



MINUTES

Full Board of Directors Meeting

January 23, 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:

Kamrin Coffey, Board Member
Drew Goltermann, Board Member
Gwen Maurello, Board Member
Grace Nailing, Board Member
Meg Ramey, Education First
Kenny Smith, Board Member
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
Teresa Fraiser, HR Director
Manda Troutman, Outreach and Communications Manager
Michael Rodriguez, HANE Teacher
Erika Paulino, HASE Front Office Manager
Evette Green, HASE Teacher

Other:

Brittanie Meredith, City Year Corps Member
Jai Scott, HASE Teacher
Sheila Mauldin, HANE Teaching Assistant

Absent:

Annie Bielecki, Board Member
Austin Young, HANE Teacher

<i>Topic</i>	<i>Presenter</i>	<i>Goals</i>	<i>Outcome</i>
Call to Order – Joe Whitfield – Call to Order (6:16 pm) Quorum Establish A quorum of the Board was established. The agenda was adopted with no changes. Mission Moment Ambar Suero read aloud the mission and vision statement. Ambar said this mission is very personal to her as she has worked in DPS for 12 years. She is passionate about supporting students to be their best selves and to aspire for greatness - whether that is to go to college or excel in a trade or career. Highline's mission embodies her personal commitment to student empowerment now and setting them up for success in the future.			
Consent Agenda – Stephanie Grossman – Governance – Vote (6:19 pm) Minutes from the December 8, 2022 meeting December 2022 Financials A motion was made by Joe Whitfield and seconded by Stephanie Grossman to approve the consent agenda. The motion passed unanimously.			
See BOD Packet for: - Mid Year Strategic Plan Update - Mid Year HR Review - December 2022 Budget to Actuals - Reach Out report - Reach Up report			
Public Comment (6:20 pm) None			
E.D. Update - Chris Ferris and Teresa Frasier - Inform (6:20pm) HANE Renewal - HANE was renewed for 5 years by the DPS School Board, which is the longest renewal term possible. We thank Vanessa for her strong leadership as the new principal this year, and to everyone on the HANE team for a job well done to make this possible. Strategic Plan Mid-Year Review - We are halfway through our 5 year strategic plan, and halfway through the school year. We wanted to share our progress as we work toward the goals in our strategic plan. - Goal #1: Academic excellence. We are meeting or exceeding our objective to provide students below grade level with academic supports. Our UIP (Unified Improvement Plan) is aligned with school goals and our strategic plan. - Goal #2: Becoming an Anti-Racist School. We are exceeding progress with teaching students conflict resolution and developing cross-cultural engagement. - Goal #3: Being an Ethical and Sustainable Organization. Our fund reserve well exceeds 30 days and we are exceeding annual enrollment targets at both campuses. - Goal #4: One Highline. We are aligning student performance expectations and teacher evaluations. - When looking at our progress overall, you can see that we are meeting or exceeding progress for the majority of the objectives within the goals of our strategic plan. - Next month the Reach Up committee will do a deep dive into current STAR data. - At the end of the school year, we will discuss our overall progress and next steps for strategic planning for the 2023-24 school year. HR Staff Update - Staff turnover is below where we were this time last year (7%).			

- 42% of our staff is BIPOC. This is an increase from this time last year (37%). We are working on attracting and retaining our staff of color to support our goal to be an ethical and sustainable organization from our strategic plan.

Insight Survey Results

- We administer the Insight survey each fall/winter for staff to gauge employee morale and understand what we can do better to improve staff culture.
- HANE met or exceeded the National baseline for key categories (hiring process, academic expectations, observation and feedback, etc). With Vanessa coming on as the new principal at HANE this year, staff are happy and the survey reflects this with the new energy.
- HASE met or exceeded the National baseline for the 3 categories noted above for HANE. However this campus was below the National baseline for several categories and the Admin team is addressing for improvement. These scores are not consistent from last year (they are down YOY).
- Highline has a lower starting salary for teachers compared to DPS and other metro area districts. We are soliciting participation from teachers to be on a salary scale committee. The committee will explore scale options and will present their recommendations to the Finance committee. We are hearing that we may have an adjustment to the scale with more State funds to be approved for education in 2023-24. There are a few ways we could address the salary scale and we look forward to having staff provide their input to create a scale that reflects what would be most meaningful to them.

Principal Update - Sarah Verni-Lau & Vanessa Rodriguez - Inform (6:49 pm)

Anti-racism work at each campus

HASE

- Integrating anti-racist content into weekly community time.
- An example was given about Ms. Miles' 3rd grade class. She has revamped the 3rd grade curriculum to be culturally responsive. Students were given the opportunity to re-write the Thanksgiving story to be from the lens of people of color and to research the facts as compared to what has been told and even written in history books.

HANE

- Vanessa noted that the work is never done and it is a journey. We want to be more intentional to provide resources for teachers to make this content relevant, factual and impactful for students.
- Host a monthly Cafecito with the Principal to engage with families and share how we are progressing toward our goals. We will be hosting a Black Excellence Roundtable in February.
- For Black History Month, will host an atrium display and bulletin board showcase to recognize and highlight accomplishments made by Black Americans.

Building Corporation - Chris Ferris - Inform / Inform (7:06 pm)

HASE Facility Expansion and HASE Groundbreaking

- We hope to finalize our GMP (guaranteed maximum price) by the end of this week. We have a meeting scheduled for this Wednesday which should allow us to finalize the numbers.
- Construction should have started in March, however Xcel cannot move the gas line for another 10 weeks from now. Our construction start date depends on this, which does delay the start of the project.

Pending Grants

- Grants for the Daniels Foundation, Gates Foundation, and CDE Security are in process (applications recently submitted or are in the process to be submitted).
- The Buell Foundation grant was submitted in January in support of ECE at HANE.

Estimates we received for new carpet and paint (including labor) for existing classrooms at HASE are within the budget. We are planning for this work to be completed during the summer.

Reach Out Committee - Kamrin Coffey - Inform (7:09 pm)

Fundraising and outreach update

- Grants: we have received \$148k (in support of HASE expansion, ECE, DEI, Outreach Manager)

- Pending grants for ECE, HASE security and HASE expansion, DEI work.
- Board Giving: 2022-23 Board pledge: \$8,450. Current 22-23 giving: \$2,750. This is 32% to the pledge goal. We are not on pace to meet the goal, so please consider donating to show Board commitment and leadership as the school's overseers.
- Individual donations: \$25k
- HASE Hustle: \$24,557 | CO Gives Day: \$7,708
- Shopping kickback rewards: \$4k. Amazon and KingSuppers are the most well known, but there are many more.
 - Brittany sent a note to the Board in December on how to sign up with retailers for shopping kickback rewards.

Reach In Committee - Stephanie Grossman - Inform (7:13 pm)

2023-24 Board recruitment

- We are preparing a skill matrix and will be sending out the Board candidate application. Brittany has published the application on the website. Marc and Anna will be ending their term in May. Marc is still considering if he would like to remain on Highline's Board next year. Anna will not be returning so we will need to find a replacement for the secretary position.
- Below is an approximate timeline:
 - February 7: REACH In Committee - Review and finalize Board Candidate interview procedures. Begin reviewing applicants.
 - March 7: REACH In Committee - Conduct board candidate interviews; discuss board officers for 2023-24
 - March 20: Board Meeting - Board Candidates attend
 - April 4: REACH In Committee - Board Candidate and Officer recommendations
 - April 28 Board Meeting - Vote on Candidates and Officers
 - May 22 Board Meeting - New Candidates assume position as Highline Board members
 - *Note: This timeline is flexible based on when candidates enter into the pipeline. A vote for Candidates can be held as late as the June 12th meeting.

Per Chris, the timeline might need to be updated since this appears a bit aggressive compared to our timeline for Board recruitment and voting of new members to prior years. Typically, members are voted on in June so they can start at the beginning of the new school/fiscal year.

Chris suggested having members shadow our Secretary and Treasure positions for the remainder of the year (serve as co-secretary and co-treasurer) to allow members an opportunity to learn new skills and understand the scope of the role before the current leaders roll off. This is especially true for the Secretary position, as Anna will roll off and Marc will confirm his intentions later this Spring.

The self-evaluation process will be reviewed during the Reach In committee meeting on February 7th and more information will be provided to Board members ahead of time. Highline's Board policy will also be reviewed during this meeting.

Highline's Leadership team would appreciate the recommendation of board candidates from existing Board members in support of maintaining a productive and diverse Board.

Old Business - Chris Ferris - Inform (7:21 pm)

- None.

Reminders/Announcements - Brittany Joyce - Inform (7:22 pm)

- Next BOD meeting: Friday, February 24, 2023 at HASE - 8:30 am in the Library

Executive Session (7:23 pm)

Joe Whitfield made a motion for the Board to move into Executive Session in accordance with CRS 24-6-402(40(f) to discuss a personnel matter, specifically to discuss the mid-year evaluation of the Highline Academy Executive Director. Marc Furton seconds. The motion passes unanimously.

After Board Comes out of Executive Session (8:40 pm)

Joe Whitfield made a motion for the Board to empower the Board President to begin contract negotiations with the Executive Director for the 2023-2024 school year. Grace Nailing seconds. The motion passed unanimously.

Adjournment – Joe Whitfield – Adjourn Meeting – Vote (8:41 pm)

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