



Highline Academy
Board Minutes
Board of Directors' Meeting
Highline Academy Southeast
2170 S. Dahlia Street
Denver, CO 80222

Monday, September 21, 2015

PRESENT: Tom Bulger, Paul Kim , David Larm, James Coleman, Jonathan Tee, Jackie Bell, Rachel Hutson, Francis Scheve, Zach Backes

ABSENT: Malcom Burluson

STAFF: Gregg Gonzales, Sara Alesandrini, Kali Garafoli

APPLICANTS FOR GOVERNING BOARD: Sean Edmonds, Natalie Crump

PUBLIC: None

| Time | Topic | Presenter | Goals | Qualifier/ Outcome |
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| 6:15 | Call to Order <ul style="list-style-type: none"> ● Quorum present ● Agenda confirmed ● HA Mission and Vision reviewed and restated | President Tom Bulger | Governance | Inform |
| 6:30 | Consent Agenda <ul style="list-style-type: none"> ● Review and restate all financial policies, and policy 2.4 ● 8/17/2015 Minutes Adopted | President Tom Bulger | Governance | Vote |
| 6:35 | Public Comment: None | | | |
| 6:35 | Administrative Updates From HANE and HASE <ul style="list-style-type: none"> ● NE <ul style="list-style-type: none"> ○ Enrollment <ul style="list-style-type: none"> ▪ Fully Enrolled with waitlists for ECE, K, and 2nd ▪ Monthly Enrollment tours on first Thursday of the month ▪ 59% FRL ▪ 49% male 51% female ▪ Please see power point for more | Sara Alesandrini, NE principal | Sound Operation | Inform |

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| | <p>detailed Enrollment Data.</p> <ul style="list-style-type: none"> ○ Professional Development <ul style="list-style-type: none"> ▪ Financial Support Training: ▪ Creation of Developing Leaders Team among faculty to foster leadership skills among interested members ▪ Facility Sharing with KIPP Montbello is going well, logistical coordination and curriculum support ● SE <ul style="list-style-type: none"> ○ Faculty and Staff <ul style="list-style-type: none"> ▪ Maternity leave for 6 teachers <ul style="list-style-type: none"> ● Faculty and Penny are being proactive to find the right people. ▪ Faculty community and administration are very supportive of teacher recently diagnosed with advanced stage cancer ▪ Staff Climate <ul style="list-style-type: none"> ● Survey shows improvement in staff climate since end of last year ● Faculty very appreciative of opportunity to give feedback ○ Enrollment <ul style="list-style-type: none"> ▪ Fluctuating around 504 students ▪ Trends among dis-enrolled families <ul style="list-style-type: none"> ● Transportation ● looking for a 6-12 school ● looking for specialized school ● moved out of state ● no room for elementary age sibling ▪ Moving forward <ul style="list-style-type: none"> ● increase marketing towards middle schoolers ● highlight data on results of well-rounded liberal arts education ● use data to market Highline compared to specialized art or tech schools in DPS ○ Professional Development <ul style="list-style-type: none"> ▪ Financial oversight support | <p>Kali Garafoli, SE principal,</p> | | |
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| | <ul style="list-style-type: none"> ▪ Book Studies with Principals in DPS ▪ Encourage community leaders to come and speak with faculty ● Consulting arrangements with both campuses <ul style="list-style-type: none"> ○ Financial <ul style="list-style-type: none"> ▪ Working with both principals and Lori to write working budgets ○ Non-Financial <ul style="list-style-type: none"> ▪ Coordination with DPS ▪ Institutionalizing knowledge of steps to take and processes involved | Gregg Gonzalez | | |
| 7:00 | <p>Committee Structures:</p> <ul style="list-style-type: none"> ● Standing Committees <ul style="list-style-type: none"> ○ Un Changing ● Ad Hoc Committees <ul style="list-style-type: none"> ○ Each board member to serve on at least one committee ○ Committees reformed ○ Meetings posted <p>Topic closed</p> | James Coleman, VP | Inform & Discuss | Inform & Discuss |
| 7:10 | <p>Update Bylaws and Policy Manual:</p> <ul style="list-style-type: none"> ● Update in order to reflect multiple campuses ● Executive limitations need to be broader due to those players who are actually doing the work ● Benefit: this will institutionalize knowledge within the organization ● Drawback: careful not to create an unsustainable chain of command ● To be discusses further at next month's meeting | Tom Bulger, President | Governance | Inform & Discuss |
| 7:30 | Break | | | |
| 7:40 | <p>Call Back to Order</p> <p>Follow up on Committee Structure</p> <ul style="list-style-type: none"> ● Need a website update: Does the website accurately represent our schools and goals? ● James Coleman will be heading committee on website and social media development | Tom Bulger, President | Inform & Discuss | Inform & Discuss |
| 7:45 | <p>New Board Members</p> <ul style="list-style-type: none"> ● Positions on the board opening up | Tom Bulger, President | Governance | Inform & vote |

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| | <ul style="list-style-type: none"> ○ A few members will not be completing terms <ul style="list-style-type: none"> ▪ Paul Kim’s last meeting will be December <ul style="list-style-type: none"> ● Would like to continue to be involved in other ways ▪ Jackie Bell’s last meeting will be November <ul style="list-style-type: none"> ● Will be finding new ways to support the school ▪ Malcolm Bursleson’s schedule will no longer permit him to be on the BOD ○ David Larm and Rachel Hutson’s terms will naturally expire in June <ul style="list-style-type: none"> ● New Board Members <p>Motion: BOD approve the applications of Natalie Crump and Sean Edmonds to join the BOD Jonathan moves the motion, James 2nd</p> <p>MPU Effective at end of meeting both will be full members of the BOD. Training sessions will be coordinated and all BOD are welcome to attend.</p> | | | |
| 7:55 | <ul style="list-style-type: none"> ● Advisory Board <ul style="list-style-type: none"> ○ Functions with advice and consent of the Governing Board ○ Antwon Jefferson and Mike Tompson both would like to be involved with the BOD but were unable to commit the time to be a member ○ The advisory board may be a feeder into the BOD. ○ No issues regarding either applicant | Francis Scheve | Inform & discuss | Inform & Discuss |
| 8:00 | <p>Mentoring and Training We would like to pair each new board member with an existing member. James will mentor Zach (website and community marketing) Rachel will mentor Barb (community communications) Tom will mentor Natalie (communications and data) David will mentor Sean (Finance)</p> | Tom Bulger, President | Board Development | Discuss |
| 8:05 | <p>Highline Academy Branding</p> <ul style="list-style-type: none"> ● Legal name: Highline Academy Charter Schools | Sara Alexandrini | Inform & discuss | Discuss |

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| | <ul style="list-style-type: none"> How can each campus self-identify? Agreed that Each campus will identify as South-East or North-East | | | |
| 8:10 | <p>Update on Finances and Audit</p> <ul style="list-style-type: none"> Audit was submitted to DPS came back clean with no issues. Item to note: New regulation requires that all charter schools hold the liability for their employees' pensions. PERA is actually responsible for the liability but that accounts for the numbers <p>Motion: BOD approve the audit as submitted to the BOD and DPS amendment fiscal year 15. Jonathan moves the motion, James 2nd</p> <p>MPU Audit accepted</p> | Jonathan Tee, BOD Treasurer | Inform & Vote | Inform & Vote |
| 8:20 | <p>Financial Reporting 2014-2015 School Year</p> <ul style="list-style-type: none"> NE <ul style="list-style-type: none"> First year in, we were not sure of where our costs would be. Very pleased with results. Please see included stoplight report SE <ul style="list-style-type: none"> Invested in building repairs and technology Please see included stoplight report Originally looking at a \$30,000 loss at each campus, it is great to see that both schools were able to have positive results <p>Topic Closed</p> | <p>Sara Alesandrini, NE principal</p> <p>Kali Garafoli, SE principal,</p> | Inform & Discuss | Inform & Discuss |
| 8:30 | <p>Executive Director Search Committee Summary of research with community resources:</p> <ul style="list-style-type: none"> Penny Sputh Director of Hiring <ul style="list-style-type: none"> Will not be able to head a search committee with the current hiring challenges at SE Nora Flood, President of Colorado League of Charter Schools <ul style="list-style-type: none"> Highline is a very reputable organization, predicts many interested applicants Encouraged to think outside the box Moving Forward <ul style="list-style-type: none"> Plan on thinking long term, where is the organization going and what skill set do you want to promote | Jonathan Tee | Inform & Discuss | Inform & Discuss |

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| | <p>that</p> <ul style="list-style-type: none"> o Always include the Principals' input o Define the position <ul style="list-style-type: none"> ▪ Day to day ▪ Growth and Expansion o Make a time table to define steps forward o Continue to interview search firms o Principals will meet to present needs and wants from an ED | | | |
| 8:50 | <p>New/Old Business SE Parking Lot on Hold</p> <p>Bond Rating</p> <ul style="list-style-type: none"> • HASE bond rating from Triple B+ to Triple B- according to S&P <ul style="list-style-type: none"> o Good school with many positives, however cash on hand increases the risk of investment o Implications would be if the school was to refinance • Plan to think of more creative ways to approach them next year. <p>Motion: BOD approve the Carolyn Leary as the new note taker at a salary of \$15 per hour. Jackie moves the motion, Zach 2nd</p> <p>MPU Accepted</p> <p>Remove Item Faculty at SE from the agenda for the time being</p> | | Governance and Inform | Governance and Inform |
| 8:30 | <p>Announcements</p> <p>New members have access to drive. Please Sign and return BOD commitments and conflict of interest form within 10 days</p> | | Governance and Inform | Governance and Inform |
| 9:00 | <p>Adjournment</p> <p>Motion: To adjourn James moves the motion, Jonathan 2nd.</p> <p>MPU</p> | President Tom B | Governance | |