

# HIGHLINE ACADEMY



## Minutes

### Board of Directors' Meeting

Monday, 4/17/2017

6:15 PM Full BOD Meeting

Highline Academy Southeast Campus  
2170 S. Dahlia St., Denver, CO 80222

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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.

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**ATTENDANCE:**

**Board of Directors Members Present:** Jonathan Tee, Zach Backes, Tom Bulger, James Coleman, Rachel Hutson, David Larm, Barb Sample, Brent Baribeau, Faye Ganley, and Sandra Grahame

**Board of Directors Members Absent:** Sara Spanier, JC Martinez

**School Leadership Ex-Officio Members:** Chris Ferris (Executive Director), Sarah Verni-Lau (HASE Principal), Catie Santos de la Rosa (HANE Faculty Liaison), Moon Villalobos and Tara Whalen (HASE Faculty Liaisons)

**School Leadership Absent:** Andria Hinman (HANE Principal)

**Members of the Public:** Eric Neumann

**Other:** Carolyn Leary (Notetaker)

<i>Time</i>	<i>Topic</i>	<i>Presenter</i>																
6:15	<p><b>Call to Order</b></p> <ul style="list-style-type: none"> <li>• Quorum Established</li> <li>• Agenda Confirmed</li> <li>• Mission and Vision Restated by James Coleman “Equity to me means that quality education is accessible and affordable and that is what our mission is all about. We hold all of our students accountable to high standards but not just in academics but academics, personal, and civic growth.”</li> </ul>	Jonathan																
6:18	<p><b>Consent Agenda</b></p> <ul style="list-style-type: none"> <li>• Minutes from March meeting</li> </ul> <p>Consent agenda adopted.</p>	Jonathan																
6:19	Public Comment: None																	
6:20	<p><b>Administrative Updates</b></p> <p>ED Update: Presentation of the holistic strategic plan action steps to date</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;"><b>Holistic Student Success- Reach Up</b></th> </tr> <tr> <th colspan="2" style="text-align: center;"><b>All students will demonstrate distinguished academic, personal, and civic excellence for life beyond Highline Academy</b></th> </tr> <tr> <th style="width: 50%;"><b>Administration and Staff</b></th> <th style="width: 50%;"><b>REACH Up Committee Members</b></th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"><b>Develop a stronger civic excellence program for students incorporating service learning</b></td> <td style="vertical-align: top;"><b>Realign Board Committees and establish the Reach Up Committee</b></td> </tr> <tr> <td style="vertical-align: top;"><b>Improve and strengthen our behavior systems, MTSS programs, safety plans and Restorative Justice practices to support every student in personal excellence</b></td> <td style="vertical-align: top;"><b>Develop a Dashboard to track School Holistic Success</b></td> </tr> <tr> <td style="vertical-align: top;"><b>Develop systems to report out to students, families and the larger community how</b></td> <td style="vertical-align: top;"><b>Recruit additional stakeholders to participate in the Reach Up committee</b></td> </tr> <tr> <td></td> <td style="vertical-align: top;"><b>Allocate and help to raise funds to support necessary PD to provide necessary training for all staff.</b></td> </tr> <tr> <td></td> <td style="vertical-align: top;"><b>Allocate and help to raise funds to</b></td> </tr> </tbody> </table>	<b>Holistic Student Success- Reach Up</b>		<b>All students will demonstrate distinguished academic, personal, and civic excellence for life beyond Highline Academy</b>		<b>Administration and Staff</b>	<b>REACH Up Committee Members</b>	<b>Develop a stronger civic excellence program for students incorporating service learning</b>	<b>Realign Board Committees and establish the Reach Up Committee</b>	<b>Improve and strengthen our behavior systems, MTSS programs, safety plans and Restorative Justice practices to support every student in personal excellence</b>	<b>Develop a Dashboard to track School Holistic Success</b>	<b>Develop systems to report out to students, families and the larger community how</b>	<b>Recruit additional stakeholders to participate in the Reach Up committee</b>		<b>Allocate and help to raise funds to support necessary PD to provide necessary training for all staff.</b>		<b>Allocate and help to raise funds to</b>	Chris Ferris
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	<p><b>we are measuring and sharing civic and personal excellence</b></p> <p><b>Develop vertical and horizontal curriculum maps and stronger co-planning work to increase academic excellence</b></p> <p><b>Create clearer guidance for teachers on Highline instructional practices and improve use of Performance Groups (ensuring it is not increasing achievement gap)</b></p> <p><b>Ensure all staff are up to date on most recent best practices for closing the achievement gap and culturally relevant teaching methods.</b></p>	<p><b>support a new Learning Management System to better track data for academic and behavior and create reports for the Board, admin team, teachers and parents</b></p>	
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<b>Culture and Leadership - Reach In</b>	
<b>Create and sustain an organization wide culture in which all stakeholders are empowered and invested in the academic, civic, and personal success of every child</b>	
<b>Administration and Staff</b>	<b>REACH In Committee Members</b>
<b>Develop more cross-campus collaboration and social events (create a sense of “we”)</b>	<b>Realign Board Committees and establish the Reach In Committee</b>
<b>Develop a method of regularly measuring staff culture</b>	<b>Recruit additional stakeholders to apply to be on Board committees and/or the Board</b>
<b>Stronger collaboration of admin team across campuses (shared docs, shared training planning etc)</b>	<b>Develop and implement a Board self-assessment</b>
<b>Stronger outreach at both campuses to engage all families and create stronger staff-parent collaboration on events</b>	<b>Implement a robust leadership hiring and evaluation process</b>
	<b>Model self-reflective, empowered and invested school leadership</b>

<p>Develop more intentional policies and programs to integrate and honor the diverse backgrounds of all of our students</p>		
<p><b>Operating Model and Brand - Reach Out</b></p>		
<p>The Highline brand will be identified throughout Denver as representing academic, civic, and personal excellence for an inclusive and diverse student body and school community.</p>		
<p><b>Administration and Staff</b></p>	<p><b>REACH Out Committee Members</b></p>	
<p>Increase service learning component of curriculum (Civic excellence) and incorporate that into all communication and branding</p>	<p>Realign Board Committees and establish the Reach Out Committee</p>	
<p>Develop stronger messaging about our culturally responsive teaching and inclusive diverse community</p>	<p>Recruit additional stakeholders and community members with marketing knowledge to join the Reach Out Committee</p>	
<p>Create and sell more Highline brand Merchandise</p>	<p>Develop a Highline Alumni association</p>	
<p>Design and develop network wide marketing and branding including new website development</p>	<p>Help to find additional resources and contacts to further develop our brand</p> <p>Develop policy about brand use and fundraising</p> <p>Begin to develop a fundraising strategic plan</p>	
<p>Committee meeting Structure: The April meeting at HANE had a great community turnout; The consistent meeting structure is a great shift that allows for more community involvement.</p>		
<p><b>HANE Hiring Update:</b></p> <ul style="list-style-type: none"> <li>o Hired an AP from STRIVE Haydee Avi Bonte will start May 1st</li> <li>o Hired Music Teacher with an amazing career of bringing culture to life through music, specifically drums</li> <li>o Still looking for teachers and excited to bring in high caliber candidates</li> <li>o Principal process is in full swing: 4 candidates are hoping to have a decision by the first week of May</li> </ul>		<p>Andria Hinman, Interim Principal</p>
<p><b>HASE Hiring Update:</b></p> <ul style="list-style-type: none"> <li>o Fully hired in all of the positions for next year</li> <li>o Colin Shaw will start July 1<sup>st</sup> as the new AP and will be visiting the campus to get to know functioning staff and culture</li> </ul>		<p>Sarah Verni-Lau Principal</p>

7:00	<p><b>New Business</b></p> <p><b>Secretary for the Board of Directors</b>  Rachel's board term will end in June. To support continuity of the Board Secretary functions, the Board would like to elect a Co-Secretary to learn the duties and functions of the role. Rachel moved to nominate Sandra Grahame co-Secretary for the end of this term concluding in June. James seconded. The motion passed unanimously.</p> <p><b>Board approval for evaluation of bids for exterior renovations:</b> In the process of obtaining 3-4 bids from contractors. The committee is confident that the bids will fall within the total amount of funds raised for the project. Rachel moved to authorize the BOD president and ED to negotiate and sign a contract for the SE campus field replacement. Faye seconded. Motion carries with one abstention.</p> <p><b>Develop a plan to mitigate air pollution at HASE-</b> ask facilities committee to review possible actions.  The SE campus uses a higher quality of air filter and has a more frequent filter replacement schedule than DPS standard. The board takes the health of the students seriously and will ask the facilities committee to report back on action steps.</p> <p><b>Teacher Appreciation Week:</b>  Board days are HANE Monday, 5/8 7:00 am James, Tom, Faye, and Jonathan at HASE Thursday, 5/11 7:00 Zach, Jonathan, and Barb. Jonathan moved to allocate \$300 from reserves per campus to be used for board expenses on teacher appreciation week. Zach seconded. The motion passed unanimously.</p>	<p>Rachel</p> <p>Chris</p> <p>Rachel</p>
7:30	<p><b>Old Business</b></p> <p><b>SE Auction Donor Appreciation:</b> HASE admin is waiting for a list of donors from the auction committee, in order to express appreciation for their contribution. Sara Verni-Lau will follow up with the auction committee.</p> <p><b>HANE Health and Wellness Survey:</b> see REACH UP Committee Update</p>	
7:40	<p><b>Break</b></p>	

<p>7:45</p>	<p><b><u>Committee Report Outs:</u></b></p> <p><b>Finance:</b>  <i>Fiscal Policy update:</i> Lori and Chris have put together a comprehensive fiscal policy for the organization. This was put to the board for review and then eventual approval. The financial committee feels that the new fiscal policy would complement and go beyond the current board financial policy. The Chair asks that the members of the board take a look at the proposed policy. Tom and Zach will look to the consistency of the proposed policy with the existing board policy.</p> <p><i>Budget to actuals:</i> both campuses are trending below the timeline for the year.</p> <p><b>Pay for Excellence:</b> As a part of the evaluation and compensation committee, the group put together the “Pay for Excellence” as a pilot proposal for next year. Chris shared with the board as a way to support the teachers and staff that go above and beyond in a way that is aligned with our mission and vision. There has been a lot of interest and excitement.</p> <p><i>Committee Update:</i>  Eric Neuman has joined the finance committee with a background in accounting and finance. He is currently the CFO of Tavern Hospitality and brings great expertise and talent to the finance committee.  The appropriation resolution was signed by the Board chair.</p> <p><b>REACH UP:</b> All students will demonstrate distinguished academic, personal, and civic excellence for life beyond Highline Academy.</p> <p><i>HANE Health and Wellness Survey results- Summary:</i> Similar to the survey at SE, physical activity was highlighted as the top area that the school should focus on. There were more comments from NE on the need for school support services (counselor, nurse, social worker) compared to SE.</p> <p><i>REACH awards achievement gap information:</i> Chris shared that the SE campus shows a very steady trend reflecting awards given by overall enrollment.</p> <p><b>REACH IN:</b> An organization wide culture in which all stakeholders are empowered and invested in the academic, civic and personal success of every child.</p> <p>ED contract was signed tonight for the upcoming school year. Two potential Board Members may be going through a candidacy panel at the upcoming committee night. Goal will be for four new members for the upcoming position.</p> <p><b>REACH OUT:</b> The Highline brand will be identified throughout Denver as representing academic, civic, and personal excellence for an inclusive and diverse student body and school community.</p> <p>The committee would like to draft a job description for a fund development manager for the organization. Recommendation would be to hire by the fall and that reserves cover the salary for the pilot year. Ideally, this position should have a voice in the direction of the marketing, branding, and fundraising. The overlap of this potential position, and the current description of the ED warrants some more conversations between Chris and the committee. Chris will move</p>	<p>Zach</p>
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	<p>from chairing the REACH UP Committee to REACH OUT. The REACH OUT committee also recommends that:</p> <ul style="list-style-type: none"> <li>• both campuses and groups within each school all operate using the same communication guidelines. The committee will begin work on a proposal for guidelines.</li> <li>• the Board work soon to redesign the website</li> <li>• the board keeps alumni relations as a priority to collect data to provide Highline REACH scholarship for the graduates of college graduates.</li> </ul> <p>Tom moved to authorize the committee to communicate out to the community about the establishment of a Highline Academy REACH college scholarship this May. Brent seconded. Discussion: The plan for the scholarship is in the general range of Metro's \$8,000 scholarship for the HS graduating class of 2021. The motion passed unanimously.</p> <p>Committee handbook: The committee handbook differences between committee membership and Board membership. The Executive Committee will get it to the board for revision to be distributed next week.</p>	
8:45	<p><b>Reminders/Announcements</b></p> <p><b>Board Reach Committee Night, Monday, May 8, 6:15 PM, HASE</b></p> <p>David Larm will be unable to attend next meeting and this will be his last meeting. The Board thanked him for his dedication and service.</p> <p>Next BOD meeting:</p> <ul style="list-style-type: none"> <li>• Monday, May 15, HANE, 5:15 PM Board Dev and 6:15 PM meeting (Light refreshments: Sara Spanier)</li> <li>• Please read the fiscal policy and the committee handbook</li> </ul> <p>Upcoming campus events for Board participation:</p> <ul style="list-style-type: none"> <li>• HASE 8th grade graduation, Saturday, May 27</li> <li>• Teacher Appreciation Week: Board days are HANE Monday, 5/8 and HASE Thursday, 5/11</li> </ul>	Rachel
8:55	<p><b>Adjournment</b></p> <p>Tom moved to adjourn. Jonathan seconded. The motion passed unanimously</p>	Jonathan