

HIGHLINE ACADEMY



MINUTES

Board of Directors' Meeting

Monday, 2/27/2017

Highline Academy Southeast Campus
2170 S. Dahlia St., Denver, CO 80222

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.

ATTENDANCE:

Board of Directors Members Present: Jonathan Tee, Zach Backes, Tom Bulger, James Coleman, Rachel Hutson, David Larm, Barb Sample, Brent Baribeau, Faye Ganley, Sara Spanier, and Sandra Grahame

Board of Directors Members Absent: JC Martinez

School Leadership Ex-Officio Members: Chris Ferris (Executive Director), Sarah Verni-Lau (HASE Principal), Kelly Brandon (HANE Principal), Catie Santos de la Rosa (HANE Faculty Liaison), Moon Villalobos (HASE Faculty Liaison)

Members of the Public: Drew Kent, Kellie Baldwin, Emily Gravley, Nate Byford, Edith Zemanick, Bazhena Gaister, Jahi Rohrer

Other: Carolyn Leary (Notetaker)

	<i>Topic</i>	<i>Presenter</i>
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6:15	<p>Call to Order</p> <ul style="list-style-type: none"> ● Quorum Established ● Agenda Confirmed ● Mission and Vision Restatement by Rachel: The HASE cultural fair was a great celebration of the diversity and community that brings the community together and demonstrates our commitment to diversity.. 	Jonathan
6:18	<p>Public Comment: The Auction to benefit the Southeast campus will be held on March 17th. The auction is fundraiser for school grounds improvements and will be honoring Penny Sputh. Board members are encouraged to attend as well as bring guests and submit donations.</p>	Abbie Wessel, HASE Auction Chair
6:25	<p>Consent Agenda: Consent Agenda adopted</p>	Jonathan
6:26	<p>Administrative Updates</p> <p>ED Update: See Board Packet for more detailed information about the E.D. Update Report for:</p> <p>Facilities update:</p> <ul style="list-style-type: none"> ● Facilities committee has formed at SE of very informed and capable members ● The SE campus is looking to update and improve the grounds, specifically the playground and field. <p>Building Corp Update</p> <ul style="list-style-type: none"> ● The Building Corp is looking to re-examine membership and recruit accordingly. <p>Both Campuses:</p> <p>Hiring Process: The hiring process for both teachers and administration is going to be streamlined and systematized across the organization. The process is outlined below.</p> <ul style="list-style-type: none"> ● Teacher Hiring Process <ul style="list-style-type: none"> ○ Resume screen ○ Reference survey ○ Video ○ Haberman interview ○ Demo ○ Mock data meeting ○ Debrief/ interview by teammates ○ Call references to follow up ○ Offer ● Administrator Hiring Process <ul style="list-style-type: none"> ○ Resume ○ Ref survey ○ Online Habermen interview ○ 1st in-person Habermen interview ○ School wide observation ○ Panel interview (admin hiring committee members, board members, 2 parents) ○ Caliper Interview 	Chris Ferris

<p>6:45</p>	<p>New Business</p> <p>Health and Wellness Survey Results: Edith Zemanick presented the results of a survey of HASE parents and faculty to help inform the activities of the committee. The committee includes board members, parents/guardians, school staff, and sometimes middle school students. The results showed that families are appreciative of physical activity but are calling for more physical activity and healthier choices in the classrooms.</p> <p><i>The committee is asking for the board to consider writing a policy to honor a commitment to health and wellness.</i></p> <p>Discussion: The board members discussed whether or not the policy is one that should be written by the board according to the Board's governance model. The breakfast and lunch program is through DPS and highline does not have control over the menu. Individual administration should have full control over the schedule and academic minutes. Sarah shared that the HASE campus schedule has been adjusted beginning this week to include two recesses in all elementary grades.</p> <p>Decision: By the March meeting, the committee will attempt to reach the NE campus with the survey and present findings to the board. The committee will identify and share some model health and wellness policies to give board members a sense of what the policy could look like.</p>	<p>Edith Zemanick, Health and Wellness Committee Chair</p>
<p>7:07</p>	<p>Old Business</p> <p>Alignment of Committee Structure Board Strategic Goals</p> <p>Board will form 3 committees: Reach Up, Reach In, Reach Out</p> <p>In light of the strategic goals and the importance of focusing our work on these key items and the main responsibilities of the Board, we are proposing the following new committee structure</p> <p>REACH UP: All students will demonstrate distinguished academic, personal, and civic excellence for life beyond Highline Academy</p> <p>The REACH UP committee will lead the Board's efforts to provide oversight for the academic program, and the civic and personal excellence programs that are central to the mission. It will incorporate the BAC committee and the Health and Wellness Committee. They will work to develop a board dashboard to look at academic and civic and personal data with a particular focus on monitoring the achievement gap.</p> <p>REACH IN: An organization wide culture in which all stakeholders are empowered and invested in the academic, civic and personal success of every child</p> <p>The REACH IN committee will lead the Board's efforts to ensure all leadership (Board and admin) are working to create an organization wide culture which empower all stakeholders. This committee will incorporate the Development committee and the Leadership</p>	<p>Jonathan</p>

	<p>evaluation committee. They will work on identifying, vetting and onboarding new Board members, evaluating the E.D., supporting the principal evaluations and ongoing training and self-assessment of the Board.</p> <p>REACH OUT: The Highline brand will be identified throughout Denver as representing academic, civic, and personal excellence for an inclusive and diverse student body and school community.</p> <p>The REACH OUT committee will lead the Board's effort to become a known charter brand through-out Denver for serving a diverse and inclusive student body in a program that creates academic, personal, and civic excellence for all students. This committee incorporates the communication committee, the marketing committee and the proposed external affairs committee. They will work on developing the marketing and outreach plan, fundraising, and helping us to better tell our story to a larger community. They will also help to oversee that we are continuing to serve a diverse and inclusive population.</p> <p>Finance: will continue as before. The need for expert oversight and collaboration with our financial consultant Lori Deacon is critical for our strong fiscal management. It will continue to be chaired by the Board Treasurer. The E.D. both school principals and the business manager will also be on the committee.</p> <p>The Executive Committee will also continue to meet on an as needed basis for planning purposes.</p> <p>We propose that for transparency, the inclusion of more community stakeholders, to integrate the two campus communities and to energize the committees, we hold a once a month all committee meeting evening at the opposite school from where the Board is meeting each month. These meetings would be well publicized at both schools and all interested community members would be welcome to observe and/or join each committee.</p> <p>James moved to disband the existing structure of the highline board and adopt the above committee structure. Zach seconded the motion. The motion passed unanimously.</p> <p>Chairs were identified for each committee to make sure that the agenda is distributed and attendance is covered as well as discussion points are reporting to the board meeting.</p> <p>REACH Up: Chris REACH In: Jonathan</p>	
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	<p>REACH Out: Tom</p> <p>Brent moved to authorize the Executive Committee to make technical changes to the policy manual on an ongoing basis when necessary to conform policy documents subject to board discussion. James seconded. Motion passed unanimously.</p>	
7:30	Break	
7:35	<p>Committee Report Outs</p> <p>Leadership Evaluation Committee: BAC: Climate and Culture report from HASE and HANE: Please see presentation in board packet for more detailed information</p> <p>HANE: Overall positive feedback was that at HANE there is high caliber instruction, grade level teams have great trust, and it is a beautiful building.</p> <p>Action goals:</p> <ul style="list-style-type: none"> ● Coaching: KB has done a cycle of feedback with all staff ● Visibility: KB check in to chat twice a week with staff ● Discipline/Safety: A discipline system is being built by committee and admin team and will be presented to staff on March 1st ● External PD: Published a PD list at both breakfast data meeting so that it is public who has gone to which professional development opportunities <p>HASE: Overall goals are around rebuilding trust and feedback. The staff is good about coming to school leadership with issues and admin will be working on structures for teachers to solve issues.</p> <p>Action Goals:</p> <ul style="list-style-type: none"> ● Schedule: changes year to year, will not be changing schedule much next year ● Curriculum: has been shifting from staff created to external and aligned, making sure that admin is present at grade level planning meetings to balance curriculum fidelity and differentiation ● Student Culture: parents are overall positive about the school. Strengthening behavioral supports (school counselor has brought on an intern to increase capacity) ● Staff Culture: overall, staff culture is on the rise. Have been working on clarity of expectations and more intentional collaboration time. Dayna Bastian has started a sunshine committee to support/promote a positive work environment. ● Admin Decisions: there was a need for consistency and transparency, admin has been very focused on this long term 	<p>Jonathan</p> <p>Kelly and Sarah</p>

	<p>goal</p> <ul style="list-style-type: none"> • PD/ coaching: would like more planning/ collaboration time. Refining collaboration time, coaching is happening by peers, admin. <p>Finance: Budget to actuals: Both Campuses are doing extremely well and both principals have done very well at keeping to the budget breakdown.</p> <p>Mil levy should bring about \$185,000 at each campus: NE the goal is for most of that to go into reserves with the intention to improve the bond rating. Prelim Budget (3 budgets) next school year, will be functioning as a network of schools. Very little will change about the budget, but will logistically give the shared resources a central budget.</p> <p>Pay scale: Due to current discrepancies in salary for equivalent degree and experience, Highline moving towards a more transparent and consistent model of pay. Researched the competing pay scales to determine the most competitive, fair, and economic pay scale for Highline teachers. Adoption cost \$72,000 as a one time cost.</p> <p>Committee asked the board for adoption of the proposed pay scale, that will be coupled with additional financial reward for performance and school involvement.</p> <p>Discussion: Jonathan and Tom will follow up to determine if this should be a board level decision or one that may be implemented at the Administrative level. If the proposed pay scale requires board approval, a conference call will be held.</p> <p>Health and Wellness: see presentation of health and wellness survey results.</p> <p>Alumni Relations: Nothing to report.</p> <p>Board Development: update on several candidates recommended for board service</p> <p>Executive Session Zach Motion to move into Executive session to discuss a personnel matter, as authorized by CRS 24-6-402(4)(e), specifically, a period of administrative leave and/or a resignation at the North East campus. Rachel Seconded. Motion passed unanimously.</p>	<p>Zach</p> <p>Rachel</p> <p>Faye</p> <p>Brent</p>
<p>9:15</p>	<p>Reminders/Announcements</p> <p>Next BOD meeting: Monday, March 20, HANE (Light refreshments: Faye)</p> <p>Upcoming campus events for Board participation: HASE School Auction, Friday, March 17</p>	<p>Rachel</p>

	Adjournment: Jonathan moved to adjourn. Rachel seconded. Motion passed unanimously.	
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