



**Highline Academy
Board Minutes
Board of Directors' Meeting
Highline Academy
2170 S. Dahlia St.
Denver, Colorado 80222
Monday, August 12, 2013
6:15 p.m.**

PRESENT

Tom Bulger
David Larm
Ruth Kedzior
Tina Valtierra
Ana Torres
Rachel Hutson
Paul Kim

STAFF

Gregg Gonzales
Sara Alesandrini
Aubrey Ignace

NONSTAFF

ABSENT

Jennifer Holladay
Papa Dia
Edith Zemanick

ADVISORY BOARD

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

7.13.2013 Minutes Adopted.

ADMINISTRATIVE UPDATE

- Aubrey Ignace, the principal-in-residence working under Gregg and Sarah, was introduced and welcomed.
- Gregg gave an overview of new Highline team members. Gregg is excited about the new teachers and what they bring to the school. Their bios were available at the Open House and will be published in the newsletter. A new part-time position of Coordinator of Student Life was added. This teacher, who is also a part time performance group teacher, will support what we do in terms of personal and civic excellence.

BUSINESS MATTERS

Reports

Finance Committee

Gregg reported that we had a successful year and accomplished what we needed to. Fundraising, mill levy, and PPR were better than expected so money needed from Reserve was significantly reduced. The FY 2013 audit work has been completed, but the formal audit has not been finalized. The auditor will attend a BOD meeting soon.

Replication/Growth Committee

- Gregg gave an update on ECE at the Dunkirk campus. The initial conversations with DPS have been positive. ECE could begin with the 2014-2015 school year and potentially be funded by the district. Gregg also informed the BOD that there have been conversations with DPS about placing a center program for students with significant disabilities at the new campus. There is also an early stage discussion going on about partnering with Sewell on this.
- Gregg also gave an update on the Dunkirk campus having a boundary. This would require extra funding or different language in the contract to change to a preference school. The district might fund furniture and equipment set up which would offset some funds that we may not get from the state.
- The groundbreaking at the Dunkirk campus was held on August 6. Landri Taylor was present and Gregg was interviewed. Participants were out there in hard hats with shovels. Neighborhood kids were included and pictures were taken.
- Gregg reported on financial planning for the two campuses. We are working on drafting an agreement between our two schools as we need the ability to lend funds until we have cash on hand. Each campus is projected to have its own budget and own reserve. The agreement will need to be retroactive.

Motion: BOD extends the deadline for proposal from Finance Committee regarding partial reimbursement for Dunkirk Office Manager Position to October 2013 BOD meeting.

Tom moves the motion, Tina 2nd.

MPU

- Gregg reported that we have been invited to the second round for the Walton Family Grant. This is a \$250,000 grant. We will have a meeting about the Daniels fund soon.
- BOD encouraged Gregg to get the ECE Ad Hoc Committee involved again in the planning for the new campus. Tom is concerned about expenditures without a contract. We need a contract as soon as possible and the BOD chair will sign the contract. Tom mentioned we may need more than the \$1500 budgeted for legal counsel. More to come.

Health and Wellness Committee. Rachel reported that Bimbo came back with an additional \$3,600 in addition to the \$7,000 they had already given for the kindergarten playground. A workday was held on August 9 during which workers removed the bushes and the fence. Our water backflow unit was stolen and will need to be replaced. We will spend \$2500 to replace it and install a cage around it to prevent future theft. Ongoing work is continuing on Phase 1 which will make the area look like a creek bed and encourage exploration of the great outdoors. Kindergarten may need to use the main playground until the fence is back. Rachel and Edith will write up a summary and thank you to Bimbo Bakery for their strong partnership and put it in the newsletter.

Board Development Committee.

Tom reported that ongoing training for new BOD members will be at 5:30 p.m. each month before the official BOD meeting starts at 6:15. Tina will make a presentation on Accountability in September and David will make one on Finance in October. BOD should contact Tom or Francis if they have ideas or expertise. Signed statements of commitment and “personally significant” annual financial contributions are needed from BOD members.

Executive Committee

- Tom informed the BOD that Jennifer has been offered a position at DPS. This is a likely conflict of interest with her position as HA BOD President and she will probably resign. This means we will need a new president and that we are now at our minimum number of nine BOD members. Tom will serve as acting president if the BOD desires, but we would like to have eleven BOD members.
- Tom led a discussion of leadership capacity. Tom and Francis will start identifying candidates for BOD recruitment. This can be done in conjunction with enrollment meetings for the new campus. We have been given a few names of potential candidates and will be following up. The BOD brochure will be updated, and recirculated. We have a short window to get this accomplished. Tom and Ruth may consider one-year reappointments for next year if needed. We need four new members, preferably diverse candidates from NE. As we recruit, we will look for those who are able to put in ten hours a month on BOD work.
- No changes were noted after the first read of the proposed bylaw changes. These will be submitted next month for a second read and vote. These will need to pass by a 2/3 vote.
- Tom and Tina reported on Strategic Planning. BOD has eight committees and one subcommittee: ECE (Ad Hoc), Growth, Executive, Finance, Development, BAC, Board Development, Communications, and Health and Wellness. Since HA now has a Development Director (Ms. Faye), Development is now owned by administration. The

programs that were begun under the leadership of Ruth such as Colorado Gives Day and Friends of Highline will continue.

Motion: To disband Development Committee, with thanks to members.

Tom moves the motion, Rachel 2nd.

MPU

Motion: To disband Growth Committee, with thanks to members.

Tom moves the motion, Tina 2nd.

MPU

- The following committee chairs were established: Finance: David, BAC: Tina; Communication: Ana; Board Development: Tom; Executive: Officers; Health and Wellness: Edith/Rachel.
- Each BOD member should plan on serving on at least one committee. Tina will send friendly reminders to support Communications Committee. Fact sheet minutes should be submitted from all committee meetings and sent to Tina who will share in Dashboard format through shared Google docs and in the monthly BOD packet. BOD members should look for the invitation.
- Calendar planning: Report outs from BAC/SAC and Finance should be scheduled on different months.

Board Accountability Committee (Board SAC)

- Gregg reported on plans for gap data report outs. DRA, TCAP, internal proficiencies help us establish a data warehouse from which we can make reports, analyze trends, etc. HA is moving to the new data management system Illuminate which will allow us to upgrade our data reports. Highline staff are still learning this system and it will take some time before it's up and running and ready to use to report out.
- Tina led a PD on HA data tool updates. Tina is BAC chair, Steve Vaughn is SAC chair. BAC meets monthly; SAC meets 4 times a year.

OLD BUSINESS

- Tom reported that he and Ruth will head up the BOD effort to celebrate HA's 10th anniversary. We would like to kick this off with a BOD-hosted potluck picnic in September. Founding families will be recognized. Tom suggested the focus of the celebration be on what has gone on at the current campus. Gregg and Tom will communicate on this

Motion: BOD authorizes \$1500 from the HA Reserve for a picnic and plaque kickoff to celebrate HA's 10 anniversary.

Tom moves the motion, Rachel 2nd.

MPU

- Tom will get bids for the plaque and Gregg will let teachers know.

- Update on Highline sign. The timing is good to fund and it will be a statement of support for SE. Gregg will follow up with Carrie Oss from PWP and get numbers. Gregg will also follow up with Health and Wellness as to whether permits are needed.

NEW BUSINESS None.

ANNOUNCEMENTS None.

ADJOURNMENT

Motion: To adjourn.

Rachel moved the motion, Ana 2nd

MPU