



Highline Academy
Board Minutes
Board of Directors' Meeting
Highline Academy Northeast
19451 E. Maxwell Place
Denver, CO 80249
Monday, August 17, 2015
6:15 pm

PRESENT: David Larm, James Coleman, JC Martinez, Rachel Hutson, Jackie Bell, Edith Zemanick, Jonathan Tee, Tom Bulger, Paul Kim

ABSENT: Malcolm Burleson

STAFF: Sara Alesandrini, Kali Garafoli, Kelly Brandon

PUBLIC: Francis Scheve, BOD Development; Zach Backes, BOD nominee; two other NE community members

Time	Topic	Presenter	Goals	Qualifier/ Outcome
6:15	Call to Order <ul style="list-style-type: none"> ● Quorum present ● Agenda confirmed ● Highline Mission and Vision were reviewed and restated 	President Tom Bulger	Governance	Inform
6:15	Public Comment: None			
6:20	Consent Agenda <ul style="list-style-type: none"> ● E.L 2.4 was reviewed and restated ● 6.15.2015 Minutes Adopted 	President Tom Bulger	Governance	Inform
6:30	Business Matters <ul style="list-style-type: none"> ○ Board Development <ul style="list-style-type: none"> ○ Francis introduced Zack Backes, distributed Zach and Barb Sample's resumes, and summarized nominating process and candidate qualifications <p>Motion: BOD accepts Board Development Committee's recommendation for Zach Backes and Barb Samples to become BOD members. Tom moves the motion, Paul 2nd</p> <p>MPU</p>	Francis Scheve	Board Development	Inform, Vote

6:40	<p>BOD Communication Plan</p> <ul style="list-style-type: none"> ● Priority for BOD until new ED is found ● Rachel met with SE & NE communication point staff to discuss ideas such as <ul style="list-style-type: none"> ○ BOD bulletin board with pictures and info ○ BOD articles in newsletters ● Jackie and Rachel will update BOD page on website 	Rachel Hutson	Positive, organizational culture	Inform
6:50	<p>Administrative Update:</p> <ul style="list-style-type: none"> ● Staffing, Enrollment, Facility <ul style="list-style-type: none"> ○ Staffing complete, Assistant principals (AP's) added at both campuses ○ Enrollment: NE has a couple of 1st grade seats to fill, SE some 6th grade openings ○ Tom asked for update next month on facility sharing at NE ○ SE: New paint, new lockers, technology, sod on athletic field, professional maintenance schedule for SE building ● Summer Institute/Strategic Planning focused on closing academic and opportunity gaps in math and literacy; goal setting based on initial data and data tracking; personal and civic excellence; setting high expectations; and embracing and celebrating diversity and inclusivity <ul style="list-style-type: none"> ○ NE using a mascot of the Eagle to symbolize Reach values ○ SE revisiting Positive Behavior Incentive Systems and Restorative Practices ○ SE and NE collaboration: Outdoor team building at Snow Mountain Ranch retreat supported by the board ● Leadership transition <ul style="list-style-type: none"> ○ Sara introduced Kelly Brandon, new AP at NE ○ Contract with Gregg to support Finances/Budgeting; including attending Finance Committee meetings 	Kali, Sara, SE & NE principals	Sound Operation	Inform, Q & A

	<ul style="list-style-type: none"> ○ Kali reported that she is in a year long professional development, Relay Graduate School of Education National Principal Academy Fellowship Program, in addition to working with Vonda Mills, executive coach and mentoring with Francis Scheve ○ Tom reported that he met with Kali and Sara about the leadership transition and is in regular contact with Gregg who is committed to helping it succeed ● Tom reported that the audits look good, no major issues ● Tom encourages BOD to familiarize themselves with internal commitments and new leadership commitments 			
7:50	<p>Committee Report Out: Executive</p> <ul style="list-style-type: none"> ● Tom reported on the annual S & P bond review; <ul style="list-style-type: none"> ○ Russ Caldwell helped, ○ Hour-long question and answer interview scheduled for this Friday, Sara, Kali, Tom & Jonathan attending, ○ Information submitted to show we are successful with new campus ● ED Search Committee: Jonathan, Tom, Tina <ul style="list-style-type: none"> ○ Tom distributed Executive Director wish list ○ Francis recommending hiring a search firm; Discussion on search firm vs. Highline internal hiring process ○ Factors to consider for new ED <ul style="list-style-type: none"> ▪ Charter renewal coming up ▪ Experience in large scale professional fundraising ▪ Experience in education system ▪ Experience with strategic growth ○ Executive Director Search 	President Tom Bulger,	Governance	Inform, Input, Vote

	<p>Committee will draft a job posting to be out by Sept. 14, 2015. Tom, Tina, and Jonathan will draft this with help from Francis and Penny; BOD will get to review 72 hours before it goes live</p> <ul style="list-style-type: none"> ○ Committee will also look for firms, will get three bids and have a recommendation ○ ED Search Committee will have an update on this by September with a decision to be made by October 			
8:20	<p>Health and Wellness</p> <ul style="list-style-type: none"> ● Rachel gave an update on new sod on athletic field, if it holds, will be great. She is doing some research on this as well as artificial turf. More to come. ● Working on a grant, but until then, a small budget for supplies and projects is requested. <p>Motion: BOD allocates up to \$1500 to support H & W strategies for the 2015 – 2016 school year. Rachel moves the motion, Jonathan 2nd. MPU</p>	Rachel Hutson & Edith Zemanick, H & W co-chairs	Sound Operation	Inform, vote
8:30	<p>Old Business</p> <ul style="list-style-type: none"> ● HASE parking lot. <ul style="list-style-type: none"> ○ Long term easement which offers the most flexibility recommended rather than a sale <p>Motion: BOD authorizes Tom and Kali to move forward with negotiations on easement on parking lot. Tom moves the motion, James 2nd Motion PASSES with Tom abstaining</p>	President Tom Bulger	Governance	Inform, vote
8:40	<p>New Business</p> <ul style="list-style-type: none"> ● New minute taker needed as Cheryl has moved on to another school <ul style="list-style-type: none"> ○ Kali and Sara will send out e-mails to see if anyone on staff is interested; Stipend available for this work 	President Tom Bulger	Governance	Inform
8:50	<p>Announcements:</p> <ul style="list-style-type: none"> ● Google Drive. <ul style="list-style-type: none"> ○ Jackie has handouts with 	Co-Secretary Jackie Bell	Board Development	Inform, input

	<p>step-by-step information on how to use it</p> <ul style="list-style-type: none"> ○ Easier to group information together this way in addition to developing a body of knowledge that will help with transitions ○ e-mail if running late or absent ● Edith was recognized and thanked as she is retiring from BOD; she will continue on BAC and H & W; Cheryl also recognized and thanked 			
9:00	<p>Adjournment Ticket out: Signed commitments Motion: To adjourn Edith moves the motion, Paul 2nd MPU</p>	<p>President Tom Bulger</p>	<p>Governance</p>	