



MINUTES

Full Board of Directors Meeting

December 8, 2022

8:30 am

The meeting was held at the Northeast Campus and 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
Drew Goltermann, 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
Vanessa Rodriguez, Highline Academy Northeast Principal
Brittany Joyce, Highline Director of Strategy and Communications
Michael Rodriguez, HANE Teacher

Other:

None

Absent:

Sarah Verni-Lau, Highline Academy Southeast Principal
Teresa Fraiser, HR Director
Kamrin Coffey, Board Member
Kenny Smith, Board Member
Austin Young, HANE Teacher
Erika Paulino, HASE Front Office Manager
Evette Green, HASE Teacher

<i>Topic</i>	<i>Presenter</i>	<i>Goals</i>	<i>Outcome</i>
Call to Order – Stephanie Grossman – Call to Order (8:34 am) Quorum Establish Mission Moment • A quorum of the Board was established. The agenda was adopted with no changes. • Marc Furton read aloud the mission and vision statement. Marc said it is a wonderful opportunity to be at HANE today and celebrate Vanessa and the wonderful work she is doing. We received excellent feedback from DPS after the site visit and he would like for us to take time to reflect on all she and her team is doing to provide academic excellence for students.			
Consent Agenda – Stephanie Grossman – Governance – Vote (8:36 am) • Minutes from the October 24, 2022 meeting • A motion was made by Stephanie Grossman and seconded by Annie Bielecki to approve the consent agenda. The motion passed unanimously.			
See BOD Packet for: • Executive Director Report • DPS Site Visit Report • October Budget to Actuals • Fiscal Policy Update • Highline Academy FAMIL Leave Analysis • Outreach Toolkit			
Public Comment (8:38 am) • None			
E.D. Update - Chris Ferris - Inform (8:39 am) HANE Charter Renewal Update • The DPS Board was once very much behind the Superintendent when he initially began his tenure. However, the Board is beginning to express concern and disagreement with his stances on various issues. • HANE would need at least 4 DPS Board members to vote in favor of the campus' renewal in January 2023. • The Highline leadership team is coordinating receipt of letters of support from the community in support of the renewal, and will also present before the DPS Board on January 10th ahead of the renewal vote. • We are aware that many families do not realize that Highline is a charter school. This is important to understand because families may vote in favor of DPS Board members who are not charter friendly or do not support school choice in November 2023 (the next DPS school Board election). • As a result of this, we will kick off a campaign in the Spring of 2023 to help reiterate with families, staff, students and community members that we are a charter school. We would like to make this more prominent in communications, branding, and apparel. Middle School Options for HANE • HANE families have expressed interest in having a middle school for years. This is also a part of our strategic plan - to expand to middle school at HANE. • If the DPS population analysis report shows that there is a need for more middle school seats in Northeast Denver, we could expand to offer middle school in the current HANE facility. We would reduce Kindergarten by 1 class in the 2023-24 school year and add 6th grade for the 2024-25 school year if the district supports this plan. Advantages with this route is that student enrollment would mirror HASE and no remodeling or debt would be incurred with building a new facility. • If the DPS population analysis report shows that there is a need to provide as many elementary school seats as possible, we may not receive the District's support to expand to middle school. This could result in us maintaining our current model for a few years. • Another option is to explore expanding to the Reunion neighborhood (Adams 27J) with a 3rd Highline campus to offer ECE - 8th grade. However, Adams 27J is not offering buildings so we would need to build a			

facility. Yet there is a clear need and growing population of school aged children in this area, and Adams 27J is actively inviting charter schools to apply to serve in their district.

- Board members Joe, Annie and Stephanie shared that the community is desperate for more and quality middle schools in Northeast Denver.

Principal Update - Vanessa Rodriguez - Inform (8:56 am)

Intervention programs at each campus

- We have begun an Intervention block which provides targeted support for each student's needs everyday.
- All Interventionists are provided with training to effectively teach literacy skills, which has been incredibly valuable for students. We are seeing the results from this.
- The Admin team is now hosting weekly data meetings to track student progress, and now inviting Interventionists to these meetings as well.
- We are aiming to align our practices across the campuses. In support of this, Northeast campus Interventionists and Admin team members have gone to Southeast to observe and learn their practices.
- For the 2nd semester, Interventionists will receive increased coaching on how to share out data with teachers in order to ensure data is being used as effectively as possible. Will also host a CMAS boot camp to help staff and students be even more prepared this year for the assessment.
- HANE is currently onboarding a Behavior Interventionist this week to join the wellness team and this staff member will also support student's social emotional learning.
- Chris said she appreciates that Principal Rodriguez is willing to make changes during the year in order to best meet the needs of students. Her willingness to be nimble is an asset to the organization.

Finance Committee - Marc Furton - Inform / Vote (9:08 am)

October 2022 Budget to Actuals

- HASE
 - Revenue: \$2,108,574, at 27% of projected revenue for the year.
 - Expenses: \$2,397,033, at 31% of projected expenses for the year.
 - Operating Loss: \$(288,459)
 - Other items to consider: The interest payment was increased to accommodate for the new debt.
- HANE
 - Revenue: \$2,512,879, 31% of projected annual revenue.
 - Expenses: \$2,644,858 at 36% of projected expenses for the year.
 - Operating Loss: \$(131,980)
 - Other items to consider: We have opened a savings account for the first time for this campus through Colorado Trust Treasury Account. This will increase our interest rate to 4%.
- Network
 - Revenue: \$32,720
 - Expenses: \$139,162, at 34% of projected expenses for the year.
 - Operating Loss: \$(106,442)
 - Other items to consider: During the Finance committee meeting, a staff bonus of \$1,000 for each staff member was approved.
 - Revenues are lower, however this is consistent with prior years and is due to outstanding funds from mill levies.

FAMLI Policy Vote

- As a governmental organization, Highline has three options available regarding family medical leave. The options below were given to Highline staff to vote on their preference to help inform the organization's decision.
 - 1. Highline participates in the program; all employees would be required to participate in the program. No option provided to opt out, and the school is locked in for 3 years. 33.4% of employees voted for this option.
 - 2. Highline declines all participation in the program. Employees can opt in personally and pay through CDLE website. 43.3% of employees voted for this option.

- 3. Highline declines employer participation. Employees may choose to opt into the program and the school would deduct and report premiums to CDLE on the employee's behalf through a payroll deduction. 23.3% of employees voted for this option.
- Keep in mind that option 2 and 3 are very similar. PERA went up this year, so staff have expressed concern with increased payroll deductions. While Highline did provide staff with a notable raise this school year, it was not felt because most of it went to PERA.
- Chris would like to revisit this decision in a year and survey employees again at that time to see what their thoughts are. We seek to honor staff voice while also providing attractive benefits.
- Michael said that teachers' opinions are mixed depending on their life stage. Young teachers are not interested in opting in, however teachers with children find the program appealing.
- Option 2 means Highline does not have to pay anything.
- Currently, anyone opting in has to pay into the program for a year and then they would be eligible to draw from the program's benefits.
- We can drop offering and paying for short-term disability (STD) after a year. We do not need to have both plans in place.
- Highline cannot pay for an employee's contribution to FAMILI on their behalf; only employees can pay for the deductions. However, this is a small percent (less than 1%) of an employee's paycheck.
- 90% of charter schools in the area are opting out of this program. We can revisit our decision and change in a year if staff would like to have it in place.
- State program: Employer cost is \$39,056 and Employee cost is \$39,056 (Starts January 1, 2023).
- Private Plan: Employer cost is \$41,225 (includes 5% plan fee) and Employee cost is \$39,056 (January 1, 2023).

A motion was made by Stephanie Grossman and seconded by Joe Whitfield to vote on option #2 of the FAMILI Policy. The motion passed unanimously.

Staff gifts policy vote

- Changes to the policy include:
 - We have clarified that personal entertainment is prohibited.
 - Gift cards can only be purchased after the leadership team has authorized.
 - The policy clarifies that gift cards are taxable revenue; removing the language that gift card purchase is prohibited.
 - We have clarified that gift cards can not substitute salary.
- Joe asked if this policy was socialized with the Admin team. Chris explained that it was socialized during the Finance committee meeting, with both principles present.

A motion was made by Stephanie Grossman and seconded by Joe Whitfield to approve the language changes to the fiscal policy. The motion passed unanimously.

Campus Tour and Reflections - Vanessa Rodriguez - Small Groups (9:30 am)

Building Corporation - Chris Ferris - Inform / Inform (10:00 am)

HASE Facility Expansion Update

- Chris played the virtual reality video of the new expansion space at the Southeast campus.
- We sold our bonds and refinanced the original loan.
- We are nearing completion of obtaining the maximum guaranteed price (GMP) and it should be finalized by early next week.
- Once we receive all the permits, we will be ready to break ground. We are targeting February or March 2023.

Reach In Committee - Stephanie Grossman - Inform (10:04 am)

Board terms & renewals; ED mid-year evaluation

- The committee has been reviewing the current Board policy manual. It has not been updated since June 2020.
- Each member of the committee is taking a section of the Board Policy manual to review. Reach In committee members are also interviewing other Board members and staff for more research to make any updates as

necessary.

- The committee is taking a deeper dive into non-academic criteria to ensure measures of assessment are thorough and fair.
- ED direct report interviews are scheduled for December 8th and December 14th. A readout of the interviews will be shared during the January 2023 Board meeting.
- Board recruitment planning is still underway, including review of the Board matrix to assess current skills, expertise, and committee assignments.

Old Business - Chris Ferris - Inform (10:06 am)

- None.

Reminders/Announcements – Brittany Joyce – Inform (10:07 am)

- Next BOD meeting: Monday, January 23, 2023 at 12:00 pm [here via Zoom](#)
- We will check in with members to see if this time still works for members.

Adjournment – Stephanie Grossman – Adjourn Meeting – Vote (10:08 am)

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