

HIGHLINE ACADEMY



MINUTES

Board of Directors' Meeting

Monday, 5/15/2017

6:15 PM Full BOD Meeting
Highline Academy Northeast Campus
19451 East Maxwell Place
Denver, CO 80249

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.

ATTENDANCE: Board of Directors Members Present: Jonathan Tee, Tom Bulger, James Coleman, Rachel Hutson, Sara Spanier, Barb Sample, Brent Baribeau, Faye Ganley, and Sandra Grahame

Board of Directors Members Absent: Zach Backes, David Larm, JC Martinez

School Leadership and Ex-Officio Members: Chris Ferris (Executive Director), Sarah Verni-Lau (HASE Principal), Catie Santos de la Rosa (HANE Faculty Liaison), Guerin Gray (HANE Principal)

Members of the Public: Eric Neumann (HASE Parent), Jahi Roher (Teacher Development Coordinator) Tracy Schram, Michelle Ferrell, and Sierra Hake (ECE Educators at HANE)

Other: Carolyn Leary (Note taker)

	<i>Topic</i>	<i>Presenter</i>
6:15	<p>Call to Order: Quorum established and agenda confirmed. Introduction of the public in attendance and the Board Members. Mission and vision restatement by Sandra Grahame: Sandra was recently in the SE neighborhood and witnessed a SE fieldtrip that exuded engagement and it was wonderful to see how the public perceives our students as upstanding and engaged students.</p> <p>Faye, Zach, and Barb were in the SE Building for Teacher Appreciation week and overheard someone commenting that it's so amazing to feel the joy in the building with kids there.</p> <p>James and Tom were both impressed by the parent volunteers to make the week special. The parents went all out and it really speaks to how the community feels about the faculty.</p>	Jonathan
6:19	Consent Agenda: Minutes from April meeting adopted.	Jonathan
6:20	Public Comment: None	

<p>6:20</p>	<p>Administrative Updates</p> <p>ED Update: Introduction of HANE principal Guerin Gray: After a committee of stakeholders, administration, teachers and parents and with an extensive process including resume reviews, Haberman interviews, panel interviews, observations and coaching, PD for faculty, town hall for community, and Caliper analysis, the committee is excited to announce the hiring of Guerin Gray. Guerin Gray presented on his professional career and personal story that brought him to Highline.</p> <p>Update on Internal Assessments and Learning Management Systems: We are sticking with iReady as our district compliance assessment for another year. Both Campuses will be changing the management system from Illuminate to eDoctrina over the next year, allowing for more comprehensive data collection and additional testing resources. This was a decision based on not stressing the faculty with too much change all at once.</p> <p>HANE Hiring Update: Hired 4 teachers with 3 remaining openings. Will be discussing the hiring process now that demo lessons and teacher committees are not available.</p> <p>HANE Enrollment update: Full enrollment with a very healthy waitlist at all grade levels.</p> <p>HANE Update On Charter Renewal: Up for renewal this coming year with application into the district July 5th. Future steps will include a data review, site visit, and board observation and interviews.</p>	<p>Chris Ferris</p>
<p>6:45</p>	<p>ECE Data Report: ECE teachers at the NE campus presented the TSGOLD data that they collect continuously throughout the year. The ECE students showed amazing growth exceeding the national goals in Math and Literacy and meeting national goals in all standards. They described their own next steps to improve social emotional education through new school supports and dedicated curriculum.</p> <p>HASE: Parent Education and New Parent Night was a success. Hiring Update: Had filled prior positions but have a new opening to fill as well as a long term sub. Enrollment update: Full enrollment with a very healthy waitlist with the numbers increased from last year.</p>	<p>Tracy Schram, Michelle Ferrell, and Sierra Hake</p> <p>Sarah Verni-Lau Principal</p>

7:15	<p>New Business</p> <p>Leadership Positions For Board: Elections will be in the June meeting. Opened discussions for those with the intentions to take those leadership positions. Please reach out if this is something that you may be considering. Currently the following intend on running for these positions: President: Jonathan; Treasurer: Zach; Secretary Secretary: Sandra Grahame.</p>	Jonathan
7:20	<p>Old Business</p> <p>Update on HASE Summer Renovations: Field, carpet, new teacher’s space, new plumbing fixtures, fence repair. ED has been collecting bids for these renovations and consider price and timeline. DPS will be doing a full security update. Bond money will be going towards the shade structures on the playgrounds.</p> <p>SE Auction Donor Appreciation: The Auction committee has already written thank you notes. The board will continue to reach out to call the donors to thank them.</p> <p>HASE Facilities Committee Recommendations Related To Air Quality And Other Environmental Impacts: <i>please see report.</i> Heather did extensive research into the air quality in the building and outside and the school and will continue to take steps to improve air quality.</p>	Chris Ferris
7:30	Break	
7:35	<p><u>Committee Report Outs:</u></p> <p>Finance: <i>Budget To Actuals:</i> Both campuses are ahead of schedule on their budgets and are working to spend the budget lines that are in danger of expiration. The NE campus is still working on building their reserve. <i>Please see attached document .</i></p> <p><i>Fiscal Policy Update:</i> Lori looked at government laws and best practices and it was reviewed by the ED, the Finance Committee, and now the Board. This update is designed to update our policy to comply with district, state, and federal laws. Discussion:</p> <ul style="list-style-type: none"> ● If this is a board level policy, how will the board track the compliance with these new policies? ● Will the audit address these policies or will there need to be a report out in the year to the board? <p>The finance committee will be empowered to develop a report on the</p>	Chris Ferris

	<p>compliance of these policies. Jonathan moved to adopt the Highline financial policies and procedures manual as presented and authorized the finance committee to develop a report out to ensure that the policies are being met. Amendment: report outs are twice annually. Tom seconded the motion to adopt the Highline financial policies and procedures manual as presented and authorized the finance committee to develop a twice annual report out to ensure that the policies are being met. No discussion. Motion passed unanimously.</p> <p>Tom moved an amendment to the Board policy numbers 2.4-2.5 to include sequentially, “shall not fail to comply with the Highline Financial Policies and Procedures Manual.” Jonathan seconded the motion. Motion passed unanimously.</p> <p>REACH UP: All students will demonstrate distinguished academic, personal, and civic excellence for life beyond Highline Academy. Please see attached document from the committee.</p> <p>REACH IN: An organization wide culture in which all stakeholders are empowered and invested in the academic, civic and personal success of every child. Is working to clarify a process to bring potential board members on. There are two interested candidates to consider at the June meeting. Between now and then, there will be a panel interview process.</p> <p>REACH OUT: 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. The committee has been able to include a community member as a formal committee member. They discussed facilities as well as marketing and branding within the current budget. The scholarship will be announced at graduation for the SE campus and the final REACH meeting at the NE campus. The committee will be looking into a rebranding process consultant to help improve the marketing of the organization.</p>	<p>Jahi</p> <p>Jonathan</p> <p>Tom</p>
<p>8:25</p>	<p>Reminders/Announcements</p> <p>Board Reach Committee Night: Monday, June 12, 6:15 PM, HANE</p> <p>Next BOD meeting: NOTE: Monday, June 26, HASE, 5:15 PM meeting; 6:15 PM Dinner and end of year retreat. Jonathan motioned to approve the allocation of funds to be approved by the president of the board for an end of the year board dinner not to exceed \$500. Barb seconded. The motion passed unanimously.</p>	<p>Rachel</p>

	<p>Newsletter to include a thank you blurb for the board members who are rolling off the board.</p> <p>Upcoming campus events for Board participation: HASE 8th grade graduation, Saturday, May 27</p>	
8:30	Adjournment: Rachel moved to adjourn. Jonathan seconded. The motion passed unanimously.	