

HIGHLINE ACADEMY



Minutes Board of Directors' Meeting

Monday, 6/13/2016

6:15 PM Full BOD Meeting

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

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.

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

Absent: Sara Spanier, Barbara Sample

Ex-officio Members: Kelly Brandon, Andrea Hinman, Sara Alesandrini and Kali Garofoli (school administration), Catie Santos de la Rosa, Tara Whalen, (faculty representatives) Chris Ferris, (ED of Highline)

Staff: Carolyn Leary (notetaker)

Public: None

Time	Topic
6:20	<p>Call to Order</p> <ul style="list-style-type: none"> • Agenda confirmed and quorum established. • Mission and Vision Restatement: Faye stated that from the perspective of a founding member of Highline, she remembers the drafts that went into writing the mission and the aspect of inclusion and how much that means to her.
6:21	<p>Consent Agenda</p> <ul style="list-style-type: none"> • Rachel moved to accept the consent agenda; Natalie seconded. Minutes from the May 16th meeting adopted as tendered.
6:22	<p>Public Comment: None</p>
	<p>BOD Officer Elections</p> <p>Officer Elections (bylaws and policy manual on officer roles were reviewed prior to discussion)</p> <ul style="list-style-type: none"> • Discussion of Committee Appointments and chairpersons for next year <ul style="list-style-type: none"> ○ Nominated for role of President: Jonathan Tee. Tom seconded the nomination. ○ Nominated for role of Vice President: Tom Bulger. Zach seconded the nomination. ○ Nominated for role of Treasure: Zach Backes. Jonathan Tee seconded ○ Nominated for roles of Co-Secretaries: Rachel Hutson and Natalie. Zach seconded. • Tom moved to accept the slate of nominations. No discussion. The motion passed unanimously. <p>Committee Chairs and Members</p> <ul style="list-style-type: none"> • Finance: chaired by Zach; David board participant • Communications: chaired by Natalie; Brent board participant • BAC: chaired by JC, Natalie board participant • Development committee: Brent will co-chair with Francis Scheve; Rachel board participant • Health and Wellness: Rachel will continue to co-chair with Edith Zemanick; Barb board participant • Alumni Relations: chaired by Tom; Faye participant <p>Annual BOD performance analysis discussed.</p>
7:05	<p>Administrative Updates</p> <p>Update on onboarding for ED (first 30 days)</p> <p>Within the last month of the school year, Chris was able to visit all classrooms, attend, many closing events for 8th graders, and meet several times with admin. John Lynd helped to facilitate the communication and expectations between admin and ED. *Please see attached draft to clarify the role delineation between admin and ED. She was also able to learn about the culture of the organization through a meet and greet lunch, email invite to share strengths and challenges for the</p>

<p>7:20</p> <p>Break: 8:05 8:10 cont. with NE data</p> <p>8:50</p>	<p>future, conduct a few exit interviews for departing faculty members, and review the survey of staff and parents to assess climate and culture throughout the year. She will be attending the national charter conference to provide insight and groundwork for a focus on several of the things that we have highlighted in the opportunities for growth in the upcoming year. Zach moved to allocate up to \$1500 for registration, travel, and conference fees for reimbursement. Natalie seconded. Motion passed unanimously.</p> <p>August meeting focus admin updates on culture and plan for school year.</p> <p>HASE and HANE, with BAC-SAC Committee's, year end reports on academic, civic and personal excellence *please see attached in depth presentation</p> <p>Conclusions from data presentation:</p> <ul style="list-style-type: none"> • SE is focused on pushing the students from proficient to advanced in both reading and math data. 8th grade and 2nd grade data and progress will continue to be a focus in future as transition years. • NE: Math needs to take a primary focus in both instruction and data analysis. Students are showing significantly more than a year's worth of growth for reading in all grade levels. However, there needs to be a similar push for students from proficient to advanced in both reading and math and a focus to close the ELL gap in reading and math. <p>*Please see attached Personal and Civic Excellence presentation of moments throughout the year that exhibit reaching in and out in each school's community.</p> <p>HANE:</p> <ul style="list-style-type: none"> • Hiring update fully hired except for teaching assistants • Update and reminder: CDE Grant - Board Training Needs (before June 30) <p>HASE:</p> <ul style="list-style-type: none"> • Staffing Update: Elementary Spanish & 5th Grade vacancies • Costa Rica 8th grade trip: discussed how to make the trip accessible to students through potential scholarships in the future with more research and information. <p>HASE and HANE:</p> <ul style="list-style-type: none"> • Pay for performance: still gathering information, working with Chris on this.
<p>9:15</p>	<p>Committee Report Outs</p> <p>BAC: End of year statistics report out at June Board Meeting (see above)</p> <p>Communications: no report out</p> <p>Finance:</p> <ul style="list-style-type: none"> • HASE: Revenues coming in high based on kinder tuition, fundraising • Individual campus budgets: Both campuses are right on track for the end of the school year. Books will be closed end of June. Audit is scheduled for August 1st. *Please see attached handouts • Employee benefits will increase by 30% <p>Health and Wellness: Last H&W meeting of the school year on 6/7 at HASE. HASE garden fence installed, sidewalk installation moving forward. PWP will co-host the harvest festival in the fall.</p>

	<p>Alumni Relations: officially formed committee</p> <p>Board Development: Nothing to report</p> <p>Discussion of possible Ad Hoc Committee re: HASE Charter Renewal: Will meet to move the progress along and will report on the delineation of tasks for the required documents.</p>
9:30	<p>Old Business</p> <ul style="list-style-type: none"> ● Cultural responsiveness (Seeds of South Sudan; I'm not a Racist, Am I?) and discussion of other options. Tabled to future meeting, as Barb not present. ● HASE Charter Renewal ● Teacher Rep Continuing on the Board. Jonathan moved to extend the teacher representative position to the board until December. Zach seconded. Discussion: how can we support and form the role. Decided that the board development committee address that. Motion passed unanimously.
9:35	<p>New Business</p> <ul style="list-style-type: none"> ● BOD Retreat: executive committee will gather and confer. ● Discussion and possible vote to authorize execution of annual charter network questions with DPS. Tom moved to authorize the ED or BOD president to execute the annual charter renewal. Brent Seconded. Motion passed unanimously.
9:40	<p>Reminders/Announcements</p> <p>Coffee with Sara: Friday, 6/17/16, 8-9:30 AM HASE First day of school: Wednesday, 8/17/16</p>
9:50	<p>Adjournment</p> <p>Tom moved to adjourn. Natalie Seconded. Motion passed unanimously.</p>