

HIGHLINE ACADEMY



AGENDA

Board of Directors' Meeting

11/16/2015

5:00 PM Onboarding Overview of Financials and Highline Budget Process

All board members welcome and encouraged to attend

6:15 PM Full BOD Meeting

Highline Academy Southeast

Highline Academy Southeast Campus
2170 Dahlia St., Denver, CO 80222
303.759.7808

PRESENT: Tom Bulger, Paul Kim, David Larm, James Coleman, Jonathan Tee, Jackie Bell, Rachel Hutson, Zach Backes, Barbara Sample, and JC Martinez

ABSENT: Sean Edmonds, Natalie Crump

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>Time</i>	<i>Topic</i>	<i>Presenter</i>
6:15	<p>Call to Order</p> <ul style="list-style-type: none"> ● Establish Quorum ● Confirm Agenda ● Mission and Vision Restatement 	President- Tom Bulger
6:15	Consent Agenda Minutes from prior Board meeting Approved	President - Tom Bulger
6:16	Public Comment: None	
6:16	<p>Administrative Updates</p> <p>Multi Intensive Program at HANE: Multi-Intensive (MI) Program to service more intensive special needs in our community. The funding for the program is to come from the district in order to meet the special education minutes for each student. Because of the required minutes and the enrollment of students after October count, we have a need of an additional person above and beyond the funds provided by the district. Sara requests that the board provide the funds to hire this person for the remainder of the year. With the plan to work this salary into the budget for next year. Projected cost \$14,000</p> <p>Motion: To allocate and approve use of reserves to hire special education assistant. (Moved by Jonathan, seconded by Zach, passed unanimously).</p> <p>Free and Reduced Lunch Update: HANE campus is calculated at 55% free and reduced lunch and HASE campus is calculated at 34%. Neither currently meet the 60% threshold to qualify as a Title 1 school.</p> <p>CCSI-CDE Grant Update: Site visit in February for the \$600,000 grant over 3 from CDE. This visit will not affect the status of the grant but will provide feedback for the formation of the school. On February 22-24, all board members will be interviewed as a part of a compressive rubric for the school.</p>	Principals - Sara Alesandrini and Kali Garofoli

	<p>During the January board meeting, time will be allocated to prepare for interview in order to present a clear message. CDE will report their findings to the board in March or April.</p> <p>Enrollment Update: HANE is fully enrolled with additional openings in the MI program. The first open house is in December. Choice officially opens in January this year. HASE is currently at 508.</p> <p>Staffing Update HASE: The team has recently hired PE teacher, Harry Sledge.</p> <p>Professional Development: HANE has focused PD time on ELD trainings. In addition, a newly formed Developing Leaders team will take on the CSSI visit preparations. At HASE, the faculty has invited observers and teachers to visit classrooms to offer feedback.</p>	
6:45	<p>Strategic Planning Updates</p> <p>The Board approved a 5-year plan of expansion, with an ultimate goal to serve an additional 500 students. Due to leadership changes in the organization, this is Yr 0 (2015-16), with a target date for completion of Yr 5 (2020-21)</p> <p>Discussion of Year 0 goals:</p> <ol style="list-style-type: none"> 1. Analyze the ED role, identify and hire new ED; 2. Institutionalization of Board knowledge; <ol style="list-style-type: none"> a. Revamp of bylaws: language issues that needed to be cleaned up. Need to do a first read of updated draft, followed by a formal vote at next meeting. b. Policy Manual and guideline update and review (Need to rewrite policies to reflect the leadership of the principals and ED). 3. Increase Board capacity to meet strategic goals; <ol style="list-style-type: none"> a. Board recruitment: Losing two board members this year, so need to start thinking about new board members and recruitment; explore using the winter concerts for 	President - Tom Bulger

	<p>recruitment; use Advisory board to help with recruitment.</p> <p>b. Continue board development sessions (held immediately before monthly board meetings)</p> <p>4. Improve community relations</p> <p>a. Update website content on board page</p> <p>b. Board presence at HANE and HASE events</p> <p>5. Increase internal leadership capacity: Covered in school updates section of agenda.</p>	
7:00	<p>Financial Report</p> <ul style="list-style-type: none"> Budget to actuals (HASE and HANE) Financial report out: The organization is in financially strong shape. <p>HANE: Shift in budgets to see a breakdown in spending. Planning ahead to use CDE money for curriculum.</p> <p>HASE: Appropriated board reserves are included. Additional expenses include ELD PD and staff changes, covered by budget surplus. Questions were raised about the reserve accounts for each campus and differentiation of funds of the reserve accounts. The financial committee will update with more clarity in upcoming meetings.</p> <ul style="list-style-type: none"> Fundraising update: Colorado Gives Day planning for December 6th. Tom provided a policy update and a new compliance requirement. <p>Lori will provide feedback on finance policies to move towards disclosures to the board in specific areas. The goal is to match policy to practice.</p>	Treasurer - Jonathan Tee
7:15	Break	Tom
7:20	Call Back to order	
7:20	<p>Committee Report Outs</p> <p>BAC Committee: The committee is continuing to work towards clearer communication with the addition of documents to the shared drive.</p> <p>Communications committee: The website update is underway with the goal of making it more user-friendly.</p>	<p>BAC Committee Chair, JC Martinez</p> <p>Communications Committee</p>

	<p>Finance Committee: The Committee met on Thursday, November 12. In attendance were: Jonathan Tee, David Larm, Tom Bulger, Kali Garofoli, Sara Alesandrini and Lori Deacon. The committee reviewed budget vs. actuals for HASE and HANE. With a baseline of 33% both campuses revenues and expenses are in line for this time of year. HASE revenues are 48% and expenses are 38% (trending high in some categories due to timing). HANE revenues are 45% and expenses are 30%. Time was also spent discussing the “Appropriate Reserves” line item, which is new to our budget per a requirement from CDE and DPS. The Committee then began a review of Financial Policies. At the next committee meeting, members will finish their review of financial policies and procedures, in order to make recommendations to the Board at the January meeting.</p> <p>Health and Wellness Committee: Committee met at HASE on Nov 3. Submitted grant applications for phase II of school garden: Whole Kids Foundation (\$2000); Colorado Garden Foundation (\$13,400). Award notification end of 2015 and funds available spring 2016. Requests included: fence, sidewalk, vertical growing wall, pergola, picnic tables/benches, shed, garden art supplies, equipment). Some other areas of focus include: supporting walk/bike to school day; healthy school foods; partnering with new gym teacher for Jump Rope for Heart; supporting healthy eating environments for lunch; supporting health and wellness at HANE.</p>	<p>Chair, Natalie Crump</p> <p>Treasurer, Jonathan Tee</p> <p>H&W Committee Co-Chair - Rachel Hutson</p>
7:25	<p>ED Search Committee</p> <p>Follow-up on last month’s ED visioning exercise Using the words and language that came up in last month’s brainstorming exercise to guide job posting or interview process in order to emphasize needs and wants from the person in the institution. Allowing time for a learning curve.</p> <ol style="list-style-type: none"> 1. Funding: Do we want someone who can develop the personal relationships with donors or someone who can search and write the grants? We are looking for a person who can come into an interview and lay out their plan to make funding. 2. Top focus in developing the organization. What is your ideal organizational structure for the Highline network? 3. Management Position Experience <p>Reach out to the community to access the input of teachers and parents. Both Jackie and Paul have confirmed their willingness to participate on the ED search committee.</p>	Paul Kim

<p>8:00</p>	<p>Old Business</p> <p>Seeds of South Sudan: Board would like to help host event to bring young man who spoke at an event hosted by Barbara Sample to speak to the staff.</p> <p>Cultural responsiveness: Explore opportunities to host an after school event for families, maybe even a series, alternating between between campuses; could integrate with 7th and 8th grade discussion and curriculum at HASE.</p>	<p>Tom</p>
<p>8:20</p>	<p>New Business</p> <ul style="list-style-type: none"> ● Staff appreciation: Traditionally, the Board Chair has written a thank you letter and gift from the board. <p style="padding-left: 40px;">Motion: To allocate up to \$12,000 of reserves to support staff appreciation (Moved by Tom, seconded by Barbara, passed unanimously)</p> <ul style="list-style-type: none"> ● Mid-year review for school leaders: Board members will send feedback for Tom to compile into a formal report. ● First read proposed by-law changes ● First read proposed policy manual changes ● Next board meeting moved to February 19th due to the MLK holiday. 	<p>Tom</p>
<p>8:45</p>	<p>Reminders/Announcements:</p> <ul style="list-style-type: none"> ● Colorado Gives Day: Tuesday, December 8, 2015 https://www.coloradogives.org/ <p>Add “Board” to designate matching donation.</p> <ul style="list-style-type: none"> ● December Board Dinner: Monday, December 14, 6-8 PM, ● Board Commitments: sign and save electronically in Signed Board Commitments folder in drive or give print copy to Rachel or Jackie ● BOD Pictures: upload to drive ● Upcoming School events 	<p>Co-Secretary, Rachel Hutson</p>

	<p>Explore having board members to greet at the door and 2 min to speak at beginning of the concerts.</p> <ul style="list-style-type: none"> ● HASE K-2 Winter Concert: 12/10 ● HASE 3-8 Winter Concert: 12/15 ● HANE ECE/K Winter Concert: 12/16 ● HANE 1-2 Winter Concert: 12/17 	
9:00	<p>Adjournment</p> <p>Motion to adjourn Tom, seconded by Jonathan, unanimously approved</p>	<p>President- Tom Bulger</p>