

**Highline Academy**  
Board Meeting Minutes  
November 12, 2007  
7808 Cherry Creek Drive South  
6:15 pm

*In attendance:* Kim Easton, Ron Johnson, Ruth Kedzior, Jon Lowry, Peter Zina, Rodney Perry, Kristin Summer, Jennifer Douglas, Frank Tuitt.

*Guests:* Tom Bulger, Lynn Davis, Tom Beck.

*Staff:* Gregg Gonzales, Alyssa Whitehead Bust, Monica Hensen.

**Actions/Votes Taken:**

- Section II: Motion to appoint Kim Easton to board
- Section II: Motion to appoint Ruth Kedzior as secretary and Jennifer Douglas as Treasurer.
- Section II: Vote to elect president and vice president
- Section IV: Motion to accept \$39k as property tax “rebate” from landlord

**Attachments:**

- Minutes from 10.08.07
- Financial Updates
- Map

**Approval of Minutes:**

Minutes approved but we will revisit the issue of the high school from the 8.1.07 minutes at our December board meeting. Move to approve minutes from October: Jon 1<sup>st</sup>, Peter 2nd, MPU.

**I. Welcome of New Board Members and Discussion of Board Election Results and Officer Appointments.**

New board members were welcomed. Jennifer Douglass and Kristin Summer were elected by the HA community. The election process was discussed regarding its efficacy. Frank encouraged us to separate in our discussion the desire to have a parental voice from our need have a board that has the diversity and skill sets needed. Jon reminded us that one of the purposes of the election was to prevent the board from being incestuous. Kim suggested that we form a task force to rework our election process and create a proposal for the board to discuss. Kim also suggested the process ensure that officer turnover take place in the Spring rather than the Fall. Frank suggested we involve parents in the task force for board development. Jon suggested we vote on new officers before we further the idea of a BD task force. Discussion regarding the tension between the integrity of the process and our need for a qualified chair took place. Peter asked whether or not anyone was willing to run for the chair. Jon shared his willingness to chair the board and some thoughts on his agenda. The board determined that

we could appoint Kim to be a board member. Ron made a motion for Kim to an appointed seat on this board, Ruth seconded it. Ruth, Ron, Lindsey and Rodney voted yes. Frank, Jon, and Peter voted no. Kim declined the appointment and would be willing to be appointed later through our normal appointment process.

Ruth offered her nomination for secretary, Ron for president and Jennifer for treasurer.

Kim made a motion for Jennifer to be treasurer and Ruth to be our secretary, Peter 2<sup>nd</sup>, MPU.

Jon suggested that we hire a board meeting scribe. Tom Bulger let us know it would be cost prohibitive.

Jon nominated himself for president. Ron nominated himself for president. A vote was taken for the position of president via secret ballot. Ron was voted as president on a 6 to 3 vote.

Jon was elected to be vice president.

## **II. Board Development Process Election and Appointment Process.**

The executive committee that was elected will serve as the Board Development Committee (BDC). Ron volunteered to gather the committee prior to the December board meeting to discuss the December agenda and a strategic planning process as well as prepare for board interviews with applicants participating in the appointment process. Frank volunteered to be part of the interviewing committee. Peter later volunteered as well.

Three of our candidates for appointed seats have not attended a board meeting. Frank suggested that the BDC bring in people from the community at large to help us with our board development processes.

Kim offered to train the new board members and go through board policies with them.

## **III. Financial Updates.**

Monica reviewed our financial updates. Highlights include: \$12,000 billed for parking lot repairs from damage done two years ago and a heads up that a maintenance estimate is needed for the 40 HVAC systems on the roof.

No having padding on the walls in the gym is a significant liability. Kim volunteered to find six guys to hang the padding on the walls, if not then we will vote to use board funds to hire someone at our December meeting.

Jon spoke with our attorney regarding our lease situation. Jon proposed that we ask for a \$39k property tax “refund” from the school’s landlord based on our

increase in square footage. Jon will speak to the Building Corp. officers and forward an agreement to Bill Bethke, HA attorney, for review.

**IV. Academic Accountability and Monitoring.**

Kim gave a global perspective on the questions being asked by the Administrative Team. We did not have time to hear the review due to the length of our meeting. It was determined that we needed to do this review prior to our SWOT. Jon suggested we hold another meeting to go over the Administrative Team's presentation.

**V. Administrative Updates.**

Tom Beck shared how he will be doing a 360 on Alyssa and how he will need each board member to participate one on one. He will also interview her direct reports and key stake holders. Tom shared a bit of his background with Blockbuster and Boston Market, Einsteins Bagels.

Tom also discussed ways he could assist the board by reviewing Bylaws and Policy Manual, alignment of polices to school's vision and mission, clarifying ends, making meeting more efficient and developing committees for the board.

Alyssa reviewed a letter of reprimand to a former employee.

Kim updated us on Barb regarding a letter sent with the return receipt which was never returned. Barb did email Kim to let her know she would not be able to serve on the HA board.

**VI. Other Business and Adjournment.**

Ruth presented a map from DPS that displayed where DPS schools are located within the Highline geographic boundary.

Motion to adjourn: Kim 1<sup>st</sup>, Frank 2<sup>nd</sup>, MPU.