



MINUTES

Full Board of Directors' Meeting

**March 22, 2021
6:15pm**

The meeting was held:

[Online via Zoom using this link](#)

One-touch mobile: 1-253-215-8782,,79121224656#,,,*676980#

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:

Brent Baribeau, Board President
Joe Whitfield, Board Vice President
Marc Furton, Treasurer
Gina Schlieman, Secretary

Board Members:

Ben Garey, Board Member
Gwen Maurello, Board Member
Brandon Hellwig, Board Member
Kenny Smith, Board Member
Drew Kent, 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
Teresa Fraiser, Highline HR Director
Leslie Branson, Highline Academy Northeast Teacher
Manda Troutman, Highline Academy Northeast Teacher
Erika Paulino, Highline Academy Southeast Office Manager

Other:

Heather Miles, Southeast campus grade teacher
Jeff Truelock, Southeast campus teacher
Tara Whalen, Southeast campus teacher
Natalie Neuhart, Southeast campus teacher
Stephanie Leigh, Southeast campus parent
Rebecca Farnsworth, Southeast campus teacher
Alli Williams, Southeast campus teacher
Rebecca Rathberger, Southeast campus teacher
Stacy Griest, Southeast campus parent
Ashley Shoukas, Southeast campus parent
Katie Romero, Southeast campus parent
Pastor John Bell, Community Member
Carla Schwartzkopf: she, her, Southeast campus teacher
Kamrin Coffey, Community Member
Shere Walker, Community Member
Lenee Mozia, Community Member
Vernon Tabor, Northeast campus parent

Absent:

Kim Fronapfel, Highline Academy Southeast Teacher
Anna Rogers, Board Member

<i>Topic</i>	<i>Presenter</i>	<i>Goals</i>	<i>Outcome</i>
Call to Order – Brent Baribeau – Call to Order (6:16 pm) • Quorum Establish • Agenda Confirm • Mission and Vision restated Quorum established. The agenda was adopted with no changes. Joe Whitfield read aloud the mission and vision statement. The mission resonates because he did not have the advantage of going to a school like Highline as a kid. Values that Highline focuses on, the whole child and academic excellence, are inspiring and are why his family is at Highline.			
Consent Agenda – Brent Baribeau – Governance – Vote (6:20 pm) • Minutes from the January 25, 2021 meeting • February 2021 Financials A motion was made by Brent Baribeau and seconded by Joe Whitfield to approve the consent agenda. The motion passed unanimously.			
See BOD Packet for: (6:21 pm) • Draft Sick Leave/PTO policy • 2021-2022 School calendar Draft • Insight Survey overview • <i>One Highline Movement</i> event materials • Star Data reports • HANE UIP • Highline Academy Network FY21 Budget to Actuals • HA FY22 Budget Resolution • Highline Network FY22 Budget Analytics • HASE & HANE FY22 Preliminary Budget • Highline Academic Accountability training			
Public Comment (6:23pm) Rebecca Farnsworth, Southeast campus teacher, joined to share her thoughts on the proposal to shift staff leave from a flexible bank of PTO days for either illness or personal use to a fewer number of personal PTO days but with access to a sick bank. She does not believe 4 PTO days is enough and does not believe it will be enough to support staff mental health and staff retention. Manda Troutman, Northeast campus teacher, shared an anonymous Northeast staff comment. The anonymous comment is not in favor of reducing the number of PTO days to 4 days. Heather Miles, Southeast campus teacher, shared that there is no union and trusts the school administration to make decisions in the best interest of teachers. She believes that Highline is already compliant under the law and should not reduce the number of PTO days with sick days. She shared that she has always had days to roll over each year. Manda Troutman, Northeast campus teacher, had questions about the number of days that could roll over and how this number was determined. She wondered how many days Aurora and Denver public schools have for PTO days. Opens up the door for teams picking up the slack vs. substitutes. She wonders what the formula is for calculating PTO days.			
Executive Director Update - Chris Ferris - Inform (6:37pm) Sick leave/PTO Policy • Based on the new Colorado law, it is the interpretation of Highline's legal counsel that the school should designate sick time separate from personal days.			

- The draft policy is allowing for sick and PTO days to be rolled over.
- 80% of staff have not fully used their days in the past.
- We have been advised to not add more PTO days to correspond with tenure. This creates an issue with some staff having more PTO days, which causes issues with scheduling time off and finding coverage across the organization. It also causes budgeting complications that result in a financial hit as staff roll time over and then need to be paid out for that time upon separation (transferring financial liabilities from the year they were originally budgeted into subsequent years).
- Drew shared that large corporations have the same interpretation of the new law and requiring sick days to be kept separate from PTO days.
- Erika shared that you may accrue time and carry it over. Currently, staff can designate how they are taking time off in the HR management system. Believes that staff will be penalized with this new approach. Most of her colleagues do not use all of their PTO time.
- Ben shared that unlimited PTO is favorable because most staff do not use it. It feels a certain way to have time tracked as sick. The person taking PTO is aware of that cost.
- Gwen asked about rolling over vs. paying out time. When teachers take a day off, a substitute is required to come in and the organization has to pay that salary (if an external individual).
- Teresa Fraiser shared that in 2018, Colorado passed a ban on use it or lose it PTO policies for companies with 50 or more employees.
- Brent shared that we do not have enough information at this time to have a vote. Believes that the email shared from Chris was meant to be collaborative and not the final decision. Would like to have a group of Board members take a closer look into this between now and our next Board meeting.
- Guerin wondered what is the cost for PTO payout vs. payment for substitutes. Marc Furton said he is willing to take a look into this calculation and willing to be involved more in this discussion.
- Kenny Smith asked if there are any lessons learned from this year with remote teaching. Shared that his employer allows staff to relinquish PTO that can be put into a reserve bank.

Draft calendar for the 21-22 school year

- DPS begins the school year on August 23rd, 2021. This was approved by the DPS Board. Highline's proposed calendar starts the school year August 16th - one week earlier - however, it is a short week. While we know this isn't ideal for parents, it will allow the staff to assess all students and then have two days to reorganize groups and prepare so we can do our best to address all student needs moving forward, something important to do given the disruptions of the past year have resulted in varying impacts for students. Our last day will be the same as DPS on June 3. Brent Baribeau made a motion to pass the 2021-22 school year calendar. The motion was seconded by Drew Kent. The motion passed unanimously.

Insight Survey

- This survey was given in the fall of 2020
- 73% of staff responded that they wanted to stay at Highline due to: positive school culture and learning environment; relationships with students and families; and ability to have a positive impact on student outcomes.
- 23% expressed that they wanted to leave due to professional and personal reasons (that were not school related) and dissatisfaction with financial compensation.
- From the last time this survey was administered in the fall of 2019, staff responses on the following questions saw a positive increase for retention strategies: "My school leaders"....provided me with access to additional resources for my classroom; recognized my accomplishments publicly; encouraged me to continue teaching at the school next year
- Survey conclusions:
 - We can continue to use the national top performing school's scores to choose goals
 - We saw specific growth areas from the goals made using last year's data under these categories:
 - Family Community and Engagement
 - Peer Culture
 - Diversity Equity and Inclusion

■ Leadership

One Highline Movement event to share the strategic plan

- This event is a wonderful opportunity to share out our strategic plan and how we would like to work together in support of our students. Senator Coleman and Dr. Rosemarie Allen will be our guest speakers. We are asking all Board members to attend and to share this event with their network. Asking Board members to help solicit sponsors as well.

Reach Up Committee - Gwen Maurello - Inform (7:37pm)

Star Data

Key takeaways:

- Many factors are contributing to the Beginning of Year (BOY) and Middle of Year (MOY) STAR data's unpredictability and unreliability (methods of assessing, % of students tested, who were the missing students? There is no way to distinguish between Virtual Academy and in-person students, etc.)
- While there is growth in grade level averages, the common trend is fewer students above 50 NCE from BOY to MOY.
- We need more progress monitoring data to validate the STAR data- but if it is accurate, how do we set students up for success next year?
- We should focus on resources and supports for both campuses to meet their needs.
- Our growth reports are very encouraging, with significant average performance growth within grade levels across campuses. Every grade in both ELA and Math had growth of at least half a year by the MOY assessment. Some grades had 0.9 to 1.3 years of growth by mid-year.
- There will be one more round of STAR testing this year.
- Kenny shared that we need to dig in more to understand other factors that we cannot account for in a standardized testing environment. We want to glean what we can from it and how we can chart a path forward for our students. From the STAR data we want to understand what is our most prudent next step to recover and help students turn around, especially this year in light of the challenges caused by the pandemic.

Principal Update - Sarah Verni-Lau & Guerin Gray - Inform (7:59 pm)

HANE - Guerin Gray, Principal

Staffing model for 21-22

- HANE's leadership team would like to keep homeroom sizes capped at 21 with four homerooms, instead of 28 and three homerooms.
- They would also like to add back our interventionists, who were added to homerooms this year due to shifting staffing needs (including remote learning support) as the result of COVID.
- They would like to perform extensive screeners for students to meet them where they are at the beginning of the school year and make plans for grouping, targeted interventions, and understand how much students need to catch up.
- Smaller groups helped HANE make gains with student learning in 2020-21.
- They will have teachers teaching a smaller number of subjects (akin to single-subject model) to help teachers focus on content areas.
- They want to offer a wide range of specials classes and stay true to what makes us Highline with reinforcement of our REACH values.

HANE UIP overview

- Unified Improvement Plan (UIP) is due either every year or 2 years, depending on each campus' performance. HANE's UIP is run through DPS. The intent is to look at the data at the school and choose areas for improving outcomes for the school that are based on logical conclusions from the data and evidence-based strategies for improvement.
- Highline has been developing our School Accountability Committees (SACs) to help review trends and guide the process.
- There are 3 goals for HANE's UIP:
 - Build data collection

- Deepen family engagement
- Build standards-based instruction and practices
- HANE needs to provide opportunities for families to meet with teachers and connect to the school, in spite of not being able to gather because of COVID.
- HANE has done a lot of work to be more culturally responsive and to work on being anti-racist.
- HANE needs to provide instruction on a daily basis that aligns with standards, and to keep lines of communication open with teachers so they are clear on the standards they are responsible for.
- Gina Schlieman reviews UIPs for the state through CDE's Improvement Planning office and said HANE's UIP is much stronger than most others of similar age/circumstance.

HASE - Sarah Verni-Lau, Principal

Staffing model for 21-22

- HASE does not have the space to grow the number of classes that can be offered by grade level.
- HASE leadership wants to focus on how to differentiate to meet the wide range of student needs.
- HASE has added 6 positions in the hope that the budget will allow for them to hire to meet the needs of students based on gaps. HASE wants to make sure that students who are doing well continue to be challenged, as well. Specifics on what those positions should be will come out of staff meetings where they will provide their input on 2021-22 staffing models.

Finance Committee – Marc Furton – Fiscal Oversight – Inform (8:27 pm)

HASE & HANE FY22 Preliminary Budget

- Highline is not anticipating a virtual academy program at this time (which was provided out of the HASE budget for the 2020-21 school year).
- There is currently a small operating loss for HASE, but it is expected to improve as the school moves into the 21-22 school year.
- Brent Baribeau made a motion to pass the preliminary 2021-22 budget for the HASE and HANE campuses. Marc Furton seconded the motion. The motion passed unanimously.

DEI Committee - Brandon Hellwig - Inform (8:37 pm)

Reach Awards for anti-racism curriculum and service learning projects

- A regular Parents for DEI meeting was held since the last Board meeting in February, with the DEI Committee meeting following it. Vanessa Rodriguez spoke about teaching and supporting bi-lingual students. Also, they discussed how students celebrated Black history month at both campuses. They are looking to increase participation for this group and the work to advance equity at Highline.
- It was discussed how to track the DEI goals in Highline's strategic plan. A REACH Out award for teachers based on innovative curriculum developed in support of DEI values is being considered. This needs to be planned out more, but they are considering ideas that would be organic and celebrated.
- Also the committee discussed holding a debate contest for students to help them be advocates in talking about these issues.
- The next P4DEI Meeting will be on Saturday, April 10th at 9:00AM.

Reach In - Brent Baribeau - Governance - Inform (8:47 pm)

Individual Self-paced Academic Accountability Training

- Based on the Board self-evaluation from last year, the Board expressed that they needed more support around academic data interpretation. Gina, with Gwen's assistance, put together a document with links to resources and online trainings that the Board can review in their own time to help them understand better the state's academic accountability framework, the Unified Improvement Planning process, and the STAR assessments. The Board was asked to review the materials prior to the April 26, 2021 Board meeting.

Board support for Teacher Appreciation - w/o May 3rd

- There are a few different ideas that the Board is considering. Traditionally, the Board has passed a vote for approving up to a certain amount in support of teacher appreciation. If Board members would be willing to help pick up a meal and personally thank staff, that would go a long way in showing Board support. Brent made a motion to approve a spend up to \$5,500 across the network in support of teacher appreciation

week. Joe Whitfield seconded the motion. The motion passed unanimously. Gwen and Brandon volunteered to be on the team to help plan for the Board's contribution to teacher appreciation week.

Old Business - Brent Baribeau - Inform (9:04 pm)

None

Reminders/Announcements – Brent Baribeau – Inform (9:05 pm)

Next Full BOD meeting:

- April 26, 2021

Upcoming campus events for Board participation:

- *One Highline Movement* event on Tuesday, April 20th. Register [here](#).

Adjournment – Brent Baribeau – End Meeting – Vote (9:05 pm)

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