

HIGHLINE ACADEMY



Minutes

Board of Directors' Meeting

1/19/2016

Note: no onboarding topic prior to the board meeting this month

6:15 PM Full BOD Meeting

Highline Academy Southeast

Highline Academy Southeast Campus

2170 Dahlia St.

Denver, CO 80222

303.759.7808

PRESENT: Tom Bulger, James Coleman, Jonathan Tee, Zach Backes, David Larm, Natalie Crump, Rachel Hutson, Barbara Sample, and JC Martinez

ABSENT: Sean Edmonds,

STAFF: Sara Alesandrini (HANE Principal), Kali Garofoli (HASE Principal), Carolyn Leary (Note-taker) Lorie Decon-(financial consultant)

APPLICANTS FOR GOVERNING BOARD: None

PUBLIC: Brent Baraboo

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.

| Time | Topic | Presenter |
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| 6:15 | <p>Call to Order</p> <ul style="list-style-type: none"> ● Establish Quorum ● Confirm Agenda- yes ● Mission and Vision Restatement | Treasurer - Jonathan Tee |
| 6:15 | <p>Consent Agenda</p> <p>Minutes from prior Board meeting</p> <p>Second reading of the bylaws</p> <p>Adopted and approved</p> | Treasurer - Jonathan Tee |
| 6:16 | Public Comment- None | |
| 6:16 | <p>Strategic Planning Updates</p> <p>The Board approved a 5 year plan of expansion, with an ultimate goal to serve an additional 500 students. Due to leadership changes in the organization, this is Yr 0, with a target date for completion of Yr 5.</p> <p><i>CMO Charter Management Organization:</i></p> <p>Each campus would pay a percentage to centralize HR, ED, and various other management.</p> <p>Johnathan would like to propose that the board give permission that ED search committee to help investigate this potential and the management of the extended campuses in accordance with the ED search planning.</p> <p>Discussion of Year 0 goals:</p> <ol style="list-style-type: none"> 1. Analyze the ED role, identify and hire new ED; 2. Institutionalization of Board knowledge; 3. Increase Board capacity to meet strategic goals; 4. Improve community relations; and 5. Increase internal leadership capacity. <p>Budget:</p> <p>Budget needs to be approved by March. The state has postponed the date when funding will be approved. This will require a conservancy on our part when the budget is formed.</p> <p>Concern was raised about the timeline for the budget allocation for the Executive Director salary. Lorie Decon clarified that funds would be allocated regardless of our hiring timeline.</p> <p>Institutionalize board knowledge:</p> | <p>President - Tom Bulger and Treasurer, Jonathan Tee</p> <p>Lorie</p> |

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| | <p>Johnathan has taken lead on this board meeting. James will take the lead in February. Rachel will lead the March meeting.</p> | |
| | <p>Administrative Updates HANE: CCSI-CDE grant update (year 3);</p> <ul style="list-style-type: none"> • Board members are asked to review BOD talking points for site visit February 22-24. All board members must participate in a 30 minute interview; Rachel will send doodle poll to board members to schedule interviews. • A rubric was given to each board member with documents. Please read the rubric and come prepared with questions in order to have a fulfilling conversation on these aspects next board meeting 16. Please see the rubric for additional comments. <p>KIPP campus sharing for next school year</p> <ul style="list-style-type: none"> • HANE will officially to share for next year. The campus chose to lead graciously so that we were able to guide the use of the space. KIPP will only be using the upstairs classrooms. Sharing a campus has not caused any problems thus far. <p>HASE: Auction March 19th at Wilshire Events Center The event coordinators at the school have prepared a board specific packet to help encourage involvement. HASE chose to focus on the auction because this has been the biggest fundraiser for the campus. Board has typically has gone above and beyond general attendance to either invite more guests, donate a basket, or contribute financially. Natalie suggested to invite the NE PWP in order to merge the campuses socially and internalize the fundraising knowledge.</p> <p>Cultural Fair update Feb 20th 12-2 at the SE campus. An amazing event to celebrate the diversity among our community.</p> <p>Staffing Update</p> <ul style="list-style-type: none"> • Illness has effected a team member at the SE campus. The administration continues to be flexible in their staffing to remain supportive to the affected teacher and the community. <p>Both HASE and HANE: Academics: mid-year status for iready</p> <ul style="list-style-type: none"> • BAT committee will be meeting next week for a more in-depth update. The following is a general overview. • HASE Literacy: <ul style="list-style-type: none"> ○ Grew from 57% proficient in literacy, now 73% ○ In 5th grade, we grew from 22% students below grade level to only 12% ○ Teachers have been working hard to identify and close gaps. ○ Challenge: to see more growth in academically advanced. Math: <ul style="list-style-type: none"> • Grew from 20% 2 grades below, now only 10% • Challenge: to see more drastic growth among | <p>Sara Alesandrini and Kali Garofoli, Principals</p> |

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| | <p>academically low students.</p> <ul style="list-style-type: none"> HANE Literacy: <ul style="list-style-type: none"> Grew from 28% on grade level to now 56%. Challenge, is the 1st grade the group came in with the lowest averages potentially due to the number of new students. They have decided to add a diagnostic test in march. Math: <ul style="list-style-type: none"> Grew from 12% on or above grade level to 48% now The campus has been working to add support in our classes that need it most. <p>*Follow up for next moth that shows any achievement gaps and a breakdown of trends in the data.</p> <p>Enrollment status: Now that choice has opened in January there is a large focus on enrollment. Some families submit online, some in paper. Numbers will be more accurate when the process closes on January 29th. For HANE 125 have "choiced" in so far. For HASE 86 students have "choiced," in so far, many are for 6th grade.</p> <p>Overview of FRL recruitment strategies to ensure both campuses meet FRL goals</p> <ul style="list-style-type: none"> increasing classroom size across 1st-8th grade (increases chances for more families to get a spot that do not have a priority(staff, board, sibling, etc)) increase school tours during days and nights allow for kids to come to school tours (not requiring day care) create stronger systems/strategies during registration to ensure that all HASE families fill out the school lunch form as a part of the registration process | |
| 7:05 | <p>Committee Report Outs</p> <p>Board Accountability Committee – Meeting Feb 1st to 8:30am</p> <p>Communications – Great meeting that produced a lot of feedback on the website. The least we can do is make it an adequate sight that represents the schools, as well as draws families, donors, and potential teachers. App needs to be discussed to see if that would like to be something to continue in order to maintain the app.</p> <p>Finance – Budget Vs Actuals was discussed for both campuses. HANE: With changes to DPS building rental payment per student, not including the ECE students will help to adjust the numbers to meet tabor. Baseline: we are at 50% of the budget for December. HANE needs to be cautious about security and maintenance issues that can easily add up. Also along baseline 50%. Zach will be prepared to present next month in order to pragmatically talk about budget.</p> | <p>JC</p> <p>Natalie</p> <p>Jonathan</p> |

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| | <p>Health and Wellness Committee Update</p> <p>HASE was awarded \$7,600 from the Colorado Garden Foundation for school garden “phase II enhancements.” They will not receive the award until March or April, however, work needs to start prior to that for spring planting. Request to the board to float expenses until grant received.</p> <p>Rachel requests a motion to approve the use of board reserve funds to cover the initial costs for the beautification project to be reimbursed up to the grant designated amount of \$7,600 as authorized by Jonathan Tee.</p> <p>Zach second</p> <p>The motion passed unanimously.</p> <p>Request to Whole Kids Foundation for \$2,000 pending notification in February. There is a safety issue of the garden path leading on south side of the building. In the future, we will need to have a board designation of building funds for update and maintenance costs at SE.</p> <p>Lunch room flow: working with Sarah Verni-Lau, Assistant Principal, to coordinate a workgroup to explore process improvements to lunch time workflow to maximize time for eating lunch and recess. Heather Weir, a HASE parent, is a process improvement coach and is willing to lead this group.</p> <p>HANE is exploring participation in the Colorado League of Charters application to The Colorado Health Foundation, which would provide a Health and Wellness coach to help launch a H&W initiative at HANE.</p> | Rachel |
| 7:36 | <p>ED Search Committee</p> <p>The job description was completed with the help of the discussions held by the board. Now the committee will handle the process of posting and publicizing the opening. The committee is looking into someone on a contract basis to manage the process, potentially to coordinate a matrix (developed by the board) of resumes based on value points. John Lynd, is a very impressive asset to manage the process. The committee believes that he would really understand our values as an organization. He will be paid \$45-50 per hour and capping it at 40 hours (He has offered to do the hours to tour and get to know the school through meetings and interviews as pro-bono.)</p> <p>Talent Ed: \$1,900 Is a useful website for the job search as it allows multiple postings on one account. This could also be used to post all positions at both campuses.</p> <p>Tom’s motion: 7,500 budget for the ED search committee for continuation and management including the potential subscription for a posting management system.</p> <ul style="list-style-type: none"> ● Rachel second ● Discussion: The board would like to encourage conversation between Penny and John to cover education specific topics. ● Passed unanimously | Tom, Jonathan, Francis, Tina, Sara, Kali, Jackie, Paul |

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| 7:50 | Break | |
| 7:55 | Call Back to order Looking into involvement in local schools, marketing background working on large corporate sponsorship. | |
| 8:00 | Old Business <ul style="list-style-type: none"> ● Second reading of the bylaws ● Colorado Gives Day funds distribution: NE \$2,000 SE \$8,465 Board Donations: \$2,548 Won the raffle: \$5,000 Incentive Fund: \$576.72 =8,124.72 of unallocated funds. + \$10,000 of our anonymous donor. The board will make sure that we are meeting our allocated budgets before determining the use of these funds. ● Cultural responsiveness (Seeds of South Sudan; I'm not a Racist, Am I?) ● More to come as our contact returns from the Sudan. <ul style="list-style-type: none"> ○ Binta Cross cannot be a facilitator because she was not trained, therefore she is not coordinating this event at the moment. We will reach out to Paul Kim to see if he is trained and can lead it for us. | Jonathan Jonathan Tom |
| 8:00 | New Business Building Corp. needs to reconstitute. The Board would like to reach out and give a parting gift to a teacher from SE because of extenuating circumstances. The teacher requested that that gift be used to hire a pianist for their winter concert. This gift will total \$400 <ul style="list-style-type: none"> ● Johnathan motions to allocate \$400 from board reserve to HASE to cover the cost of a winter concert pianist. ● Tom Seconds ● Passed unanimously. | Tom Rachel |
| 8:11 | Reminders/Announcements: <ul style="list-style-type: none"> ● Upload headshots to Google drive ● Upcoming school events: <ul style="list-style-type: none"> ● HASE Cultural Fair, Saturday, 2/20 ● HASE School Auction: Saturday, 3/19 ● HASE Outdoor Beautification Days: Saturday, 4/16 and 5/21 ● HANE events to be added | Rachel |

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| | <ul style="list-style-type: none"> • Thank you for all who attended the holiday party! Maybe expand to a summer picnic event. | |
| 8:15 | <p>Executive session: Johnathan propose a vote to move into executive session to discuss a personnel matter for the NE campus. Vote is passed unanimously the board moved into executive session.</p> | Jonathan |
| | Adjournment | Jonathan |