



**HIGHLINE ACADEMY**  
**7808 Cherry Creek Drive South**  
**Denver, CO 80231**

**BOARD MEETING MINUTES**

April 14, 2008

**PRESENT**

Ron Johnson  
Jon Lowry  
Tom Bulgar  
Jennifer Douglas  
Ruth Kedzior  
Rev. Rodney Perry  
Frank Tuitt  
Peter Zina  
Kristen Summer

**STAFF**

Alyssa WB  
Gregg Gonzalez  
Monica Henson

**ABSENT**

None

**PUBLIC**

Kim Easton  
Julie McDaniels  
Dr. Derrick Hudson  
Sherry Shay  
Filitha & Shawn Bradley

**CALL TO ORDER**

President Ron Johnson called the meeting to order at 6:19 p.m.

**ESTABLISH QUORUM**

A quorum was established.

**APPROVAL OF MINUTES:**

Minutes from 3.10.08 board meeting were approved as amended.

Frank moved the motion, Jennifer 2<sup>nd</sup>.

No further Discussion

**MPU**

## **Election Policy**

Ron began with stating that there are apparent gaps in the election policy as evident from the last election. Ron dispersed a handout and had the board take time to rank each member's values/desired end goal in order to better help the election process. Ron asked the each board member to choose the top three in terms of the election policy to get the right composition to the board.

Top three board values/desired end:

1. Secure individuals who understand, support and have a demonstrated commitment to the school's vision/mission
2. Secure a diverse Bard composition that is representative of our student body
3. Secure a collective that can support, oversee, and evaluate the principal

Which model (election, appointment, hybrid) would best support the top three values/desired end?

- | Goal                 | - | Ideal Timing  | - | Ideal Composition  |
|----------------------|---|---|---|--|
| 1. mission/vision    | - | hybrid model – elect/appoint in spring and have begin in July (to go along with annual planning and training) | - | balance is always good, 40%/40%/20%, not set maximum but set minimum (20%/20%/20%) |
| 2. Diversity         | - | hybrid model - July   |   |  |
| 3. Oversee principal | - | appointment   |   |  |

The board recognized that they are out of compliance by not having Barb's board seat filled and with this being Ron's last night on the board. There will not be the required 9 members serving on the board. However, the board still can establish a quorum so they can still make motions.

Each board member defined the election process he/she desired and his/her ideal vision:

Peter – more comfortable with appointment

Ruth – nomination process idea more and more parent participation

Kirsten – appointment – figure out how to have parental voice for nominations to serve on board

Frank – appointment with external check involved with staff involved

Jennifer – hybrid – election and appointment can reform election process

Tom – current system is most inclusive - election process is open and the board/admin can cultivate and have appointment process to fall back on

Frank – assuming that there is a level playing field

Rodney – hybrid election and appointment process with changes of parent education of who the board is, why exist and responsibility of the board

Frank – greater participation to the serve the end goal not greater participation for participation sake

Jon – no changes to current system

## **Board Action**

**Motion:** Governance committee will investigate election process, rewrite by laws, and present their findings to the board.

Rodney moved the motion, Tom 2<sup>nd</sup>  
No further discussion MPU

### **Board Chair Succession Plan**

#### **Board Action**

**Motion:** Temporary appointment of Jon as president

Jennifer moved the motion, Rodney 2<sup>nd</sup>  
No further discussion MPU

**Motion:** Rodney will serve as vice-president  
Rodney moved the motion, Frank 2<sup>nd</sup> MPU

Governance committee will be deal with being out of compliance by having too few members.

Frank would be like to help out with election process by sending out what he comes up with before meetings and having the members give input to what he has already written.

### **REPORTS:**

#### **FINANCE COMMITTEE**

Jennifer began her report by encouraging others to use the format that Jennifer used for the finance report

a. Constitution of finance committee

#### **Board Action**

**Motion:** Accept constitution and job description as written

Peter moved the motion, Tom 2<sup>nd</sup>  
No further discussion MPU

b. Administration's use of board reserve for cash flow purposes

#### **Board Action**

**Motion:** Approve administration's use of board reserve for cash flow purposes

Jon moved the motion, Peter 2<sup>nd</sup>  
No further discussion MPU

c. Investment policy

#### **Board Action**

**Motion:** Authorize to pt money into a savings account that is in compliance

Tom moved the motion, Peter 2<sup>nd</sup> MPU

#### **Board Action**

**Motion:** Approve resolution from ColoTrust resolution

Amending to add Principal to authorize making transfers

Tom moved the motion as amended, Peter 2<sup>nd</sup>  
No further discussion MPU

d. First read of financial policies  
Financial statement will become every other month  
Stoplight on finances will be distributed

e. Auditor recommendation

**Board Action**

**Motion:** Use John Cutler and Associates as auditor  
Tom moves the motion, Frank 2<sup>nd</sup>  
No further discussion **MPU**

**FACILITIES COMMITTEE**

Jon presented the facility committee's findings

a. Refinance Tatonka loan

Jon discussed the loan options that have been investigated so far:

1. Extended loan – first note paid off 12% November 1<sup>st</sup> – 2<sup>nd</sup> note payment will go up to compensate for 1<sup>st</sup> note paid off (will go one year past lease)
2. Another proposal will come in to make Tatonka to place another bid

Making a change in loans will provide minimal savings

b. Committee composition

Rodney, Ruth and Jon are currently on the committee. However, the committee would like to expand. As of now the committee is only information gathering but will start to make decisions and report to the board.

c. Facility planning re: physical requirements

Would like to create a survey to find out how far are families willing to drive to bring students to Highline.

d. Retention of real estate company (discussion only)

CB Richie Ellis – have been servicing charter schools ever since HA used them (hiring as a consultant/broker)

The committee would love to have referrals of brokers.

e. Misc. items

**SEARCH COMMITTEE**

Kim reported out on the search committee. Currently all members are in place, principal job description has been created, have 40 applications to date, and committee went over rubric today. Next Tuesday the committee will have a slate of candidates. The committee's next step will be phone interviews with candidates. The protocol for the phone interviews is currently being worked on. The staff will create a simulation for the candidates to work through. The committee will forward a timeline on to the board members. An anonymous survey to candidates will go out to see where the candidates found out about the job posting

A finalized job description needs to be finished by May board meeting. Therefore the board will review the job description at a special session.

Board meeting for job description by phone (Hiring committee will email out a copy by April 24<sup>th</sup> or 25<sup>th</sup>) April 28<sup>th</sup> 6:15

**FINANCIALS:**

Monica presented the financial report. This is the last time that you will see line item accounts since we are moving to the stoplight format.

**ADMINISTRATIVE UPDATES:**

Alyssa reminded the board about the RFP release for high school charter application. DPS is accepting early cycle applications. Some of the hurdles that Highline would have are eliminated (enrollment, identifying a facility ahead of time). However, Highline would have to name principal at time of application.

Alyssa reminded the board that administrative updates will move toward a stoplight format where only the red and yellow items on stoplight will be discussed.

Alyssa also informed the board that the landlord is unhappy with parents parking in front of the building (out of compliance with lease).

Alyssa also mentioned that there was a DPS release on schools. The board has already been given the same information but DPS gives the information in a different format. DPS is just giving the information in a different format that what has been presented to the board.

Executive Session for the rest of the meeting.

**ADJOURNMENT**