



HIGHLINE ACADEMY
Highline Academy
Board of Directors' Meeting Minutes
7808 Cherry Creek Drive South, Unit 304
Denver, CO 80231
Monday, June 9, 2008
6:15 p.m.

PRESENT

Kristen Summer
Tom Bulgar
Jennifer Douglas
Frank Tuitt
Peter Zina
Jon Lowry
Alyssa Whitehead Bust

STAFF

Greg Gonzalez

ABSENT

Ruth Kedzior
Rev. Rodney Perry

PUBLIC

CALL TO ORDER

President Jon Lowry called the meeting to order at 6:15 p.m.

ESTABLISH QUORUM

A quorum was established.

CONFIRM AGENDA

Board meeting along with working session will take place Saturday, June 21st

PUBLIC COMMENT

None

ADOPTION OF MINUTES

May 20, 2008 Board Meeting

Motion: Approve minutes from 5.20.08 board meeting with amendments

Tom moved the motion, Jennifer 2nd.

No further Discussion

MPU

ACTION ITEMS

Change Board Meeting to Third Monday of Each Month per Finance Committee

Request

Board Action

Motion: Change board meetings to the third Monday of each month starting in August 2008

Jennifer moved the motion, Peter and Kristen 2nd

No further Discussion

MPU

Finalize 6.21 Retreat Agenda and Schedule

Brief board meeting and working session on June 21st
Move KPI's before the policy and bylaws on agenda

Finalize 2007-08 Final Budget

Board Action

Moved to June 21st board meeting

SECOND READING

Election Bylaws Revisions

Board Action

Motion: Approve election bylaws revision

Tom moved the motion, Jennifer 2nd

Discussion followed the motion about changing the election bylaws to have a nomination or appointment process rather than the current election process. In order to involve more diversity to the board and more parental involvement, a governance committee could be created in order to dedicate more time to the election process and its candidates. The question was asked about the driving force for changing the election process – more parental involvement or a more democratic election process.

Call for the vote - Tom

Approve – Jon, Peter, Jennifer, and Tom

Opposed – Frank and Kristen

Proposed revisions discussion: Would like committee structure written into the bylaws by adding/changing language to state that “nominating committee would be responsible for the election process”. A nominating committee could be empowered to make recommendations to the board. Also the nominating committee would need to be kept separate from the board.

Board decided to table amendments until end of meeting (before adjournment) due to time constraints.

REPORTS:

Principal Report

Alyssa only reported quick highlights and exception reporting. Right now Highline is in the process of looking for a replacement for Monica. Instead of having a business manager, Highline is looking for a .6 FTE bookkeeper, .4 FTE facilities manager, and a financial consultant. Alyssa also reported that Mr. Apodaca will not be returning next school year as the music teacher due to his commute from Ft. Collins and current gas prices.

Gregg reported on the SAR report for discipline. Last school year there were 262 incidents reported to DPS and this school year there were only 136 incidents. Alyssa also informed the board of an incident during last days of school.

Alyssa gave an update on the enrollment for next school year. Currently 8th grade is under enrolled. Seven students are being retained in their current grade level. This is the highest number of retained students so far for Highline. This may indicate that families want to stay with Highline even though their child is being retained.

Gregg and Alyssa also reported on high school placement for the graduating 8th grade class. 79% of class plan to attend a high school of choice rather than a mainstream high school.

Report on Principal Resident

Kate Greeley has signed contract and will get a small relocation package. She will begin her principal residency role in a couple weeks.

Finance Committee Update

The finance committee used the spotlight format for the first time. In August Jennifer will present a revised job description for treasurer position. Also the 2008-2009 budget will be presented in August so expenditures will be more accurate.

Facility Committee Update

Facilities committee job description was emailed out earlier in the week. It was expressed that admin representation (facilities manager & principal in residency) should serve on the committee and eventually teachers could be added to the committee (possibly in August). Also 2 interview meetings are set up for next week for broker representatives.

Board Action

Motion: Approve facilities committee job description with the addition to include at least one admin and one faculty member to the committee

Tom moved the motion, Jennifer 2nd

No further Discussion

MPU

Board Action

Motion: Appoint Jon as the chair of the Facilities Committee

Tom moved the motion, Frank 2nd

No further Discussion

MPU

Proposed Parent and Student Communications Committee Update

Kristen is in touch with board members at DSST and will be attending a board meeting there to gather more information.

High School Draft Budget

Website Update

Contagious Media has completed Phase 1 (spending time with Highline and becoming more familiar with the school and the culture). Phase 2 is underway (simplifying and unifying the message of Highline). Highline logos have been created. August 13th is the target date for the website to be up and running.

NEW BUSINESS

Social Event Update with Board Members' Families

Friday, June 20th at Tom Bulgar's house

OLD BUSINESS

None

ANNOUNCEMENTS

None

ELECTION BYLAWS REVISIONS (con't)

Board Action

Revisions to the proposed election bylaws were made by the board. Jennifer is the revising the document and the revisions will be forwarded when she completes the changes.

Motion: Accept revisions for the third reading

Frank moved the motion, Tom 2nd

No further Discussion

MPU

ADJOURNMENT

Motion: Adjournment

Kristen moved the motion, Frank 2nd

MPU