

**HIGHLINE ACADEMY**



**Minutes**

**Board of Directors' Meeting**

**4/18/2016**

**6:15 PM Full BOD Meeting**

**Highline Academy Northeast Campus  
19451 E. Maxwell Place  
Denver, CO 80249**

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

**Absent:** None

**Ex-officio Members:** Sara Alesandrini and Kali Garofoli (Principals), Catie Santos de la Rosa, Tara Whalen, Jayna Bastian (faculty representatives)

**Public:** John Lynd, Greg Gonzalez, Carolyn Leary (note taker)

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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.

<i>Time</i>	<i>Topic</i>	<i>Presenter</i>
6:19	<b>Call to Order</b> <ul style="list-style-type: none"><li>● Quorum Established and agenda confirmed</li><li>● Mission and Vision Restated: Natalie spoke about a friend with a unique student has shared wonderful things about the inclusion of the school.</li></ul>	Rachel Hutson, Secretary
6:25	<b>Consent Agenda</b> <p>The minutes from the March meeting are still being finalized and will be added to the May consent agenda.</p>	Rachel
6:27	<b>Welcoming Faculty Representatives as Ex-officio Board Members</b>	Rachel

	Tara Whalen (SE) is a founding member of Highline with 3 kids who have gone through the school. Jayna Bastian is a literacy interventionist at the SE campus. Catie Santos is a kindergarten teacher at NE and is excited to about helping teachers stay informed and to close the achievement gap.	
<b>6:30</b>	<b>Public Comment:</b> None	
<b>6:30</b>	<b>BOD Membership</b>  Upcoming end of terms: David Larm and Rachel Hutson: terms end June 2016. Both have agreed to extend for a 1-year term. Tom Bulger: term ends September 2016. Tom has agreed to continue on the board for one more term, but not as an officer.	Rachel
<b>6:31</b>	<b>Administrative Updates</b> HANE: <ul style="list-style-type: none"> <li>● Principal Hiring Update (to discuss in executive session)</li> </ul> HASE and HANE: *see attached presentation <ul style="list-style-type: none"> <li>● Status of teacher contracts</li> <li>● % of staff retention at both campuses <ul style="list-style-type: none"> <li>○ NE 97% staff retention (only losing one)</li> <li>○ SE 86% staff retention (will be sending out an exit survey) <ul style="list-style-type: none"> <li>■ How can we satisfy our teachers' desire for change while keeping them at the school?</li> </ul> </li> </ul> </li> <li>● The law SB191 mandates that 50% of a teacher's evaluation must be determined by data. In the next year, the board and administration need to decide how this will affect the teachers and how that may or may not effect teacher salaries. Early next year, we need to have presentation to determine how other charter schools are addressing this and how to move forward.</li> <li>● Faculty Diversity <ul style="list-style-type: none"> <li>○ We will reach out to get involved in "Make your mark", generation teach, or universities in order to recruit more staff members of color.</li> </ul> </li> <li>● Teacher salary comparison <ul style="list-style-type: none"> <li>○ Average charter \$43,000 (based on available information and data)</li> <li>○ DPS range \$38,765- 78,615</li> <li>○ average NE teacher salary \$44,753</li> <li>○ average SE teacher salary \$45,929</li> </ul> </li> </ul>	Sara Alesandrini and Kali Garofoli, Principals
<b>7:00</b>	<b>Committee Report Outs</b>  <b>BAC:</b> No updates  <b>Communications:</b> No updates	JC  Natalie  David

	<p><b>Finance:</b> Finance Committee met and reviewed SE and NE budgets. The good news is that PPR increased for the upcoming school year helping both schools to finish with surpluses.</p> <p>Funds from Colorado Gives Day \$17,924 remain undesignated to SE or NE. Tom Motion: Motion to adopt the Finance Committee’s recommendation to allocate 67% to SE and 33% to NE of the \$17,943 Colorado Gives Day donations based on student population. James seconded.</p> <p>Discussion: Brent suggested to make a default policy to split undesignated funds based on student population. Tom was hesitant to make a blanket policy because we are so new at being a multi-campus organization. Sarah will check in with other CMO Charters and their financial policies. ED in place will be closer to the events at two schools and may be better equipped to make the decisions of the allocation of non-designated donations.</p> <p>Motion passed unanimously.</p> <p><b>Health and Wellness:</b> The last meeting was held on April 5. It was focused on a plan for outdoor beautification days in April and May using grant funding for phase II of the garden.</p> <p>Sidewalk from south side of school/garden area to middle school entrance: this was not funded through the garden grant; have obtained 1 quote for sidewalk \$3,500 working on getting 2 more bids.</p> <p>Tom moved to authorize up to \$3,500 from reserve funds to Health and Wellness committee to repair the SE sidewalk with the understanding that they will obtain 3 bids and begin repairs as soon as possible. Jonathan seconded.</p> <p>Discussion: Why isn’t this coming out of the school budget? It is not an everyday facility issue it seems ok to take it out of the reserves to avoid the time delay of determining the appropriate month’s operating budget.</p> <p>Motion passed with 1 vote opposed.</p>	Rachel
7:30	<p><b>Alumni Relations Committee</b></p> <p>As a long time board member, Tom would like to remain involved in the progress of the organization as he enters his last term’s extension by establishing an alumni relations committee.</p> <p>Tom moved to authorize the development of an alumni relations committee. Brent seconded.</p> <p>Discussion: An extra benefit would be marketing down the road. How are we going to contact these students with proper consent? Working through parents and getting permission to use the provided information in marking.</p>	Tom

	Motion passed unanimously.	
<b>7:35</b>	<b>ED Search Committee</b> <ul style="list-style-type: none"> <li>● Update on status of ED hiring process and timeline</li> <li>● 44 applicants; 23 colorado based</li> <li>● 5 through first round, second round narrowed to 2</li> <li>● Completed a panel interview for Caliper</li> <li>● Will be meeting Nora Flood</li> <li>● Social on the 28<sup>th</sup> staged in 45 min segments to the board and advisory committees need to be posted to be a public meeting.</li> <li>● May need a special BOD meeting in early May</li> </ul>	Tom Bulger and Jonathan Tee John Lynd
7:45	<b>Break</b>	
7:55	<b>Call back to order</b>	
<b>7:55</b>	<b>Old Business</b> <ul style="list-style-type: none"> <li>● Cultural responsiveness (Seeds of South Sudan; I'm not a Racist, Am I?) Will report out in May</li> <li>● SE campus will send out information on auction donors for personal thank yous for their support.</li> </ul>	Tom
<b>8:00</b>	<b>New Business</b> <ul style="list-style-type: none"> <li>● Teacher appreciation week: May 9<sup>th</sup> Monday 7:15-8:00am NE ; Tuesday, May 9<sup>th</sup> Monday 7:15-8:00am SE</li> </ul> <p>Board sponsored breakfast at each campus need to approve amount, as well as Board members present. NE: 5/9, \$300; SE: 5/9, 10 or 11, \$300. Total BOD request: \$600</p> <ul style="list-style-type: none"> <li>● Jon moved to spend up to \$300 at each campus to be applied towards teacher appreciation week. Natalie seconded. Motion passed unanimously.</li> </ul>	Rachel
<b>8:02</b>	<b>Reminders/Announcements:</b> <p>Upcoming school events:</p> <ul style="list-style-type: none"> <li>● Susan Tobias Memorial Service, HASE Music Teacher, 2 PM, 4/23 (Rachel will email out specifics)</li> <li>● HASE Outdoor Beautification Days: Saturday, 4/23 and 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
<b>8:04</b>	<b>Executive Session</b> <p>Natalie motioned to move into executive session to discuss the personnel contract issues for the ED position. JC seconded. No discussion. Motion passed</p>	Rachel

	unanimously.	
<b>8:45</b>	<b>Adjournment</b>  James moved to adjourn. Tom seconded. No discussion. Motion passed unanimously.	Rachel