



Highline Academy

Charter Schools

AGENDA

Board of Directors' Meeting

Monday, August 20, 2018

6:15 PM Full BOD Meeting

**The meeting will be held at:
Highline Academy Northeast Campus
19451 East Maxwell Pl
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.

The Board uses a series of qualifiers, where appropriate, to help clarify the nature of each presentation/report.

1. The decision has been made and updates are provided (Inform)
2. Input is needed to assist the board to make the best decision (Discussion/Input)
3. Brainstorming is needed to help identify all options (Brainstorm)
4. Input and/or decision is assigned to a Special Committee (Small Group)
5. The decision is ready for vote (Vote)

Attendance

Board Executive Committee:

- ✓ Jonathan Tee, President
- ✓ Nathan Byford, Vice-President
- ✓ Eric Neumann, Treasurer
- ✓ Sara Spanier, Co-Secretary
- ✓ and Sandra Grahame, Co-Secretary

Board Members:

- ✓ Brent Baribeau
- ✓ Drew Kent
- ✓ Faye Ganley
- ✓ Kaya Taylor
- ✓ Joe Whitfield

Members:

- ✓ Chris Ferris, Executive Director
- ✓ Sara Verni-Lau, HASE Principal
- ✓ Heather Miles, HASE Teacher Liaison
- ✓ Courtney Fry, HASE Teacher Liaison
- ✓ Manda Troutman, HANE Teacher Liaison

Other:

- ✓ Rachel Langberg, Note Taker
- ✓ Kristy Koken, Guest...Communications work w/ Chris

Absent: Guerin Gray, HANE Principal

Public: None

<i>Topic</i>	<i>Presenter</i>	<i>Goals</i>	<i>Qualifier/ Outcome</i>
6:15pm Call to Order- 10 minutes <ul style="list-style-type: none"> ● Quorum Established <ul style="list-style-type: none"> ○ Introductions (see attendance above) ● Agenda Confirm <ul style="list-style-type: none"> ○ Approved ● Mission and Vision Restated <ul style="list-style-type: none"> ○ Ferris, Troutman acknowledged the beginning of year at HANE being positive and cohesive thanks to summer institute, new/returning teacher energy, and administration. 	Jonathan Tee	Governance	Inform/ Discussion
6:18pm Consent Agenda <ul style="list-style-type: none"> ● Minutes from June meeting <ul style="list-style-type: none"> ○ Approved ○ Follow up: Retreat led to positive discussions regarding leading efficient, pleasant meetings. ○ Hold participants accountable to stay on topic. ○ Campus Tours coming soon! (September and March) 	Jonathan Tee	Governance	Vote
6:23pm Renewing Our Board Commitments: 15 minutes <ul style="list-style-type: none"> ● Review new Board consolidated commitment document <ul style="list-style-type: none"> ○ Members signed and initialed the Commitments and Affirmation of Services document, Conflict of Interest Policy, and Email Retention Policy documents ● Choose one to share as one you want to highlight and/or work on yourself <ul style="list-style-type: none"> ○ Byford, Kent, Tee, Ganley, and Neumann shared their priority commitments ● Sign and return document <ul style="list-style-type: none"> ○ Background checks are needed: Email SS and DOB to Chris Ferris 	Jonathan Tee	Governance	Board Governance
6:36pm Public Comment <ul style="list-style-type: none"> ● N/A, since no public members were present 			
6:37pm E.D. update: 15 minutes <ul style="list-style-type: none"> ● CMAS Scores and what they mean <ul style="list-style-type: none"> ○ Pre-reading was provided to Board ○ 2011-2014 Math/ELA proficiency was >70%, then dropped to 30-40% in 2016. 2018 data indicates state avg. Math/ELA proficiency is at 31% and 43%, respectively. ○ Board shared questions and concerns about high stakes testing, the achievement gap and the lower (less than 100%) proficiency scores by all students, at HANE, HASE, and DPS. ○ Verni-Lau described how the new assessments (Scantron, DRA, Star) will be used to show student understanding of grade level standards, and how teachers will be trained to analyze the data and 	Chris Ferris	Monitor	Inform

<p>support students based on needs. Infinite Campus, priority standards, and aligned rubrics will help keep focus on foundational skills.</p> <ul style="list-style-type: none"> ● Politics in DPS w Superintendent search <ul style="list-style-type: none"> ○ Supt. Boasberg supported charters; whether or not the new superintendent will be in support of charters, too, is unclear. 			
<p>7:25pm School Leadership Updates: 30 minutes</p> <ul style="list-style-type: none"> ● Goals and plan for each school ● Highlights of important changes for 18-19 <ul style="list-style-type: none"> ○ HASE/HANE Highlights were shared ○ Major focus on building culture, high quality instruction, and accountability by establishing stronger systems to support subgroups of students (Students with Disabilities, English Language Learners, students struggling to meet grade level academic and behavioral expectations) 	Sarah Verni-Lau and Guerin Gray	Monitor	Inform
5 MINUTE STRETCH BREAK			
<p>7:40pm SWOT Analysis</p> <ul style="list-style-type: none"> ● Identify Strengths, weaknesses, opportunities and threats for Highline at this moment <ul style="list-style-type: none"> ○ <u>Strengths:</u> Leadership team, teachers with >5yrs of experience ○ <u>Weaknesses:</u> Low achievement for subgroups, turnover in middle school, lack of unique messaging/vision, minimal space for HASE campus ○ <u>Opportunities:</u> Close the achievement gap, enhance messaging to attract families, fundraising ○ <u>Threats:</u> Turnover (DPS Leadership, Staff, Anti-charter movement), is classical liberal arts model still relevant for students (Core Knowledge) 	Jonathan and Chris	Collaborative Analysis	Generative
<p>7:55pm Annual Goals</p> <ul style="list-style-type: none"> ● Proposal for goals based on our current needs- organization wide (see slides p13-17) <ul style="list-style-type: none"> ○ Reach UP: close the gaps, prioritize what students need to know and assess whether they know it...then do something about it ○ Reach IN: Define Highline to become a network...not just a collection of traditions and be specific about protocols and practices so anyone could replicate Highline, not just individuals ○ Reach OUT: HANE Library is under-resourced (currently 4 books to every child, should be at 20 books to every child). Also, HANE needs to revisit the middle school model and create a timeline to potentially grow the school. HASE needs more space. Some of the strongest teachers educate the smallest classes, due to lack of space. Middle school teachers share classrooms, making it more difficult to establish classroom management strategies. ● Goals for Board (see slides p 14) 	Chris Ferris	Collaborative Goal Identification	Strategic planning

<ul style="list-style-type: none"> Goals for E.D. (see slides p14) Discussion of Goals and % of time (see handout) 			
<p>8:35pm Finance: - 14 minutes</p> <ul style="list-style-type: none"> Actuals report and Audit from 17-18 will be shared in September Review of possible refinancing options <ul style="list-style-type: none"> 6 banks were consulted Refinancing at 10 years saves us \$1.1M, but in 10 years the debt must be paid off, or the building needs to be sold. If not, another refinance will be needed. Since Academy Bank is a smaller institution, we are being offered a lower interest rate 	Eric	Fiscal oversight	Inform
<p>Reminders/Announcements Next BOD meeting:</p> <ul style="list-style-type: none"> September Friday 21 7:00-9:00 am - HASE <p>Upcoming campus events for Board participation:</p>	Sandra		Inform
<p>8:52pm Adjournment</p> <ul style="list-style-type: none"> Tee motioned to adjourn Seconded/thirded by all Motion passed unanimously 	Jonathan		
Resources			
<ul style="list-style-type: none"> Board Member Commitments and Affirmation of Service https://drive.google.com/file/d/0Bz14MF7eQ1tlQkxjMUVpOVZvWC1tdHFGZGVGaXhHcFYydUNJ/view?usp=sharing Executive Director Presentation: https://docs.google.com/presentation/d/1WRpLe5rv56KcarXVxmXgdRqNCaMUBISaoa_ywnw-h7M/edit?usp=sharing Executive Director Job Responsibilities: https://drive.google.com/file/d/0Bz14MF7eQ1tlyTF0NTNRcWw1QkZPTTh2Qk9NWVRDZlc0cU9z/view?usp=sharing Refinance of HASE Building: https://drive.google.com/file/d/0Bz14MF7eQ1tlVnpVb19vRFRMLWx5ZE1mNEJNdkdjR2lDaEkw/view?usp=sharing 			
Questions			
<p>How do HANE/HASE compare to schools with similar demographics?</p> <ul style="list-style-type: none"> HANE is performing similar to schools in the neighborhood, except KIPP. HASE is performing better than the district. <p>How many students are ELL at HANE?</p> <ul style="list-style-type: none"> 108 students in ECE-4th (or 25%) during 2017-2018 school year <p>Was the test in 2015-2016 different than 2017-2018?</p> <ul style="list-style-type: none"> The test was the same, but only one grade was tested at HANE? <p>What does the Board define as success? (Performing better than DPS, the neighborhood, etc.)</p> <ul style="list-style-type: none"> TBD <p>What are internal assessments?</p>			

- Internal assessments are school created, curriculum aligned assessments. Grade levels are determining the rubrics and proficiency expectations. External assessments are created by 3rd parties, and normed to grade level national standards. The external assessments will not assess a student's writing, but internal assessments do.

Does Highline teach to the test?

- Since the test is aligned to the standards, if the standards are taught well, then students should be able to show proficiency on the test.

When should the Board be able to see the Academic Database dashboard?

- October (after 2 meetings with the Reach Up Committee). Key metrics will be shared at the September meeting.

Next Steps

- Bring your name tag to the Board Meetings
- Send Chris Ferris your social security number and date of birth so she may complete a background check prior to visiting the HANE/HASE campuses.
- Chris will share the proficiency and growth for HANE students from 2017 to 2018.
- Celebrate Troutman for providing a student with an experience in the library..."I've been waiting my whole life for a library like this!" Start compiling videos and testimonials to start fundraising for library books!
- Review Executive Director job responsibilities and share feedback with Chris by Monday, August 27
- Reconvene to discuss ReFi of HASE in between now and September meeting, but send Neumann questions as they arise