

HIGHLINE ACADEMY



MINUTES

Board of Directors' Meeting

Monday, 6/26/2017

5:15 PM Full BOD Meeting

6:30 PM Forward Thinking Retreat

Highline Academy Southeast Campus

2170 S. Dahlia

Denver, CO 80222

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, Rachel Hutson, Sara Spanier, Barb Sample, Brent Baribeau, and Sandra Grahame

Board of Directors Members Absent: James Coleman, Zach Backes, Faye Ganley,

School Leadership and Ex-Officio Members: Chris Ferris (Executive Director), Catie Santos de la Rosa (HANE Faculty Liaison),

Members of the Public: None

Other: Carolyn Leary (Note taker)

Time	Topic	Presenter
5:50	Call to Order <ul style="list-style-type: none"> ● Establish Quorum ● Confirm Agenda ● Mission and vision restated by Jonathan, "For me, this year the Board had even more of a strong focus on the holistic approach that we take at Highline. The discussions at the retreat and the restructuring of committees has shown our focus on the Mission." 	Jonathan
	Consent Agenda <ul style="list-style-type: none"> ● Minutes from May meeting <p>Consent agenda adopted.</p>	Jonathan
	Public Comment: None	
	BOD Officer Elections <ul style="list-style-type: none"> ● Officer Elections: The Board discussed the continuation of the Executive Committee Roles and elections. The slate below for the committee positions was unopposed. <ul style="list-style-type: none"> ○ President: Jonathan ○ Vice President: Tom ○ Treasurer: Zach ○ Secretary: Co secretary's Sara and Sandra <p>Jonathan motioned to approve the slate of candidates of the executive committee for the 2017-18 school year. Brent seconded the motion and the motion passed unanimously.</p> <ul style="list-style-type: none"> ● Renewal of terms for Board members whose tenure is near expiration. Jonathan and James wished to renew their 3-year terms on the Board. ● After review prior to the Board Meeting, the Reach In Committee strongly recommends the renewal of both members; Jonathan and James' terms for an additional three years. <p>Tom motioned to approve the renewal of Jonathan and James's service to the Board for a three-year term. Rachel seconded. The motion passed with one abstention.</p> <ul style="list-style-type: none"> ● Affirmation of service 2016/2017 <ul style="list-style-type: none"> ● All board members were given an annual affirmation of service form for the 2017-18 school year and asked to sign to their commitments for the year. ● Rachel will be leaving the Board after many years of service. 	Jonathan

	<ul style="list-style-type: none"> • Rachel has been a pillar of the Highline Board of Directors and we thank her for all of her hard work. Rachel is proud to pass the torch as secretary and honored by the work the Board has been able to accomplish. Tonight was her last night as the new school term will start in August. • Annual BOD performance analysis • As a part of self-reflection and improvement, the Board filled out an Evaluation Survey according to the 2016-17 school year. Results will be reviewed and shared at a future date. 	
6:10	Administrative Updates: To be presented with the year-long presentation	Chris Ferris
6:10	Break	
6:15	<p>New Business</p> <ul style="list-style-type: none"> • Recommendation of New Board Members <p>The committee is unanimously recommending the approval of the following two candidates for a full 3 year term.</p> <ul style="list-style-type: none"> • Nate Byford has significant amount of non-profit experience and is familiar with charter school law. He has a financial background. Over the years, he has been very involved in the SE campus. • Drew Kent is an original parent for the NE campus. The committee is excited about the logistical and HR perspectives he will bring to the board. They are excited about his commitment to Highline. <p>Jonathan Motioned to accept the committee's recommendation to approve Nate Byford and Drew Kent for 3 year terms on the Board of Directors. Tom Seconded and the Motion Passed Unanimously</p> <ul style="list-style-type: none"> • Policy Review <p>The Board discussed the following policies to ensure compliance and preview any updates.</p> <ul style="list-style-type: none"> • Conflict of interest policy • Review Admin Policies 4.5 4.6 4.7 4.8 , 2.0, 2.1 • Policy regarding the roles • Executive limitation policies <ul style="list-style-type: none"> • Discussion of Social Secretary Role voluntary role to coordinate the logistics of the 	<p>Jonathan Tom</p> <p>Jonathan Tom</p>

	<p>board events, gifts, and the management of school/social events to be determined at a future date.</p>	
	<p>Old Business</p> <ul style="list-style-type: none"> ● 8th grade high school distribution (ie, where are HASE 8th graders going?) <ul style="list-style-type: none"> ● The 50 8th graders are spreading out over the city. Thomas Jefferson remains the highest enrollment trend with Littleton close behind. The Reach Out Committee is excited to better track the students to broaden community outreach as well as marketing purposes. ● Update on HASE summer renovations: <ul style="list-style-type: none"> ● The field: renovations are underway and by a very well respected company in Denver. The field will be completed by start of school. ● Carpet will be replaced in strips to ensure student safety and cost reduction. ● The new teacher’s space is underway with the combination of the kitchen and copy room. ● New plumbing fixtures are being installed with automatic flush and sinks. ● The fence repair is still in the research phase. ● Upgrade of the security system through DPS: They can still put in the DPS security system but legally there is a question over if DPS is able to monitor the building. The next steps will be to reach out to the school district to get advice. ● Update on HANE summer renovations: <ul style="list-style-type: none"> ● Irrigation to the garden. Facilities funding in combination with a grant from Oakwood Homes. All of this has been made possible through the coordination of many parent volunteers. ● KIPP’s exit process has left damage to the walls in the upstairs. KIPP has said that they will pay for it and Cedric Diaz, the building director will be coordinating the repairs. ● SE Auction Donor Appreciation is being coordinated through the parent volunteers at the campus. 	

6:50	<p><u>Committee Report Outs:</u></p> <p>Finance: Fiscal Policy update, budget to actuals, approve final budget from 2017 and budget resolution.</p> <ul style="list-style-type: none"> Both schools will be able to put into reserves for the future. The final budgets will be closed next month and presented next meeting. This was a great year financially for both campuses. The reserves for each campus are increasing; \$1,400,000 for the NE campus and \$250,000 for the SE campus. The revised budget resolution approved the total funds of combined budgets to close out the 2016-17 school year. <p>Zach motioned to adopt the budget as tendered and authorize the President of the Board to execute the appropriation resolution for the revised budget resolution. Seconded by Tom. The motion passed unanimously.</p> <p>REACH UP: All students will demonstrate distinguished academic, personal, and civic excellence for life beyond Highline Academy.</p> <ul style="list-style-type: none"> The organization moved forward with Edocrina. The committee spent the meeting reviewing the PARCC scores to establish a baseline for growth in years to come. <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.</p> <ul style="list-style-type: none"> Has proudly added two board members. <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.</p> <ul style="list-style-type: none"> Presented the scholarship proposal at the 8th grade graduation and at the REACH Assembly at the NE campus and was well received by both communities. 	<p>Zach</p> <p>Jahi (chris)</p> <p>Jonathan</p> <p>Tom</p>
7:05	<p>Reminders/Announcements</p> <p>Board Reach Committee Night</p> <ul style="list-style-type: none"> Monday, August 7, 6:15 PM, HANE changed from the 14th due to teachers and families and first day of school. <p>Next BOD meeting:</p> <ul style="list-style-type: none"> Monday, August 21, 6:15 PM, HASE 5:30 Community Reception Inviting Parents and Staff <p>School meet and Greet - August 11 Back to School Night - August 30, board presence table</p> <p>Upcoming campus events for Board participation:</p> <ul style="list-style-type: none"> Back to School events <ul style="list-style-type: none"> July 31 first day back for teachers 	<p>Sandra</p>

	<ul style="list-style-type: none"> ○ August 11 school meet and greet, ○ August 15 First day, ○ August 30 Back to School Night <p>Jonathan motions to approve \$500 for each campus at the discretion of the ED to purchase a meal for the teachers during summer institute. Zach seconded. The motion passed unanimously.</p>	
7:20	<p>Adjournment</p> <p>Jonathan motioned to adjourn. Rachel seconded. The motion passed unanimously</p>	Jonathan