

# HIGHLINE ACADEMY



## Minutes

Board of Directors' Meeting

2/16/2016

### 6:15 PM Full BOD Meeting

#### Highline Academy Northeast Campus

19451 East Maxwell Place

Denver, CO 80249

(720) 454-2706

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**Present:** Tom Bulger, James Coleman, Jonathan Tee, Zach Backes, David Larm, Natalie Crump, Rachel Hutson, Barbara Sample

**Absent:** JC Martinez

**Staff:** Sara Alesandrini and Kali Garofoli, (Principals) and Carolyn Leary

(Notetaker)**Public:** Ashley Madona, Denver Public Schools

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**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.

<i>Time</i>	<i>Topic</i>	<i>Presenter</i>
6:15	<b>Call to Order</b> <ul style="list-style-type: none"><li>• Quorum established and agenda confirmed</li><li>• Mission and Vision Restated. Jonathan shared that, to him, the vision means giving parents more quality options for their child's education. Providing our parents with the very best academic choices.</li></ul>	James Coleman, Vice President

<p><b>6:16</b></p>	<p><b>Consent Agenda</b></p> <ul style="list-style-type: none"> <li>• Minutes from prior board meeting</li> <li>• Financial Policy Changes</li> </ul> <p>James moved to approve consent agenda. Rachel Seconded. Motion passed Unanimously.</p>	<p>James Coleman, Vice President</p>
<p><b>6:17</b></p>	<p><b>Public Comment</b></p> <p>Ashley Madona is here as a representative from DPS in order to observe.</p>	
<p><b>6:18</b></p>	<p><b>BOD Membership</b></p> <p>BOD Applicants: <a href="#">Brent Baribeau</a> and <a href="#">Sara Spanier</a></p> <p>Both learned about Highline Academy through the community breakfast last year and expressed a strong interest in getting to know the school better. Both candidates have had a chance to tour one or both of the campuses. Both were very deliberate in the amount of time and contributions they would be able to make towards the school and take their commitment to the BOD very earnestly. Both are extremely qualified bringing great experience and diversity to our board and the Highline Academy community. Both come with a very strong recommendation from the committee.</p> <p>Tom proposed a motion: On behalf of the board development committee we would like to nominate Brent Baribeau for full service on the HA BOD. Natalie seconded. Motion passed unanimously.</p> <p>Tom proposed a motion: On behalf of the board development committee we would like to nominate Sara Spanier for full service on the HA BOD. Barb seconded. Motion passes unanimously</p> <p>Brent and Sara will be joining the BOD at the March meeting.</p> <p>Upcoming end of terms:</p> <ul style="list-style-type: none"> <li>• David Larm and Rachel Hutson: terms end June 2016. Rachel is willing to extend her term 1 year to onboard a new secretary</li> <li>• Tom Bulger: term ends September 2016</li> </ul>	<p>James Coleman, Vice President</p>
<p><b>6:32</b></p>	<p><b>Administrative Updates</b></p> <p>HANE:</p> <ul style="list-style-type: none"> <li>• Hiring: addition of 2nd grade homeroom, 3rd grade classes, special education, and a specials teacher</li> <li>• Principal Posting/Next Steps: Communication went out to the HANE community about Sara leaving at the end of the school year. Reaction from the HANE staff and community has been sad, but supportive. A few parents have been interested in participating in the interview process to hire the new principal. 2-3 parents will be part of the committee with a few faculty and</li> </ul>	<p>Sara Alesandrini and Kali Garofoli, Principals</p>

board members. Posting will be open to internal candidates first.

HASE:

- Hiring: 4 vacancies to date will be looking to see how the faculty will shift to fill those positions. All four positions are teaching positions. The trends among those exiting are teachers making familial and health decisions.

HASE and HANE:

- Staff salaries: Kali and Sara are trying to be more intentional with staff salaries - comparing to district salaries. Salaries are similarly aligned to district salaries especially with newer teachers. Principals will present more detailed information to the board in April.
- Enrollment status now that choice has opened
  - **HANE:** 500 Total potential students for school (more than half put highline as their first choice)
    - **ECE:** 166
    - **Kinder:** 222
    - **1st:** 48
    - **2nd:** 37
    - **3rd:** 26
    - Only Offering 90 seats to new students.
    - **FRL:** Since HANE still receives the CDE grant we cannot have any priority for FRL. This could change for the following year's lottery as we will not have the grant any longer. Right now HANE preferences are Board/staff children, siblings, and Denver residents.
  - **HASE:** 327 total potential students for 78 openings.
    - **Kinder:** 107 students are currently on our waiting list.
    - **Middle School:** 117 students are on our waiting list- majority for 6th grade
    - **Increase middle school class:** There is a possibility that the 6<sup>th</sup> grade class will open an additional 15 places to add an extra homeroom class. This increase could take the pressure off of Elementary and 7th/8th grade to increase class sizes.
    - **FRL:** Ms. Knight has sought after more preschoolers with higher FRL numbers, and is working with the DPS Choice Office to increase HASE FRL number for the lottery.
- Professional development update-
  - Sara's focus is preparing for the next principal. The focus is no longer about her PD anymore but making sure the school is in a good place for the transition.
  - **Kali** is doing RELAY Professional Development and is continuing to learn about data driven instruction, rigorous instructional tasks, intentional coaching methods for staff (with 2 more sessions to go). Kali has been visiting more middle schools for new ideas around culture, data, report cards, etc.
- Tom: What are we going to do about the outgoing NE 5<sup>th</sup> graders? Should we partner with middle schools in the area? This question was added to retreat

	topic for July.	
<b>6:55</b>	<b>Break</b>	

<p><b>7:00</b></p>	<p><b>Committee Report Outs</b></p> <p><b>BAC:</b> BOD discussed disaggregating iReady data from both HASE and HANE into ethnicity, gender, and ELL. Also, should present second grade iReady data from each campus to give the Board a measure of performance that will help identify achievement gaps, and provide insight into successes and challenges at this level with the goal of structuring interventions that use methods from successes at either school to share with the other campus. Also discussed IEP data that will be addressed at the school level. Click <a href="#">here</a> for the HASE presentation that Kali did for BAC.</p> <p>HASE: While the school is performing above district averages overall and the achievement gaps are smaller, the campus is still focused on closing those gaps for at risk populations.</p> <p>HANE: While the school has smaller gaps between white and black students, the campus has placed additional focus on the academic gaps between ELL and non-ELL students.</p> <p>Both campuses are growing in their abilities to use the data provided by PARC and iReady to drive instruction in order to close the achievement gaps that the data shows.</p> <p><b>Communications:</b></p>	<p>Kali and Sara</p>
<p><b>8:00</b></p>	<p>Zach presented an overview of the HA website. The website does not target our external audiences well enough and needs to be redesigned. Both content and navigation need an overhaul to target external audiences better. Need to determine if website's main focus is the existing HA community and/or future potential HA families, partners and donors. Need to determine resources available to support website development and include in future budget discussions.</p>	<p>Natalie and Zach</p>
<p><b>8:30</b></p>	<p><b>Finance:</b> The Finance Committee met on February 8. Attending were Kali Garofoli, Jonathan Tee, Tom Bulger, Lori Deacon and Gregg Gonzales. The Committee reviewed SE financials for the month. NE financials were reviewed separately. Both principals working to propose balanced budgets for next year. Both campuses were asked to include a \$50,000 contribution to the ED position's salary. Following some discussion, agreement and consensus were reached for the BOD to take the salary and benefits of the future ED for 1 year, with the understanding that with an ED will help to provide clarity with regards to campus allocation of funds and contributions to the organization. Budget will be presented to reflect this in March. Budget to actuals: please see handout. HANE: 58% for the year. HASE: 58% for the year. Much of the spending reflects spending from maintenance for the beginning of the year.</p> <p><b>Health and Wellness:</b> February meeting snowed out; rescheduled for 2/23. \$2,000 grant for the garden coming from the Whole Kids Foundation, in addition to \$7,500 from the Colorado Garden Foundation.</p>	<p>Jonathan</p> <p>Sara and Kali</p> <p>Rachel</p>
<p><b>9:07</b></p>		

9:08	<p><b>ED Search Committee</b></p> <ul style="list-style-type: none"> <li>• Update on contractor to assist in management of search with John Lynd. He is developing a matrix with our input to organize and present information on the candidates.</li> <li>• The Talent Edu membership is in the middle of getting it up and running posting is ready to go.</li> <li>• The job description will be ready to be distributed by board members.</li> <li>• HANE Principal Search will work through internal HR. The board is involved in screening applicant. Internal posting within both campuses is to move quickly because if it is not the correct internal candidate, then posting externally will be comparatively late in the timeline.</li> </ul>	Tom
9:12	<p><b>Old Business</b></p> <ul style="list-style-type: none"> <li>• Cultural responsiveness (Seeds of South Sudan; I'm not a Racist, Am I?) We are still looking for a moderator in order to have the community event.</li> <li>• HASE Parking lot update: Kali has discretion to act in the school's best interest.</li> </ul>	Tom
9:13	<p><b>New Business</b></p> <ul style="list-style-type: none"> <li>• None.</li> </ul>	James
9:13	<p><b>Reminders/Announcements:</b></p> <p>Upcoming school events:</p> <p><b>HASE</b></p> <ul style="list-style-type: none"> <li>• Cultural Fair, Saturday, 2/20, 12 - 2 PM at HASE campus</li> <li>• School Auction: Saturday, 3/19, Wellshire Events Center. We need <b>tickets to events or vacation houses donated</b>. If you know of anyone that has a mountain house or season tickets, please contact Megan Kane asap.</li> <li>• Outdoor Beautification Days: Saturday, 4/16 and 5/21</li> </ul> <p><b>HANE</b></p> <ul style="list-style-type: none"> <li>• CCSI-CDE Site Visit Board Interview Schedule:</li> <li>• Monday, February 22 <ul style="list-style-type: none"> <li>• 10:00-10:30 - Tom</li> <li>• 10:30-11:00 Rachel</li> <li>• 11:00-11:30 - Natalie</li> <li>• 2:30-3:00 Zach</li> </ul> </li> <li>• Tuesday, February 23</li> </ul>	Rachel

	<ul style="list-style-type: none"> <li>• 10:15-10:45 - James</li> <li>• 10:45-11:15 - JC</li> <li>• 2:30-3:00 Jonathan</li> <li>• Wednesday February 24 <ul style="list-style-type: none"> <li>• 9:00-9:30 Barb</li> <li>• Sara and David to find a time for his interview.</li> </ul> </li> </ul>	
<b>9:16</b>	<p><b>Adjournment</b></p> <p>Natalie proposes a motion to adjourn. Jonathan seconded. Motion passes unanimously.</p>	James