



MINUTES

Full Board of Directors Meeting

May 22, 2023
6:15 pm

The meeting was held virtually via Zoom using this [link](#)

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:

Joe Whitfield, Chair
Stephanie Grossman, Vice Chair
Marc Furton, Treasurer
Anna Rogers, Secretary

Board Members:

Annie Bielecki, Board Member
Kamrin Coffey, Board Member
Gwen Maurello, Board Member
Grace Nailing, Board Member
Meg Ramey, Education First
Ambar Suero, Board Member

Highline Ex-Officio Members:

Chris Ferris, Highline Academy Executive Director
Sarah Verni-Lau, Highline Academy Southeast Principal
Vanessa Rodriguez, Highline Academy Northeast Principal
Brittany Joyce, Highline Director of Strategy and Communications
Manda Troutman, Outreach and Communications Manager
Austin Young, HANE Teacher
Erika Paulino, HASE Front Office Manager
Evette Green, HASE Teacher

Other:

Jaime Von Rader, HANE Parent

Absent:

Drew Goltermann, Board Member
Kenny Smith, Board Member
Michael Rodriguez, HANE Teacher

<i>Topic</i>	<i>Presenter</i>	<i>Goals</i>	<i>Outcome</i>
Call to Order – Joe Whitfield – Call to Order (6:18 pm) Quorum Establish A quorum of the Board was established. The agenda was adopted with no changes. Mission Moment Grace Nailing read aloud the mission and vision statement. Grace shared that she has witnessed Highline’s commitment to foster a diverse, equitable and inclusive community within the staff and student body. This has been a concerted area of focus with the Board DEI committee, campus gardening to support community members facing food insecurity, and staff who work tirelessly to help all students succeed academically. Grace shared that Highline values growth and innovation, noting the Southeast campus expansion project is a visible testament to our commitment in these arenas as well. Highline is a Proud DPS Charter School			
Consent Agenda – Joe Whitfield – Governance – Vote (6:21 pm) Minutes from the April 24, 2023 meeting Minutes from the May 15, 2023 meeting A motion was made by Joe Whitfield and seconded by Stephanie Grossman to approve the April 24, 2023 and May 15, 2023 meeting minutes. The motion passed unanimously.			
See BOD Packet for: - Campus Safety Presentation - April 2023 Budget to Actuals - FY 2023 Revised Budget Resolution			
Public Comment (6:22 pm) Jaime VonRader, Northeast parent, expressed a desire to improve school zone signage around the Northeast campus given increased traffic in the area. Joe Whitfield explained that the Board would take this into consideration for further discussion.			
E.D. Update - Chris Ferris - Inform (6:23 pm) Highline Safety Policy & Protocols - Chris Ferris shared that we will add safety updates to the Board agenda for periodic review throughout the year moving forward. Campus leaders shared they would like to concentrate on the following areas around safety: - Vanessa Rodriguez, Northeast campus principal, would like to do additional training with staff to revisit tornado and lock out drills. Lockdowns and fire drills are handled very effectively. - Sarah Veri-Lau, Southeast campus principal, would like to ensure all vendors for the expansion project have background checks, wear their identification badges, and are fingerprinted. She would also like to provide additional CPR training for families and staff. HANE staff have been adequately trained on this due to the larger size of the SPED and MI programs. - Joe Whitfield asked if there have been any discussions for providing firearm training and permitting concealed weapons for staff. He has heard of this being offered for high schools in particular. Chris Ferris shared that this is an ill-advised policy based on what she has read and the liability that comes with having armed staff. No one at Highline has suggested or expressed an interest in this. Chris said she can understand an interest in having armed staff in more rural areas where it takes a long time for law enforcement to arrive. At both of our campuses, law enforcement has arrived very quickly whenever they have been called. HR Manager Update - The hiring committee selected a finalist for the HR Manager position a few weeks ago, however, the			

candidate declined the offer. The candidate expressed the position was not in line with what they were looking for after all.

- As a result, the hiring committee had to undergo the recruitment process again to secure a new group of candidates. Brittany Joyce initiated the launch of an ad campaign on LinkedIn to expand the candidate pool. These efforts resulted in a new pool of candidates who are now in the 2nd stage of the interview process with a written task. Finalists will move on to a panel interview. The goal is to extend an offer to the finalist by early next week, and begin onboarding this summer.

Principal Update - Sarah Verni-Lau & Vanessa Rodriguez - Inform (6:29 pm)

Rubric for Student Work and Grade Level Expectations

2023-24 Campus Hiring Update

- Both campuses have been working on aligning academic systems across the organization since last summer. This year they have been working on aligning coaching systems to ensure teachers are being provided with the same level of professional guidance at both campuses.
- For 2023-24, the two campuses seek to align the development and use of rubrics to assess student work based on grade level standards. HASE has been working on revamping rubrics pre-COVID and is excited to share learnings with HANE. The Principals are in the beginning stages for this work and will roll out the program to teachers during summer institute.
- Vanessa Rodriguez expressed gratitude for Sarah Verni-Lau's partnership to create alignment and to collaborate.
- The work is in support of the school's vision to create inclusive excellence in education and educational equity for all students.

Hiring Update

- HASE: There are six open positions; 3 teachers decided to not return; 2 teachers left on maternity leave and decided to not return; 1 teacher is moving into the Assistant Admin role. Five of the 6 positions have been filled, with an offer pending for the 6th.
- HANE: A few teachers are moving out of state; a teacher on maternity leave decided to not return; some staff have decided to take a gap year and not return. The campus has 9 teachers to hire, though some homeroom positions have been filled. The greatest need is for special needs educators. The Leadership team has been working with outside entities to help fill these open and hard to fill positions.

Finance Committee - Marc Furton - Vote (6:36 pm)

April 2023 Budget to Actuals

- Revenue and expenses are trending on track to baseline (83%).
- We approved the budget higher than where it will come in.
- Bullying prevention grant: we plan to roll over remaining funds to 2023-24.
- Salaries: Expenses include the staff bonus which was approved and was paid out in May 2023.

Revised FY 2023 Budget Resolution

- The Board needs to approve a final budget every year based on updated numbers.
- A motion was made by Marc Furton and seconded by Joe Withfield to approve the 2023-24 budget. The motion passed unanimously.

Building Corporation - Chris Ferris - Inform (6:46 pm)

Construction Updates

- Construction has begun, however due to several days of heavy rainfall, we lost a few days of work and were unable to complete the excavation work. We are getting back on track now with drier days. We have a new foreman who will have oversight of the project, and a new rep for day-to-day management. There has also been a staffing change on the team of our owner's rep, NV5. The lead rep for our account left NV5 and our new rep is John Sattler, whose company merged with NV5. Ben Gary on our Building Corporation Board recommended Mr. Sattler during the owner's rep RFP process at the beginning of the project. Chris believes it is fortuitous that we have him working with us now.

- We are wrapping up work with permits (i.e. paying fees). We recently completed the letter of credit for the sidewalk work that is required by the City of Denver (this was approved by the Board during the May 15th meeting).
- Marc Furton asked if Tanner Brown and Geoff Graham with NV5 will stay on our account and Chris confirmed they will.
- There will be much activity and work that will be completed during the summer. Teachers are being briefed on what they need to do to prepare their classrooms for new carpet and paint, or other impacts by the project specifically.
- Joe Whitfield asked about rain impacts; Chris Ferris explained they have weather days built into the calendar. The project team is not expecting winter weather to affect timelines as all the work will be indoors by that time.

REACH Up Committee - Chris Ferris - Inform (6:50 pm)

Draft UIP Strategies for 2023-24

- Unified Improvement Plan (UIP) for 2023-24 will cover targets, root causes and strategies for what we will do next year to support academic performance.
- HANE:
 - Literacy and math targets for growth and achievement were shared. Measurements for parent engagement efforts were also reviewed.
 - We do not yet have final data on academic performance. STAR assessments will be given May 22nd - 26th; CMAS data will be released in August. When we see the data we will have a better picture of where we stand, yet in the meantime we do have an idea of some strategies we would like to implement next year.
 - Despite not having the final data, Chris Ferris believes we may fall short of our academic goals. If so, we believe the root cause for this will be that teachers need further instruction on how to use rubrics to teach and assess students on grade level standards.
 - Once we dive into the family data, we will be able to use that to further our Family Engagement goals.
 - UIP Strategies for 2023-24: Focus on data driven instruction
 - Build a common understanding about academic systems for the 2023-24 school year
 - Evaluate for and apply success criteria for rubric writing
 - Assess current rubrics and identify next steps in vertical alignment
 - Implement and participate in an effective data system and data culture
- HASE:
 - HASE did not need to submit an UIP this year, however we will need to next year (HASE is on an every other year schedule).
 - An overview of UIP goals was shared including math, ELA, retention and hiring of staff of color, and family communication with teachers.
 - Data is not in yet, however we believe that teachers have not been using their strategies for supporting Multi-language learners (MLLs) as well as they have in the past. This may result in a gap between our sub groups. We want to focus on MLE work through coaching and staff development, including differentiating tier 1 instruction for MLLs.
 - HASE has 40% teachers of color currently, however unsure about next year given staffing changes.
 - Joe Whitfield asked about the HASE MLE plan - is summer enough time to review and roll out the implementation of new strategies? Chris Ferris explained they work on new plans during the summer as well as throughout the year. Sarah Verni-Lau shared that all teachers have been trained in these strategies already, however the accountability structures have not quite been in place and the commitment is to make this their PD focus for 2023-24. This also includes teacher to teacher training and coaching reinforcement. It's not new skills, rather a reintroduction and/or update of instruction planning. Joe wanted to make sure they have the resources they need from the Board.

Reach In Committee - Stephanie Grossman - Inform (6:59 pm)

2023-24 New Member Nominations

- We have 3 Board candidates that have been interviewed by the Reach In committee and members of the Leadership team who are being recommended to join the Highline Board of Directors for the 2023-24 school year.
 - Katherine Casey
 - Judge Nikea Bland (also a HASE parent)
 - Kaylee Hart

A motion was made by Stephanie Grossman and seconded by Ambar Suero to appoint Catherine Casey to the Highline Board of Directors for the 2023-24 school year. The motion passed unanimously.

A motion was made by Stephanie Grossman and seconded by Joe Whitfield to appoint Judge Nikea Bland to the Highline Board of Directors for the 2023-24 school year. The motion passed unanimously.

A motion was made by Stephanie Grossman and seconded by Anna Rogers to appoint Kaylee Hart to the Highline Board of Directors for the 2023-24 school year. The motion passed unanimously.

2023-24 Officer Nominations

- A motion was made by Stephanie Grossman and seconded by Joe Whitfield to appoint Annie Bielecki to the position of Secretary for the Highline Board of Directors for the 2023-24 school year. The motion passed unanimously.
- A motion was made by Stephanie Grossman and seconded by Kamrin Coffey to appoint Marc Furton and Drew Goltermann to the position of co-Treasurer for the Highline Board of Directors for the 2023-24 school year. The motion passed unanimously.
- A motion was made by Stephanie Grossman and seconded by Annie Bielecki to appoint Judge Joe Whitfield to the position of President for the Highline Board of Directors for the 2023-24 school year. The motion passed unanimously.
- A motion was made by Joe Whitfield and seconded by Grace Nailing to appoint Stephanie Grossman to the position of Vice President for the Highline Board of Directors for the 2023-24 school year. The motion passed unanimously.

ED Evaluation & Team Interviews

- Team interviews are currently pending. We are trying to coordinate and secure interested Board members to participate in interviews. Hoping to secure interested participants this week.
- Joe Whitfield requests that all Board members complete their self-evaluations no later than next week.

Old Business - Chris Ferris - Inform (7:11 pm)

- No old business

Reminders/Announcements – Brittany Joyce – Inform (7:11 pm)

- HASE Demonstration of Learning: Tuesday, May 23
- HASE Spring Concert (K-2): Thursday, May 25
- HASE 8th Grade Commencement: Tuesday, May 30 from 6-8pm
- HANE 5th Grade Continuation: Wednesday, May 31 from 9-11am
- Next BOD meeting: Monday, June 12 at 6:15 pm (location TBD) and [here via Zoom](#)

Adjournment – Joe Whitfield – Adjourn Meeting – Vote (7:13 pm)

With no further business up for discussion, a motion was made by Joe Whitfield and seconded by Stephanie Grossman to adjourn the meeting. The motion passed unanimously.