



MINUTES

Full Board of Directors Meeting

August 28, 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
Annie Bielecki, Secretary
Drew Goltermann, Co-Treasurer

Board Members:

Kamrin Coffey, Board Member
Grace Nailing, Board Member
Ambar Suero, Board Member
Nikea Bland, Board Member
Katherine Casey, Board Member
Kamrin Coffey, Board Member
Kaylee Hart, Board Member
Kenny Smith, 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
Manda Troutman, Outreach and Communications Manager
Austin Young, HANE Teacher
Erika Paulino, HASE Front Office Manager
Contessa Young, HANE Teacher
Nora Clar, HASE Flex Teacher
Abby Ariaga, Assistant Principal HANE
Maya Balakier, Assistant Principal HANE

Other:

Absent:

Marc Fulton, Co-Treasurer
Meg Ramey, Board Member

<i>Topic</i>	<i>Presenter</i>	<i>Goals</i>	<i>Outcome</i>
Call to Order – Joe Whitfield – Call to Order (6:19 pm) Quorum Establish A quorum of the Board was established. The agenda was adopted with no changes. Joe started the meeting with introductions. Mission Moment Joe Whitfield read aloud the mission and vision statement. Joe talked about serving on the Board for 5 years and being a part of HANE for 7 years. During this time his kids have gone through Highline, and he has seen a lot of evolution. He and his family didn't know what the Mission and Vision was when they visited but saw it lived by the staff, by the way they were treated, and by the diversity and student body they saw.			
Consent Agenda – Joe Whitfield – Governance – Vote (6:32 pm) Minutes from the June 12, 2023 meeting Minutes from the June 28th, 2023 meeting A motion was made by Joe Whitfield and seconded by Stephanie Grossman to approve the June 12, 2023 and June 28, 2023 meeting minutes. The motion passed unanimously.			
See BOD Packet for: - Financial Services Contract - Unaudited actuals for school year 22-23 - ED Report - Principal Report			
Public Comment (6:33 pm) No public comment			
E.D. Update - Chris Ferris - Inform (6:34 pm) HANE Middle School App Update- Intent to enroll forms were submitted last week (plus another 75 today), Speakers for public comment- Chris said its important to have as many people as possible on September 18th. We don't have a recommendation from the district so unclear if the Board will be supportive. Chris met with Aountai Anderson and Scott Esserman today and they seem supportive. James Coleman has called Michele Quautlebaum for support, and said he would talk directly to Morerro about support. We are collecting letters of support from community partners and other neighborhood schools. We were awarded a 35k grant from Charter School Growth Fund to work with Bellweather Consulting to go through how to put this middle school into action. Chris met with Bellweather today to start that process. DPS board vote will be on September 21. Joe pointed out that it's nice that other neighborhood middle schools wrote letters of support for the new middle school. DSST will be sending someone to public comment to speak in support, says Chris. Ambar asked if there would be a heads up before the vote. Chris said they'll be sharing the answers soon, before the meeting. Chris reached out to Grant Guyer. An analysis of the neighborhood will be necessary. Our CMAS scores at HANE might be a factor in whether or not there is support for the middle school. Health Insurance update: Surest is the new insurer. Copays are determined based on a metric. Benefits for some employees, but difficulty for others who have found their costs increased. Chris is looking into other possibilities to alleviate the challenges. Building project update: Chris showed a picture of the flooding that affected the building on July 31- they filed with insurance and they are unsure how long the delay will be. Chris will be meeting with the leads next week to talk			

through how things are going and get on the same page in order to better collaborate. Ben Gary will be there and has experience with mediation like this. Drew mentioned that we should prepare for the worst- Chris said she reached out to Bridgeway Church to see if they have space in case there is a need to start the school year before the remodel is completed. Nikea asked when the remodel was supposed to be completed. Chris said in 11 months from the start (late March). Chris said it's time to start making contingency plans.

Principal Update - Sarah Verni-Lau & Vanessa Rodriguez - Inform (6:45 pm)

Initial PD plans School Safety

- Sarah went over the Emergency Management Procedures which are the same for both schools. Lockdown and lockout drills within the first 30 days, fire drills monthly. Vanessa mentioned that she met with the district safety person to schedule all the different drills. There is now mandatory training for all DPS staff, new this year.
- HANE uses the Fusion X and Raptor system to review door status and background checks. We train staff on Panic Button and Columbine Locks. HANE has moved to the PikmyKid app for car pickup. It also has an emergency reunification system.
- HANE uses Ruvna for safety signals and student and adult check in.
- HASE - Uses Fusion X and Raptor as well as Panic Button and PikMyKid. Although HASE is not a district building they have the same keyless card entry.
- HASE - Part of the expansion will be for upgrading the security system- integrates camera and alarm, adding more cameras. There are specific grants that were given in order to upgrade security. A vestibule camera was added this summer due to low-level vandalism. It has a recording to tell people to leave campus.
- Chris said that they re-wired the old building to connect with the new expansion so that everything is one.
- Stephanie pointed out that this information provides a lot of comfort and security for parents such as herself who worry about this. She asked how much of this info is able to be shared with parents. Sarah said that they have not put out a comprehensive piece of info that outlines this safety strategy. She said it's a great idea to put together a beginning-of-year info dump to parents. Vanessa shared that she shared the lockdown drill info with parents but supports the idea of creating a comprehensive safety document and sharing it with parents.

Start of School/ Academic Planning for the year

- Vanessa shared that Civic and Personal excellence at HANE is going great, but we need to work on our Academic Excellence- Rigor and Joy will be the focus this year. Summer institute included a big focus on Standards. Staff feedback has been very positive. Talked a lot about rubrics, how we will be scoring student work. Enhancing our MTSS process, in collaboration with HASE. Talked about intervention cycles- 6 week cycles. Sarah added that it was so fun to be there for the first day of summer institute this year, that the energy and buy-in is really positive. HASE spent years working on this, and HANE has accelerated the timeline and Sarah says it's powerful and exciting to see this.
- HASE focus- building a weak link team- your team is only as strong as your weakest player. Talked about identifying the "weak link" which changes depending on everyone's personal circumstances, and help build each other up, depending on who is the weak link at any given time. Talked about backwards planning, PD and planning. Focusing on creating an inclusive environment through SEL programming, LGBTQIA education, and a renewed commitment to REACH.
- Chris mentioned that the energy at summer institute for both campuses was incredible, and the teams did a great job organizing a huge conference, and appreciates the effort.
- Ambar asked Vanessa about the challenges that HANE faced re: CMAS. Did the staff discuss causation? Vanessa said yes the staff dived right into CMAS data to discuss solutions. Mentioned that math is an issue. Intervention is very helpful but hiring for interventionists has been a challenge. They set up an intervention tracker for the entire school, and embedded a vertical team protocol.
- Ambar thanked Vanessa for the details.
- Katherine mentioned her appreciation that the two principals seem to be working so well together. Mentioned that staffing issues are significant and a potential barrier to Vanessa's great plan for intervention. Katherine committed to helping Vanessa with the staffing issues and asked if there's anything specific that the board can do to help. Chris said to reach out to our networks if possible. Chris said that supporting staff

is a priority this year and will be sharing out ideas that she and our new HR Director Luis are developing.

Finance Committee - Drew Goltermann - Vote (7:10 pm)

Unaudited actuals

- 95% done last years budget. Surplus on both campuses was very strong, driven by good enrollment, prudent spending and planning from the board.
- ESSER III funds- big discrepancy in what we received vs what we expected. Won't hurt our overall position, it's just a question of whether it comes in this year or next year.
- On Behalf of PERA- due to legislation changes this year we got a larger amount in and out.
- Audit started yesterday
- Contingency- we didn't need to tap into our contingency funds.
- Chris mentioned that PERA wasn't funded in 2020 due to the pandemic, hence the large payment this year.

Independent Contractor Agreement- AI is our company that does Financial Consulting and business planning for Highline. A motion was made by Drew Goltermann and seconded by Joe to approve the contractor agreement with Abstract Insight through fiscal year 24. The motion passed unanimously.

Building Corporation - Chris Ferris - Inform (7:21 pm)

Construction Updates

- Updated above already

REACH In Committee - Stephanie Grossman - Inform (7:21 pm)

Share goals for ED Eval

- Chris has mentioned some goals:
 - Academic excellence- work with principals to ensure that HANE CMAS scores increase by 5% or more.
 - Operational- ensure Middle School building at HASE is complete for school year 24-25 or a temporary plan is in place.
 - Organizational Management- develop the new network team and plan for the HANE shift to ECE-8 for 24-25.
 - Personal Professional goal - expand professional network and possible donors through Denver Leadership Program.
- Joe asked Chris how the Denver Leadership Program is going- Chris said the cohort is amazing, full of people who run amazing foundations and other businesses in Denver. Chris is looking forward to getting to know people more. Mentioned that Ambar is a graduate of this program as well and said it's a great way to connect with others. Ambar mentioned that it's a great way to potentially connect the business world in Denver with the educational world.

Reach Out Committee - Kamrin Coffey - Inform and Vote(7:28 pm)

23-24 Fundraising Goals & Board Commitments

- Committee met on August 15
- Fundraising goal will go to supporting leadership development- HANE- getting another person to support middle school. HASE - professional development of principal and cross campus development
- \$6150 is current board commitment- Kamrin clarified that board member networks giving counts in this number.
- Kamrin shared the Donor Outreach Toolkit document
- Discussed changing the link on the website to ONE link, instead of the two separate campuses. We will still have project-specific giving, just not campus specific.
- Kenny asked how to remember what our commitment is- Kamrin said to reach out to Manda.
- Kamrin brought up a proposal to fund HASE 20th anniversary plus completion of building expansion and HANE 10th anniversary. Chris met with a local artist about an art installation- people could donate to be a part of the art installation at HASE. Could do something on a smaller scale. We are estimating 30k or less

for all of this. Chris mentioned that the goal would be that we make the money back through donations, so this would be a possible revenue source.

- Joe asked about the fundraising concept- Chris said it's like a "donor wall" concept, where donors can buy a portion of the art installation. Joe said people want to be a part of something, and that as people get older they want to be a foundational piece of something. Chris mentioned that people could honor their own families or a teacher they admire, etc.
- Kenny mentioned that he likes the idea. Asked about planning for a possible gala to celebrate. Kaylee asked about the price, if it's a good deal. Chris mentioned that 20k is for the art installation and 10k is for the parties. Kaylee also mentioned making sure that we mention to donors exactly where the money will go if we surplus.
- A motion was made by Kamrin Coffey and seconded by Katherine to approve the use of 30k to create an art installation and plan parties for the celebration of HASE 20th and HANE 10th. The motion passed unanimously.
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Old Business - Chris Ferris - Inform (7:45 pm)

- No old business

Reminders/Announcements – Annie Bielecki – Inform (7:47 pm)

- Next BOD meeting: Monday, September 25th at 6:15 pm [Here Via Zoom](#)
- September 18th- DPS Board Meeting public comment- Manda encourages everyone to not only come, but to also bring a friend. Chris said that Highline is getting a bus and making a big party out of it. Ambar mentioned to get there early in order to be moved to the front.

Adjournment – Joe Whitfield – Adjourn Meeting – Vote (7:49 pm)

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