



MINUTES

Full Board of Directors Meeting

**April 18, 2022
6:15 pm**

The meeting was held:

[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
Joe Whitfield, Vice Chair
Marc Furton, Treasurer
Anna Rogers, Secretary

Board Members:

Brent Baribeau, Board Member
Kamrin Coffey, Board Member
Ben Garey, Board Member
Stephanie Grossman, Board Member
Brandon Hellwig, Board Member
Drew Kent, 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
Vanessa Rodriguez, Highline Academy Northeast Assistant Principal
Brittany Joyce, Highline Director of Communications
Leah Gerig, Northeast Campus Teacher
Erika Paulino, Southeast Campus Office Manager
Heather Miles, Southeast Campus Teacher

Other:

Alesha Arscott, Unleashed Consulting
Annie Bielecki, HANE Parent
Deborah Havens, HANE Teacher
Britt Alford, HANE Teacher

Absent:

Teresa Fraiser, HR Director
Heather Knight, Project Manager
Austin Young, Northeast Campus Teacher

<i>Topic</i>	<i>Presenter</i>	<i>Goals</i>	<i>Outcome</i>
Call to Order – Gwen Maurello – Call to Order (6:18 pm) • 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. Anna Rogers read aloud the mission and vision statement. Anna explained that Highline is here to provide equitable access to everyone, regardless of their appearance, background, etc. to benefit from a world class education that meets students where they are and challenges them to excel.			
Consent Agenda – Gwen Maurello – Governance – Vote (6:21 pm) • Minutes from March 25, 2022 meeting • Minutes from the April 7, 2022 meeting A motion was made by Gwen Maurello and seconded by Ben Garey to approve the consent agenda. The motion passed unanimously.			
See BOD Packet for: (6:22 pm) • HANE Principal Press Release • REACH Out Update • 2022-23 Teacher and staff pay scales • March 2022 Budget to Actuals			
Public Comment (6:22 pm) There was no public comment.			
E.D. Update - Chris Ferris - Inform (6:23pm) Summer school programs at each campus • Highline will run summer school at both campuses again this summer. The school received a RISE grant that spans 2 years. In 2021 Kym Anderson led the program at HANE and the school contracted with Radical Arts Academy to lead the program at HASE. This 2022 summer Courtney Fry will be the Director at HASE and Kym Anderson will again oversee at HANE. 2022-23 SPED ECE / Model 1 program at HANE • Highline has been approached by the District to add a 4th classroom for our ECE program to be a special education classroom. It is organized into 2 half days - a morning and afternoon session. The direct pays for an ECE lead teacher who is a specialist in special education. The Admin team believes this would be a good fit with Highline's values toward providing increased access for strong education.			
Principal Update - Sarah Verni-Lau & Vanessa Rodriguez - Inform (6:25pm) New HANE Leader Intro • Vanesaa Rodriguez was a homeroom teacher at HASE for many years and was a founding HANE teacher. She has served in many positions over the course of her career at Highline, including as the assistant principal. • Vanessa expressed that she is honored to be named as the next principal for HANE and is committed to carrying out our mission and vision by being responsive to our community's needs. She explained that her intention is to truly begin executing our promise to deliver high expectations, provide rigor, relevance and relationships in every classroom. HASE CMAS Update • The entire campus tested April 6th - 8th (ELA) and April 12th - 14th (Math). Students began by taking one test a day. All students were able to test at the same time due to having sufficient technology resources.			

- Students were prepared for CMAS due to content being taught in classrooms everyday.
- Fifth and 8th grade are completing Science April 19th - 21st.
- Staff supported students with test preparation by:
 - Focusing on test taking skills
 - Reminding students to use all the time allotted, check their answers, use scratch paper, etc.
- Teachers monitor students for utilizing test taking skills during the assessment. Students who demonstrate skills earn points that can be traded in for prizes and/or dress down days at the "CMAS store".
- Teachers are reporting that student efforts are the best they have ever seen. Students in lower level grades are excited for the day they can take CMAS.

HANE CMAS Update

- The entire school tested April 5th - 7th (ELA) and April 12th - 14th (Math).
- Fifth grade is completing Science from April 19th - 21st.
- Staff supported students with test preparation by:
 - Focusing on test taking skills, looking at sample questions throughout the year
 - Reminding students to use all the time allotted, check their answers, use scratch paper, etc.
- Teachers monitor students for utilizing test taking skills during the assessment. Students earn points for demonstrating skills that enter them into a drawing for prizes.
- This is the first time students are taking a standardized test of this length. It is a heavy lift for kids and we hope the test will show the great progress they have made this year.
- Student efforts have been very strong, with solid focus and hard work happening across grade levels.

Family Engagement at HASE

- Volunteers have been allowed to come into the building to support various projects and activities within the last 5 weeks. This is the first time families new to our community have been able to come in and see the campus and begin building relationships.
- Hosted tours for new families who were not able to visit the campus due to the pandemic, and fifth grade families who are interested in having their children continue on into our middle school department.
 - Spring Book Fair, Literacy day, Field Day, coaches for sports, and field trips.
- Outdoor community events are kicking off through Spring:
 - Beautification Day (4/23), Spring Festival (4/30), Bike/Walk to School Day, Middle School Dance, and 8th Grade Commencement (5/31).
- The campus will return to in-person conferences. They will be student led and will take place on May 5th.

Family Engagement at HANE

- Have begun to slowly reopen the building for on campus support, celebrations and field trips.
 - Families who have students with unique needs have been allowed to come in and provide additional support in the building.
 - The April REACH Assembly (4/29) will be held indoors in the Gym for the first time since the pandemic.
- Outdoor community events through Spring
 - Culture Night (May 13th from 5-7 pm)
 - Celebrations of learning: ECE-5th grade (various dates and times)
 - 5th grade commencement: June 2nd
- The campus will return to in-person conferences. They will be student led and will take place on May 5th. There is a virtual option for families who are unable to attend in person.

Finance - Marc Furton - Vote (6:43 pm)

March Budget to Actuals

There are not that many updates or recent changes.

- HASE:
 - Revenue is at 72% of the budgeted amount and is expected to be at this percentage at this time of the year.

- Expenses are at 66% of the budgeted amount and this is the expected percentage. Many of the larger expense items are from consultant fees related to the facility expansion project.
- Some of the expenses associated with the facility expansion project are not on the books yet because the school does not have reasonable estimates. It is not certain if all expenses will hit during this fiscal year. However, we have budgeted \$500K for this work.
- The ending fund balance is \$3,112,316.
- The budget deficit is due to the facility expansion project.
- HANE:
 - Revenue is at 71% of the budgeted amount and is expected to be at this percentage at this time of the year.
 - Expenses are at 72% of the budgeted amount and this is the expected percentage.
 - The ending fund balance is \$2,238,954.
- At HASE, the budget for the 2021-22 school year will dip into reserves in order to pay all the expenses for the facility expansion project. At HANE, there will be savings at the end of the year resulting in a positive budget for the combined network.
- Our ratios are in line with the requirements.
- Days cash on hand: Last year we ended at 127 and we are currently at 139, which is a positive increase.
- Some of the revenue is delayed due to the public school delay due to the high turnover at the district level.
- The school has received a “BBB-” rating, which means Highline will qualify for the lowest interest rate for the longest period. The State will guarantee our bonds to the bondholders.

Teacher and Staff Pay Scales

- Colorado ranks last in the nation on providing teachers a competitive wage.
- Providing an increase to teacher salaries is imperative to recruiting and retaining qualified staff. Closing the pay gap should be a high priority. Over time, staff retention will offset higher wage costs.
- Please refer to Table 1 below for the comparison of Highline Academy and DPS teacher salaries.
- Everyone will receive a 5-6% increase going into next year. This includes the 3% proposed increase to the scale and the step up on the scale that each teacher receives with another year of experience.
- This scale does not prevent paying additional bonuses out to staff, per board discretion.
- The school has some flexibility after losing the additional ESSR funding (COVID related funds).
- The Finance Committee reviewed the proposal and agreed with the terms.
- Heather Miles, HASE Board rep, stated that staff wanted to know if the salary proposed in their current contract for the 2022-23 school year reflects a 3% increase. Chris Ferris said that it reflects their step increase plus the additional 3% . New contracts will be sent out if this new teacher scale proposal is approved by the Board.
- Gwen Maurello stated that it is important to show our support by acknowledging how difficult it is for teachers and that we need to provide a competitive salary for them.
- Gwen Maurello made a motion to approve the teacher payscale for the 2022-23 school year as presented in the Board packet. Drew Kent seconded. The motion passed unanimously.
- Drew Kent asked if Highline has a model to show Highline’s full compensation package compared to DPS (benefits, PTO, etc.). Chris Ferris said Teresa Frasier has information that is presented to new hires with more detail on all benefits provided by the school.

Table 1: HA and DPS salary comparison

Pay Comparison	Proposed HA/Licensed BA	DPS/BA	Proposed HA/MA or BA+45	DPS/BA+36/MA
Step 1	42,776	47,291	48,716	51,948
Step 5	47,129	53,199	55,692	58,817
Step 10	52,570	61,217	64,413	67,404
Step 15	58,012	69,235	73,133	75,991

Reach Out Committee - Brittany Joyce - Inform (6:57 pm)

Campus Fundraising Update

- The Southeast campus recently completed its annual Spring Auction which ran April 9-16, 2022. The goal this year was to raise \$20,000 in support of the Southeast campus facility expansion project. This goal was surpassed and \$21,817 was raised (this includes event sponsors, donations, and online bidding). This was the first virtual auction hosted by the campus and there was solid engagement from the community. There are a few items that have not yet been sold and our community can take advantage of new, reduced prices from now until April 24th at 11:59 pm.
- The Northeast campus has been raising funds this year to increase access to its after school EnREACHment sessions. \$7,562 has been raised to date which has allowed over 50 students to attend these valuable after school classes who would not have been able to otherwise. The Northeast campus is also preparing to revive its community garden and sought support to purchase new materials for this season. \$1,414 has been raised, with more to be accounted for after a recent dress down day.

Southeast Campus Feasibility Study Update

- In support of the facility expansion project at the Southeast campus, the Board approved bringing on a capital campaign consultant (Philanthropy Expert, PE) in February 2022. The capital campaign fundraising goal is \$1M.
- The first phase for the capital campaign is to assess the school's level of support from a large group of stakeholders (families, donors, foundations), their appetite to support the effort, and how much they might be willing to give.
- PE has almost completed 17 scheduled interviews and will share a readout and recommendations for going forward with the Reach Out committee in the coming weeks.

Highline Scholarship Update

- This is the 4th year of the Highline-Kelly Linderman Scholarship.
- The award has increased to \$2,750 this year (up from \$1,800 in its first year in 2019) and is available exclusively to graduates from Highline Academy who seek a career in education or any field that positively impacts youth.
- There are currently 2 candidates. We will continue to promote this opportunity to the community in hopes all interested alumni will apply. The deadline is May 9, 2022 and the application can be accessed [here](#).
- The scholarship was created in honor of Kelly Linderman, who was a teacher who was dedicated to supporting students from all backgrounds and understood each child has potential to succeed.
- The scholarship has been made possible thanks to the generosity of Kelly Linderman's family and friends. They believe Highline's mission and values so closely align with Kelly's and chose to partner with the school in honoring Kelly's legacy and to support future educators.

Gwen Maurello asked if the donation link had been reopened on the auction site. Brittany Joyce explained that it closed on April 16th and was reopened today on April 18th to allow donations through the extended date of April 24th.

Chris Ferris expressed appreciation for Brittany Joyce for her leadership and making the auction a reality. Brittany Joyce mentioned that usually parents organize this event, however there were no volunteers this year and she volunteered to assume the role of Auction Chair in order to see the event through.

Brent Baribeau suggested that the process be documented for future auctions. Brittany Joyce explained that everything is well documented (meeting notes, auction items and item status, sponsors, teacher treats, communications, processes, etc.) in a spreadsheet that has been shared with many members of the parent community. The campus will be well positioned to replicate the efforts from this year going forward.

Reach In Committee - Brent Baribeau - Vote (7:07 pm)

Nominate new Board members

- Only one new Board candidate application was submitted. Chris Ferris has been in contact with 2 community members who are interested and may apply. Brent encouraged the Board to socialize the Highline Board with their networks in an effort to gain more candidates who also ascribe to the school's mission.
- The Board is prepared to interview new candidates in April and May.
- It is important to note that the school can add new Board members on a rolling basis throughout the year, even though our preference is to elect new members at the end of the current school year.
- There are 2 community members on the call tonight who are observing the meeting as potential Board members (Alesha Arscott and Annie Bielecki).

Board self-eval results

- We are behind with the results from Board self evaluations due to scheduling conflicts on the Reach In committee.
- The review will be sent out later this week. There are 2 tabs: one for personal evaluations and one for whole-Board evaluations.
- All the information will be reviewed and the Board training / summer retreat will be developed in light of the results.

Teacher Appreciation May 2nd to 5th

- The school organizes Teacher Appreciation efforts on an annual basis.
- Anna Rogers and Brent Baribeau volunteered to organize breakfast at the Southeast campus.
- The Board wrote handwritten notes to all teachers and staff a couple of years ago and this effort was very well received. The Board will organize the same activity this year. Board participation will be required for this activity.
- Funds for the Board sponsored breakfast / lunch meals during Teacher appreciation week are allocated from the Board Reserve and not from the campus budget. The estimated budgeted amount was initially suggested at \$800, but with a reasonable \$10 per person minimum, the members agreed that the budget should be raised to \$1,400.
- A motion was made by Brent Baribeau to use \$1,400 from the Board reserve to pay for meals during Teacher Appreciation week at both campuses. The motion was seconded by Drew Kent. The motion passed unanimously.

Old Business - Chris Ferris - Inform (7:17 pm)

None

Reminders/Announcements - Gwen Maurello - Inform (7:17 pm)

- HANE event on Friday, April 29, 2022
- Next BOD meeting: Friday, May 20th at 8:30am - HANE
- Details on EOY Board activity is forthcoming. Stay tuned.

Adjournment – Gwen Maurello – Adjourn Meeting – Vote (7:18 pm)

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