with three yes votes, 2 no votes, and 1 abstention.

David accepts.

Motion: To appoint Jon and Tom to a three-year term on the building corp.

Francis moves the motion, Tina 2nd.

MPU

Tom reminded us that any time three board members discuss board business, it falls under the open meeting, public records law. This includes e-mail. Do NOT hit reply all.

GOVERNANCE. E.L.'s 2.1 – 2.4 were collectively reviewed and restated. A 360 Topline summary was done on Gregg. Jennifer headed this up. Gregg's contract was already renewed, but he appreciated the guidelines to help him grow. The board might want to consider this for themselves.

OLD BUSINESS. Ruth updated the board on the many exciting things happening on her Friends of Highline project.

NEW BUSINESS. A discussion was held about the board sponsoring Highline Reserve Funded Scholarships.

Motion: To allocate \$3000 of Highline Reserve funds to fund Kinder Scholarships as the administration deems appropriate.

Tom moves the motion, Jon 2nd.

MPU

ANNOUNCEMENTS

SELF ASSESSMENT

ADJOURNMENT

Motion: To adjourn.

Jon moves the motion, Tom 2nd.

MPU.