

**HIGHLINE ACADEMY**



**Minutes**

**Board of Directors' Meeting**

**Monday, 5/16/2016**

**6:15 PM Full BOD Meeting**

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

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**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.

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**Present:** Tom Bulger, James Coleman, Zach Backes, David Larm, Rachel Hutson, Sara Spanier, Barbara Sample, Brent Baribeau, JC Martinez

**Absent:** Kali Garofoli , Jonathan Tee

**Ex-officio Members:** Sara Alesandrini (Principal), Catie Santos de la Rosa, Tara Whalen, (Faculty Representatives), Chris Ferris, (ED of Highline)

**Public:** Steve Vaughan, Assistant Principal HASE, Carolyn Leary (Notetaker)

<i>Time</i>	<i>Topic</i>	<i>Presenter</i>
6:20	<b>Call to Order</b> <ul style="list-style-type: none"><li>• Quorum Established and agenda confirmed</li><li>• Mission and Vision Restatement led by Steve, who spoke to the words “striving together” to achieve the substantial goals we set for ourselves and our students.</li></ul>	Tom Bulger, President

	<p><b>Consent Agenda</b></p> <ul style="list-style-type: none"> <li>Minutes from March, April, and May 9th board meetings approved</li> </ul>	Tom
6:24	<b>Public Comment:</b> None	
6:27	<p><b>BOD Membership</b></p> <p>Upcoming end of terms:</p> <p>Tom moved to extend the terms of board service for one year for both Rachel Hutson and David Larm. Brent seconded. No Discussion. Motion carried with majority, with Rachel and David abstaining.</p> <p>Barbara moved to extend the term of board service of Tom Bulger for an additional two years. JC seconded. No Discussion. Motion carried with majority, with Tom abstaining.</p> <p>Faye Ganley: Has applied for a three year term for service to the Board of Directors. She has a long history of involvement in the school and has the full recommendation of the board development committee. Tom moved to grant Faye Ganley a three year term for service to the Board of Directors to take effect at the June board meeting. Barb seconded. Motion carries unanimously.</p> <p>Discussion of Officer Elections (please review our bylaws and policy manual on officer roles). Elections will be held in May.</p>	Tom
6:45	<p><b>Administrative Updates</b></p> <p>HANE:</p> <ul style="list-style-type: none"> <li>Staffing Update - Teachers and AP Interviews have continued</li> <li>CDE Grant - Board Training Needs (before June 30) *please see handout board members have volunteered to attend webinars and trainings</li> </ul> <p>HASE:</p> <ul style="list-style-type: none"> <li><b>Staffing Update:</b> <ul style="list-style-type: none"> <li>Middle school Spanish &amp; 6th Grade Math position still open</li> <li>Summary of exit meeting with the teachers who are leaving the school this year.</li> </ul> </li> <li><b>Middle School Student Culture 16-17 SY:</b> <ul style="list-style-type: none"> <li>Schedule shifts: advisory block at the start and close in each day. This system will replace the students' homeroom.</li> <li>Homework support: Lunch Study Hall</li> <li>Increase Parent Education Nights focused on incoming middle school parents and parents of students starting high school</li> </ul> </li> <li><b>New Family Dinner:</b> Huge success!</li> <li><b>Staff Survey:</b> Survey of internal commitment for staff and leadership team to determine how staff is meeting internal commitments and how the leadership team is meeting their own internal commitments</li> <li><b>Faculty Leadership team 16-17': Distributive Leadership</b></li> </ul>	Sara Alesandrini and Kali Garofoli, Principals

	<ul style="list-style-type: none"> <li>○ Peer elected</li> <li>○ Peer to Peer coaching</li> <li>○ Help with Vision for 16-17</li> <li>○ Collaborate around Professional Development</li> <li>○ Supports teacher growth and retention</li> </ul> <p>HASE and HANE:</p> <ul style="list-style-type: none"> <li>● Pay for performance (still working on gathering data)</li> <li>● Will aim to gather data from similar sized charter schools</li> <li>● Overview of Academic, Civic and Personal Excellence presentation (to take place in June)</li> <li>● Each campus will present different ways they have offered opportunities for students to achieve these aspects of our mission</li> </ul>	
<b>7:15</b>	<b>Break</b>	
<b>7:25</b>	<p><b>Reporting to the Board</b>  Question: With new ED position, what are our expectations for communication and reporting between board and ED?  Conclusion: Reporting to the board should come through the ED once the ED is oriented to her position, starting in August 2016.</p> <p>Will the principals remain ex-officio members of the board?  Carver method would suggest that only the ED would be an official member of the board. Principals' perspective adds value and often necessary opinions to discussion.  Chris and school leaders will discuss and consult and will return to the June meeting with recommendations.</p>	Tom
<b>7:45</b>	<p><b>Committee Report Outs</b></p> <p><b>BAC: SAC Committee will have their first meetings this month.</b>  SAC meetings will be held Wednesday, May 18 6:00pm NE and Thursday, May 26 6:00pm SE. Meeting at end of May and will report out end of year statistics at June Board Meeting.</p> <p><b>Communications:</b>  Will communicate hiring of Kelly as Principal and Chris as ED to Highline Community.</p> <p><b>Finance:</b>  HANE</p> <ul style="list-style-type: none"> <li>● Revenues are essentially in pending \$34,000 from board</li> <li>● Another \$80,000 of grant activity that are budget neutral</li> <li>● Expenses are fine, a few that are a little over but others that will absorb those overages</li> <li>● Projecting somewhere in the ballpark of \$45,000 in contingency</li> </ul> <p>HASE</p>	JC  Natalie  Zach

	<ul style="list-style-type: none"> <li>Revenues are essentially in pending approximately \$39,00 from board reserves. The Finance Committee will report the official number of pending revenues and report to Executive Committee</li> <li>Expenses are fine, a few that are a little over, particularly Professional Ed Services, but others that will absorb those overages</li> <li>Projecting somewhere in the ballpark of \$20,000 in contingency</li> </ul> <p>Reserve:</p> <ul style="list-style-type: none"> <li>Board along with principals and ED will need to discuss the financial paradox of reporting the contribution to and use of a shared vs divided reserve fund</li> </ul> <p><b>Health and Wellness:</b> Bike/walk to school day on 5/4 had about 50 participants; new garden fence being installed on 5/19; tool shed ordered and to be painted on garden clean up day 5/21; sidewalk to middle school entrance to be installed after the school year ends (obtaining additional bids now).</p> <p><b>Alumni Relations:</b> Nothing to report</p> <p><b>Board Development:</b> covered in previous discussion</p> <p><b>Discussion of possible Ad Hoc Committee re: HASE Charter Renewal</b> Highline qualified for the streamlined process of charter renewal. Jonathan has agreed to lead that committee with the help of Tom. The idea is to coordinate delegation of tasks among members of the board. Zach moved to establish an ad hoc committee to oversee the renewal process. Rachel seconded. Motion passed unanimously.</p>	<p>Rachel</p> <p>Tom</p> <p>Tom</p> <p>Kali and Tom</p>
8:15	<b>Old Business:</b> Cultural responsiveness (Seeds of South Sudan; I'm not a Racist, Am I?) and discussion of other options. Barb will continue to work on this initiative to prepare it for next school year.	Barb
8:20	<b>New Business:</b> Fundraising Committee will be tabled for discussion of options for next month.	Tom
8:25	<b>Reminders/Announcements:</b>  Upcoming school events: <ul style="list-style-type: none"> <li>HASE Parent Ed Night (future kinder parents) 5/18</li> <li>HASE Outdoor Beautification Days: Saturday, 5/21</li> <li>HANE Cultural Night 5/25 @5:30pm</li> <li>HASE 8th Grade Commencement, Sat, 5/28</li> <li>Last day of school, Friday, 6/3</li> </ul>	Rachel
8:30	<b>Adjournment:</b> Rachel moved to adjourn; Natalie seconded; Motion passed unanimously.	Tom