



**HIGHLINE ACADEMY**  
**Board Minutes**  
**Highline Academy**  
**Board of Directors' Meeting**  
**7808 Cherry Creek Drive South, Unit 304,**  
**Denver, CO 80231**  
**Monday, September 8, 2008**  
**6:15 p.m.**

**PRESENT**

Rev. Rodney Perry  
Tom Bulger  
Jennifer Douglas  
Alyssa Whitehead-Bust  
Kim Easton  
Peter Zina  
Kristin Summer  
Ruth Kedzior  
Jon Lowry

**ABSENT**

Frank Tuitt

**STAFF**

Greg Gonzalez  
Kate Greeley

**PUBLIC**

Tom Beck  
Stephanie Girard  
Lynn Davis  
Craig Bowman  
Dustin Jones

**CALL TO ORDER**

Vice-President called the meeting to order at 6:18 pm.

**ESTABLISH QUORUM**

A quorum was established.

**CONFIRM AGENDA**

Audit presentation move to be first on the agenda  
Addition of Communications Committee to reports  
Second reading of financial policy revisions needs to be added to agenda

**PUBLIC COMMENT**

None

**Presentation of audited financial statements by John Cutler**

John presented the audit to the board. John went over a few items that the amounts changed on the report.

**Motion:** Accept the audited financial statements

Jennifer moved the motion, Tom 2nd

No further discussion

**MPU**

## **ADOPTION OF MINUTES**

### **August 11, 2008 Board Meeting**

**Motion:** Approve minutes from 8.11.08

Kim moved the motion, Peter 2<sup>nd</sup>

No further discussion

**MPU**

## **REPORTS**

### **Facilities Committee Update**

Board Motion to accept committee recommendation for tenant representation  
(Executive Session)

**Motion:** Move to executive session

Rodney moves the motion, Kristen 2<sup>nd</sup>

Tom opposes the motion because he would like the public to be present for presentation by tenant representation candidate

**Motion:** Move out of executive session into public session

Rodney moves the motion, Jennifer 2<sup>nd</sup>

**MPU**

Kim expressed that big picture items should be decided by the whole board rather than by committee. The criteria for tenant representation should be set up before the search for representation is sought.

CBRE presentation for tenant representative hitting on the question how CBRE can be more advantageous to charter school vs. other brokerage houses; contractual obligations and liabilities for services; viable options for Highline; financing backers and companies CBRE works with; and personal investment (history) of CBRE in charter schools.

Facilities committee has made a recommendation to the board

Kim reminded the board that the administration was given a task to come up with a matrix for representation. Jon expressed that the Facilities Committee already went through that process of finding the right representation for Highline. Kim expressed that information for only two companies have been shared with the whole board. Alyssa suggested that the board should chart out what expectations there are for the board, the committee, and the administrative team. Rodney brought up that there needs to be a redefinition of terms for clarity for the board. Tom suggest rather than going back to the beginning have Kate present the work she has done in creating a comparison for representation.

**Motion:** Highline board appoints CB Richard Ellis brokers Ty Ritchie, Dustin Jones and Dorie Adams as the tenant representatives for the purchase of new facilities for Highline Academy. The board also appoints the board's Executive committee to complete any additional negotiations after legal reviews.

Jon moves the motion, Ruth 2<sup>nd</sup>

### **Discussion:**

Kim commented that she is offended over the motion for due to lack of process.

Ruth expressed that the reason she seconds the motion because she wants to find out where the vote lies with the members as of now. The facilities committee was not given the definition of the process before the committee started working.

Kate expressed that she felt dismissed in the process since she expressed she was not comfortable with giving her approval to one option that is available for Highline Academy. Jennifer brought up that the commitment the board made toward Admin-Board relations that was defined at the retreat.

Stephanie expresses that she can see both sides of the issue by being on the Facilities Committee – committee recommendation and institutional memory. Brought up that Equis has less experience than CBRE as far as HA’s needs are for the future. The matrix draft is already completed so it just needs to be completed by the Committee and presented by the board for review. Ruth withdraws her 2<sup>nd</sup> Motion dies for lack of 2<sup>nd</sup>.

### **Finance Committee Update**

Second read for policy revisions

Jon suggested that Highline follow the DPS rule for services rather than the three bid rule.

**Motion:** Second reading and adoption for policy revisions

Jennifer moves the motion, Peter 2<sup>nd</sup>

#### **Discussion:**

Alyssa and Tom expressed the comfort for having more restrictive policies than DPS’s policy. If emergency arises, the admin would be out of compliance but would report that incident to the board.

**MPU**

**Motion:** Adoption of revised job description of Board Treasurer

Jennifer moves the motion, Tom 2<sup>nd</sup>

No further discussion

**MPU**

### **Communications Committee Update**

Kirsten is back in the process with meeting with Tom Beck. Tom Beck suggests having a common calendar of communication. Tom brought up that a Communication Committee would be a good idea. Tom would like to create the committee along with a job description if needed.

### **ACTION ITEMS:**

#### **Third Reading of Ends Document**

Core Values

**Motion:** Approve Ends Document

Kim moves the motion, Jennifer 2<sup>nd</sup>

#### **Discussion:**

Alyssa brought up change “can achieve” to “will achieve”

**Motion:** Adopt the Ends Document with amendments

Tom moves the motion, Jennifer 2<sup>nds</sup>

Peter opposes the motion because he has not seen the administration’s presentation on the achievement gap.

### **SWOT Analysis**

Kim presents the work of compiling the information regarding weaknesses of the board.

Alyssa would like relationship with the admin added to the compiled list. The board would need to devote some off-site development time for the next steps.

### **REPORTS**

#### **Administration Report and Update**

Lottery/enrollment policy update – Enrollment is currently at 451. The additions of students are mostly at the elementary level.

The business manager candidate turned down the offer.

Highline Academy Website only needs text editing and it will be finished. Alyssa will send out the link to the board members for review.

DU update – DU will be providing one statistical analysis student and three students to support in other projects.

Achievement gap presentation by admin – Alyssa, Kate, and Gregg presented a power point presentation showing data on the achievement gap both nationally, by state, and in Highline; what the administration’s goals are toward addressing the achievement gap issue; the annual plan addressing the achievement gap within Highline; and the needed next steps from the Board.

**NEW BUSINESS**

Next steps for Kate’s matrix on tenant representation would be to send it to the board to have comment or additions suggested by the board members. Then the next step would be for the Facilities Committee to be filling in the matrix to present to the board by comparing three different companies.

**OLD BUSINESS**

None

**ANNOUNCEMENTS**

None

**ADJOURNMENT**

**Motion:** To adjourn

Peter moved the motion, Rodney 2nd

No further discussion

**MPU**