



MINUTES

Full Board of Directors Meeting

March 25, 2022

8:30 am

The meeting was held:

**At the Southeast Campus and also made available
[Online via Zoom using this link](#)**

Dial-in Number: +16699006833,,81911081050#

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:

Gwen Maurello, Board Chair
Marc Furton, Treasurer
Anna Rogers, Secretary

Board Members:

Brent Baribeau, Board Member
Kamrin Coffey, Board Member
Ben Garey, Board Member
Brandon Hellwig, Board Member
Grace Nailing, Board Member
Kenny Smith, Board Member

Highline Ex-Officio Members:

Chris Ferris, Highline Academy Executive Director
Sarah Verni-Lau, Highline Academy Southeast Principal
Guerin Gray, Highline Academy Northeast Principal
Brittany Joyce, Highline Director of Communications

Other:

None

Absent:

Joe Whitfield, Vice Chair
Stephanie Grossman, Board Member
Drew Kent, Board Member
Teresa Fraiser, HR Director
Heather Knight, Project Manager
Austin Young, Northeast Campus Teacher
Leah Gerig, Northeast Campus Teacher
Erika Paulino, HASE Office Manager
Heather Miles, Southeast Campus Teacher

<i>Topic</i>	<i>Presenter</i>	<i>Goals</i>	<i>Outcome</i>
Call to Order – Gwen Maurello – Call to Order (8:41 am) • Quorum Establish • Agenda Confirm • Pass out sticky notes for Board activity • Mission and Vision restated A quorum of the Board was established. The agenda was adopted with no changes. Brandon Hellwig read aloud the mission and vision statement. The word foster in the mission statement stands out to him. The idea of taking in someone else's child and helping them thrive is powerful. He used to teach in Chicago and helping students resonates with him and is close to his heart. He is grateful that Highline embodies this so intentionally.			
Consent Agenda – Gwen Maurello – Governance – Vote (8:41 am) • February 28, 2022 Board Minutes A motion was made by Gwen Maurello and seconded by Benjamin Garey to approve the consent agenda. The motion passed unanimously.			
See BOD Packet for: (8:44 am) • February Financials; Budget for 2022-23; Budget Resolution • February 2022 STAR Data • HA Form of Official Intent Resolution			
Public Comment (8:44 am) There was no public comment.			
Finance - Marc Furton -Vote (8:45 am) February Budget to Actuals • Debt service coverage is above what we need to be for compliance • Changes in the detailed budget: there was additional funding row 53, columns K and R are higher. • Expenses are at 65% and we are slightly under, however we expect this to catch up by the end of the year since we have staff bonuses and stipends to be paid out in May. • We also added expenses to the Southeast campus building project that caused this line item to be higher than budgeted. This affected the surplus. However, the Northeast campus still has a strong surplus. We have approved the budget deficit to be conservative since PPR was lower than it turnout out to be. 2022-23 Budgets were presented for Board approval. HANE budget was created with the following assumptions: • 5% increase for PPR for 2023 and then 3% • Same average count of students • Federal funding will drop off in 2024 HASE budget was created with the following assumptions: • 5% increase for PPR for 2023 and then 3% • Student counts are calculated based on currents and then for the increase due to the facility expansion • Consulting expenses and highlighted in red and this affect the financials • We don't know the mortgage payments since it is still in the air, this is how we were instructed to presents it • Fundraising is the average for what we have done previously but does not include the assistance from the Fundraising Consultants. • This does not include our reimbursement to ourselves. • The budgets are presented in a way for Moody's credit rating. • We have projected surplus for the next couple years, but this will be adjusted when we have more concrete			

numbers are we get closer to the getting a mortgage and rates

- We did not include mortgage costs for the Southeast campus because we are still shopping, but this will not affect the fund balance. It does affect net income. We can see the increase from 218,094 in 2023 to 544,000 in 2024.

A motion was made by Ben Garey and seconded by Anna Rogers to approve the 2022-23 budgets for the Northeast and Southeast campus. The motion passed unanimously.

Executive Director Update - Chris Ferris - Inform (9:00 am)

HANE Principal Search Update

- There were 5 semifinalists. They did a half day tour at HASE and then went to HANE to do mini interviews with staff.
- We are moving 3 candidates forward, including 2 internal candidates (current Assistant principals).
- On Wednesday, April 6th at 6pm there will be a parent meeting for the candidates to share their vision for the school. On April 7th the hiring committee will select the final candidate.
- 4 out of 5 women who are finalists for the position are people of color.

Reach Up - Kenny Smith - Inform (9:03 am)

STAR data from February assessment

- Our goal is for students to realize at least one year of growth by the end of the school year.
- HANE reading growth: 2nd and 3rd grade have had a year or more of growth, grade 4 and 5 are below. We are conducting some analysis to determine why this is the case. The intervention plan is in place to get back on track.
- HANE math growth: All grades currently have at least 7 months of growth, and on track to meet a full year of growth by the end of the year. 1st and 2nd have had a year or more of growth.
- HASE reading growth: 2nd, 3rd and 5th grade have had a year or more of growth. 7th grade is an outlier compared to other grades (all have at least 7 months of growth and are on track for the end of year).
- HASE math growth: Great success for math growth across all grades. All grades have realized a year or more of growth (with the exception of Kinder which has 9 months, which is still impressive). Middle school has realized 1.5 years of growth. Students are on the right track.
- It is important to also consider performance and not only growth. For the sake of time we are only highlighting growth today. 6th grade growth is slower because they have a Grade Level Equivalent of 11th grade. The test does not allow the true growth because it is maxed out to 12th grade in the system. Lower grades have more opportunity to grow.
- Also need to take student performance into consideration when looking at overall academic performance.

Building Corporation - Chris Ferris - Vote (9:18 am)

Update on HASE facility expansion

- Resolution to pay ourselves back - Board vote
 - The loan does not require us to do this, but gives us permission if we would like to.
 - The advantage is that it would allow us to retain a larger reserve budget over time instead of trying to build it back up. It provides an option to provide a bridge loan from ourselves.
 - A motion was made by Ben Garey and seconded by Brent Baribeau to approve a resolution allowing Highline Academy to pay itself back after securing the building project loan for any construction and design costs already incurred. The motion passed unanimously.
- April 6th Moody's Credit Rating
 - The Highline leadership team will be interviewed by Moody's. This credit rating is the first step in order to be approved for the loan.
- Capital Campaign - Feasibility Study in process
 - The consultants are conducting interviews with current and former donors to determine reasons

why they give to Highline and to gauge energy around the facility expansion project. After the interviews we will have a sense of how feasible the fundraising aspect of this project will be.

- Schematic Design
 - The architect had a meeting with middle school students this week to share more of the progress on the project and to get their feedback.
 - Civil Engineers will visit the Southeast campus next week.
 - RFP for CMGC going out April 15, 2022.

REACH In - Brent Baribeau - Inform (9:26 am)

Board self-evaluations

- We will begin using the DPS templates since this is what is used by the district during the renewal process for the interview segment. This will help align the questions with practical examples from our Board. Gina is working on making the form more user friendly. Training will be done for the members in the summer, potentially with the league of charter schools.

Candidate interviews

- We are hopeful that we will receive some solid candidates for the 2022-23 school year. We strongly encourage members to reach out to their network to help recruit. The application deadline is April 15, 2022.

Officer nominations preview

- Our current officers will remain in their role for the 2022-23 school year. However, members are welcome to express their interest for any of the leadership positions.

Old Business - Gwen Maurello - Inform (9:30 am)

None

Reminders/Announcements - Gwen Maurello - Inform (9:30 am)

- Online HASE Auction: April 9-16th [here](#)
- Next BOD meeting: April 18, 2022 at 6:15 pm online via Zoom
- HANE event on Friday, April 29, 2022
- Consider members of our community who would be a good fit for Highline's Board in 2022-23. Encourage them to apply [here](#).

Adjournment - Gwen Maurello - Adjourn Meeting - Vote (9:33 am)

With no further business up for discussion, a motion was made by Gwen Maurello and seconded by Ben Garey to adjourn the meeting. The motion passed unanimously.

Campus Tour - Sarah Verni Lau - Inform (9:34 am)