

HIGHLINE ACADEMY

Minutes

Board of Directors' Meeting

10/19/2015

6:15- Full BOD Meeting

Highline Academy Northeast

19451 East Maxwell Place

Denver, CO 80249

(720) 454-2706

PRESENT: Tom Bulger, Paul Kim , David Larm, James Coleman, Jonathan Tee, Jackie Bell, Rachel Hutson, Francis Scheve (Committee member), Zach Backes, Sean Edmonds, Natalie Crump, Barbara Sample, and JC Martinez

ABSENT:

STAFF: Sara Alesandrini (HANE Principal), Kali Garofoli (HASE Principal), Carolyn Leary (Notetaker)

APPLICANTS FOR GOVERNING BOARD: None

PUBLIC: None

MISSION: We exist to foster a diverse and equitable community of youth and adults striving together for academic, personal and civic excellence.

VISION: Inclusive excellence in public education.

	<i>Topic</i>	<i>Presenter</i>
--	--------------	------------------

6:15	<p>There will be an on-boarding session beginning at 4:30 p.m., for new Board members. The topic will be academic data and monitoring. All members are invited to attend.</p> <p>Call to Order</p> <p>Establish Quorum Confirm Agenda + Mission and Vision Restatement</p>	President- Tom Bulger
6:15	Consent Agenda: Minutes from Prior Board meeting adopted	President- Tom Bulger
6:16	Public Comment: None	
6:18	<p>Audit</p> <ul style="list-style-type: none"> • Submitted with no issues or modifications • GASB issued new statement requiring charter schools to report a proportionate share of PERA pension liability • Does not effect budget or operation, only effects year end reporting on government wide reporting • Pgs 1-2 of audit reports: pension liability reporting +10 pg footnote developed by PERA KPMG and DPS explaining this number and its inclusion on the audit report • The liability that it is showing is not a true liability. Informational only. • Natalie motion: Delegate to treasurer to ratify the audit; 2nd Paul; Motion passes. Abstention: Jonathan 	Youlia, Keely, Cutler and Associates
6:25	<p>Onboarding Meeting Review</p> <ul style="list-style-type: none"> • Thank you to Sara and Kali • Created a document that defines terms and important information involved 	Tom

	<p>Administrative Updates</p> <p>October count: All data turned in and waiting for official reports</p> <p>Review of annual academic goals: See attached powerpoint. Will not have FRL data tied to individual students, this is only available from DPS in aggregate. SPF: School Performance Framework: reporting is changing will not come out until September of next year.</p> <p>I-ready Diagnostic Data: See attached handouts. Note: Reporting is based on mastery of the current year standards, therefore year below means that they have mastered the standards of the year before, which is appropriate for the beginning of the school year.</p> <p>KIPP update NE Campus: Sara met with DPS to discuss needs. Possibility that HANE will share space with KIPP again next year. Will not affect our ability to grow in grade levels. Sara will keep BOD updated</p>	Sara and Kali
7:35	BREAK	
7:40	Call back to order	Tom
7:40	<p>Committee Report Outs</p> <p>BAC Committee: Working to present information uniform. Moving forward will be putting more information on the DRIVE to make the BAC more transparent</p> <p>Communications committee: James and Zach and Natalie are going to update the website to make it more user friendly and modern. Plan to expand to social media such as twitter and facebook (alumni page) to continue to advance the long term data. Using current user data to mold the new format. Communications will be a large undertaking - who could be responsible for making that happen? There are individuals at each campus who are responsible for website maintenance(at HANE, Tamara Garcia, and at HASE, Heather Knight) and they could be key players. This could also coordinate well with the ED position.</p> <p>Finance Committee: met on Monday, Oct 12. We are 25% of the way through the year. Lori, Sara and Kali provided a review of the September financials for HANE and HASE respectively. The committee focused on specific revenue streams, such as Kindergarten tuition at HANE, and anticipated higher legal expenses at HASE. The baseline for September is 25%: HANE revenue = 27%; expenses = 21%. HASE revenue = 27%; expenses = 27% (due to several expenses that are booked early in the year). The committee agreed that overall revenues and expenses are at appropriate levels through September for both campuses.</p>	<p>JC</p> <p>Natalie</p> <p>Jonathan</p>

8:03	<p>ED Search Committee: met on Monday, Oct 12. Tom and Jonathan reported on a meeting with Nora Flood, President of the Colorado League of Charter School.</p> <p>Sara and Kali provided the committee with their thoughts on the Executive Director position, and the activities and key characteristics of the ideal candidate. The committee agreed that the next step is an in depth discussion at the October board meeting, so the full board can reach consensus on the key characteristics of the ideal candidate before the committee begins to develop a job description.</p> <p>ED activity: BOD members rotated to brainstorm ideas of attributes of an ED from the perspective of a middle school student, ECE, Elementary, Parents and guardians, teachers and principals, board members. BOD Discussion of challenges and needs for this position. Notes will be compiled and sent out. Next Steps: Cross reference info tonight with that from Kali and Sara and begin to form job description and post by January.</p>	Tom Paul
8:30	<p>Old Business</p> <p>Advisory Board</p> <ol style="list-style-type: none"> 1. Joe Fortna added to the board 2. Malcolm Burlesons will be moving over to the advisory board 3. Tim Taylor coordinates the board <p>Want to have an event that the advisory board takes ownership for and to assist with fundraising. Advisory board could also be a great resource for ED search.</p>	James
8:35	<p>New Business</p> <p>Info/Marketing on Colorado Gives Day: Tuesday, December 8, 2015 December board celebration rather than meeting: email follow up to confirm exact date, time and location</p>	Tom
8:44	<p>Fundraising: Highline has been contacted by an anonymous donor who will match donations from Colorado Gives Day to highline from Advisory Board, BOD up to \$15,000. Colorado Gives Day website has a default tab: Highline Academy Charter Schools and then can designate NE and SE. Board discussed options for how to allocate money that is not earmarked for one campus or the other. Board determined that any non-designated funds go to board development fund. The board can determine how and where it will be spent across the two campuses.</p>	Tom
9:00	<p>Executive Session: to update the BOD on HASE personnel legal and contractual issue</p>	Tom, Kali
	<p>Announcements: PWP Fall Festival (trunk or treating) at HANE, Saturday, October 24th from 1-3pm. BOD encouraged to attend if available. BOD asked to sign the board commitments document and upload to Drive folder</p>	Co-Secretary- Jackie Bell

	or give signed print copy to Jackie and she will upload.	
	Adjournment	President- Tom Bulger