



**Highline**Academy  
Charter Schools

**MINUTES**

**Full Board of Directors' Meeting**

**Friday, March 22, 2019**

**7:00am - 9:00am**

**The meeting was held at:**

**Highline Academy Northeast Campus**  
19451 East Maxwell Place  
Denver, CO 80249

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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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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, Board President  
Nathan Byford, Board Vice President  
Eric Neumann, Treasurer  
Sandra Grahame, Co-Secretary  
Sara Spanier, Co-Secretary

**Board Members:**

Drew Kent, Board Member

**Members:**

Chris Ferris, Highline Executive Director  
Guerin Gray, HANE Principal  
Steve Vaughn, Assistant Principal  
Brittany Joyce, Highline Development Manager  
Manda Troutman, HANE Teacher Liaison  
Heather Miles, HASE Teacher Liaison  
Tammy Schoehals, HANE Teacher Liaison

**Other:**

Carole Johnson, Board Prospect  
Kenny Smith, Board Prospect

**Absent:**

Brent Baribeau, Board Member  
Faye Gangle, Board Member  
James Coleman, Board Member  
Joe Whitfield, Board Member  
Kaya Taylor, Board Member  
Sarah Verni-Lau, HASE Principal  
Courtney Fry, HASE Teacher Liaison

<i>Topic</i>	<i>Presenter</i>	<i>Goals</i>	<i>Qualifier/ Outcome</i>
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<p><b>Call to Order - (7:05am)</b></p> <ul style="list-style-type: none"> <li>● Quorum Establish</li> <li>● Agenda Confirm - <b>Amend to agenda to pull out Reach In and Task Force for update under Reach In.</b></li> <li>● Mission and Vision Restated</li> </ul>	Jonathan Tee	Governance	Inform/ Discussion
<p><b>Consent Agenda - (7:07am)</b></p> <ul style="list-style-type: none"> <li>● Minutes from February 25 meeting</li> <li>● February Financials</li> <li>● Recruitment Strategy</li> <li>● Reach In &amp; Task Force Update</li> <li>● Grant Update <ul style="list-style-type: none"> <li>○ HA was awarded the Connect for Success grant, which provides support and strategies common to high achieving schools. Received \$20k for this year, and an additional \$80k will be awarded each year for the next two years. Connect for Success partners with Title I schools. The grant will support new Dean of Culture position at HANE. The terms of the grant is to have an implementation coach, someone directly responsible for the work the grant is supporting and to report out on progress. .</li> <li>○ Received the CDE Bullying Prevention and Education grant. This grant will provide resources to do 'quality safe schools' surveys annually, and to improve and expand HA's social emotional learning curriculum. It is a 3-year grant and the next 3 years (to 2022) are funded at \$25,000 for each school.</li> </ul> </li> <li>● 2019 - 2020 Calendar</li> <li>● HANE UIP</li> </ul>	Jonathan Tee	Governance	Vote
<p><b>Public Comment - (7:08am)</b></p> <ul style="list-style-type: none"> <li>● Manda Troutman - Concerns around number of administrators and staffing at Northeast campus. Staff have expressed interest in more transparency around the ratio of admin to teachers.</li> </ul>			
<p><b>Reach In - (7:09am)</b></p> <ul style="list-style-type: none"> <li>● Board Candidates: Have 5 prospective Board members and evaluating them for possible Board service next year. Two came from Charter Board partner (Kenny and Lindsey). Three others are community members (Carole, Michael, Gwen). Board candidates are up for election for the 2019 - 2020 school year.</li> <li>● Board Task Force: Met March 15. Prior to that meeting, the decision was made to divide and conquer the work. Kaya is researching external models, and Drew is taking a deep dive into the current structure. Drew and Kaya needed to connect after that meeting to further flesh out their findings. Jonathan will schedule a meeting for next</li> </ul>	Jonathan Tee	Governance	Inform

<p>week to reconvene the Task Force. Goal is to bring a proposal to the Board for April's Board meeting for review and to move forward with a vote. Nathan raised the question whether or not the Board has the authority to make changes to the organization's structure. Drew said the Task force is looking at functional areas and processes, vs. a FTE within a functional area. Jonathan said the Task Force will make a proposal and then have the Board weigh in.</p>			
<p><b>Finance Committee - (7:20am)</b></p> <ul style="list-style-type: none"> <li>● Budget to Actuals January 2019 <ul style="list-style-type: none"> <li>○ Right on target with revenues, 67% through February. Under on expense at 54%. Debt ratios are projected to finish with 81 days of cash on hand.</li> <li>○ HASE: \$15,000 foundation grant from eRate to pay phone bill. eRate grant needs to be reported as revenue now (last year it was netted).</li> <li>○ Repairs and maintenance: Under budget.</li> <li>○ Books: Up \$10k from original budget.</li> <li>○ HANE: \$80k in computers and electronic chalkboards. Some will be ready for use this year.</li> <li>○ Non capital equipment: Planning to spend \$88k, which is above the \$23k budgeted, so will tap into contingency to make up the gap at HANE. Contingency will not need to be accessed at HASE. Highline IT vendor Abstract Insights managed the bidding process for the equipment and will oversee maintenance. HA has sufficient insurance to cover the equipment.</li> <li>○ Review of 2019 in 2020 budget: Includes \$68k gym floor at HASE and \$80k for equipment at HANE.</li> </ul> </li> <li>● 2020 Budgets <ul style="list-style-type: none"> <li>○ Daily run rate goes up to \$32,337 per day.</li> <li>○ Includes revenue from Tech Mill Levies: Estimated or assumed items that needed to be fixed/replaced at the school.</li> <li>○ Takeaway: We need to be aware that by 2023, we will be at 57 days for cash on hand, which is outside the loan agreement of 60 days. In 2022, debt service will be 0.85%, but should be 1%.</li> <li>○ Awaiting response from two major grants before adding portables to budget for HASE.</li> <li>○ 2020 Budget is based on March data. Revenues are estimated at the lower end. A revision of the budget will be passed in May or June.</li> </ul> </li> </ul> <p>A motion was made by Jonathan and seconded</p>	<p>Eric Neumann</p>	<p>Fiscal Oversight</p>	<p>Vote on Budget</p>

<p>by Eric to pass the 2020 Budget. The motion passed unanimously.</p> <ul style="list-style-type: none"> <li>● Staff Task Force regarding benefits, payscale <ul style="list-style-type: none"> <li>○ The Staff Task Force has had two meetings thus far. Created a new salary scale with more lanes and smaller increments for the number of credits you need to shift. There is now a BA + 15 and BA +30. Teachers earn 3 credits per year they are with Highline.</li> <li>○ Once the scale has been fully vetted and the financial impact has been investigated, it will be brought to the Board for possible approval or discussion as a future plan.</li> <li>○ ED sent out a request for teachers to send documentation on higher education / certifications received that would qualify a move into higher pay lane. This information will help HR Director and ED to evaluate the total costs over time.</li> <li>○ Discussed the possibility of adding short term disability insurance. This would be \$20k for both campuses and would cover all employees. For maternity leave this would provide 60% of your salary for 6 weeks, vs. current policy of 20% salary pay for 4 weeks.</li> <li>○ Considering a PTO bank, where staff members could donate their PTO days for other staff members to use.</li> </ul> </li> </ul>			
<p><b>Reach Out - (7:58am)</b>  <u>Kelly Linderman Scholarship</u>: Funded by Highline supporters Ken and Francis Scheve in honor of Kelly Linderman. Kelly was a teacher who lived out Highline values. For its inaugural year, it will be a one-time award of \$1,800 to a student pursuing a career in teaching or education. The application link went live March 21 and is actively being promoted on social, email, targeted outreach to school counselors, and alumni families.  <u>Board-led Fundraiser: Spring Popup Bookstore</u>: Event is April 13. Need the following support from the Board in order to create a successful event: participation (presence, volunteers, and financial support), and reaching out to their networks to join the event and support <a href="#">HA wishlist purchases</a>.  <u>Step it Up Fundraiser</u>: Student-led fundraiser. Looking to raise \$10,000 to go towards recess equipment and a new playscape area in the front of the school. The three week fundraiser starts March 18th &amp; ends April 8th. To date students have raised over \$13k. Brandon Faulkenburg was instrumental to its success in spurring excitement and support. We will celebrate our progress with a Field Day on May 17th.</p>	<p>Brittany &amp; Chris</p>	<p>Monitor</p>	<p>Inform</p>

<p><b>HANE Overview &amp; HANE UIP - (8:06am)</b>  UIP stands for Unified Improvement Plan.  It is a report that is provided to the state of CO for long-term planning toward improving academic outcomes for students. Schools that score below green are required to complete annually. The school selects areas of focus to improve - HANE opted to focus on early literacy achievement, overall achievement in math and literacy for upper elementary, and achievement in growth for students of color. The need to have equitable outcomes is at the forefront. An Intervention program has been added and HA will look for quantifiable results. Utilizing the STAR assessment to measure early literacy. HANE shifted to a stronger focus on standards and assessment style questions for upper literacy. For students of color, looking to see what students' specific needs are and meeting them there. Collaborating with teachers, community members and DPS school rep for input before submitting UIP to the state. Submission deadline is April 15.</p> <p><b>School Tour - (8:25am)</b>  <b>Discussion - (8:47am)</b></p>	Guerin Gray	Update	Discuss
<p><b>Adjournment (8:23am)</b></p> <p>With no further business for discussion, a motion was made by Jonathan and seconded by Drew to adjourn the meeting. The motion passed unanimously.</p>	Jonathan Tee		Inform
<p><b>Reminders/Announcements</b></p> <p>Next BOD meeting: April 22 6:15 pm HASE</p> <p>Upcoming campus events for Board participation:  April 13 - Board led Book Fundraiser (3:00-5:00 pm)  April 24 - HANE Cultural Fair at 5:30pm. It's always a fun time with food, music, games and a fashion show!  May 24 - HASE 8th grade graduation</p>	Chris Ferris		Inform