



MINUTES

Full Board of Directors' Meeting

**August 30, 2021
6:15pm**

The meeting was held:

[Online via Zoom using this link](#)

Dial-in Number: +16699006833,,87928221035#

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, Co-Chair

Marc Furton, Treasurer

Anna Rogers, Secretary

Board Members:

Kenny Smith, Board Member

Ben Garey, Board Member

Kamrin Coffey, Board Member

Stephanie Grossman, Board Member

Grace Nailing, 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

Heather Miles, Southeast Campus Teacher

Leah Gerig, Northeast Campus Teacher

Other:

Stephanie Leigh, Southeast Campus parent

Absent:

Brandon Hellwig, Board Member

Drew Kent, Board Member

Gwen Maurello, Co-Chair

Kim Fronafel, Southeast Campus Teacher

Austin Young, Northeast Campus Teacher

Teresa Fraiser, Highline HR Director

Gina Schlieman, Reach In committee member

<i>Topic</i>	<i>Presenter</i>	<i>Goals</i>	<i>Outcome</i>
Call to Order – Brent Baribeau – Call to Order (6:19pm) • Quorum Establish • Agenda Confirm • Mission and Vision restated Quorum established. The agenda was adopted with no changes. Brent Baribeau asked Board members to introduce themselves and share their connections to Highline. Ben Garey read aloud the mission and vision statement. Ben explained that Brittany Joyce introduced him to Highline and after going to an event (Culture Fair), he truly believed in the mission upon seeing it in action.			
Consent Agenda – Brent Baribeau – Governance – Vote (6:30 pm) • Minutes from the June 21, 2021 meeting A motion was made by Brent Baribeau and seconded by Ben Garey to approve the consent agenda. The motion passed unanimously.			
See BOD Packet for: (6:31 pm) • 3 Annual forms for Board members to sign & upload on the Board drive here by September 7th • For Brent only - sign and submit Board Chair attestations for DPS by September 7th • 5-Year Strategic Plan and 2021-22 Fundraising Plan • Financials • 2019 State SPFs for HANE and HASE			
Public Comment (6:31 pm) None			
Executive Director Update - Chris Ferris - Inform (6:32 pm) Chris reminded Board members to sign the annual attestation forms. New Board members already completed this. • Health Update: We are following CDC guidelines for schools. We will continue to update the Board as things change. 94% of Highline staff are vaccinated. The school has implemented universal masking and students eat outside or in small classroom groups. Unvaccinated staff members are tested weekly in accordance with district guidelines. The Board requested to continue to receive weekly updates of positive COVID cases accessible via a tracker (this was produced by the ED during the 2020-21 school year). • Preview of HASE facility expansion: We have a meeting September 8th to meet the architects to review the design, costs and the overall project scope. The ED wants to make sure Board members understand that the Masterplan will be presented in its grand scheme as a ‘wish list’, what the ultimate vision would be, and all elements will not be feasible to implement. This will be a project that we complete over time. Therefore, members should also keep in mind that total costs are reflective of the complete project across phases. We may not proceed with everything that the architects present. It will be important to keep in mind that there are ways we can accommodate and work together to make the plan a reality. The budget is broken into mandatory and discretionary categories. All this information will be shared with the Board during the September 8th meeting. Level Field is the consultant we are working with to put together a financial feasibility study for the project. They are experts for charter school financing as well. Some materials will be shared with Highline staff to see the initial project plan. Everyone is invited to come to the Board meeting on September 8th. The Design Advisory Group (DAG) committee who helped shape the design was comprised of family members, teachers, staff members and students. • Update on renewals - HASE 2022, HANE 2023 The HASE charter renewal application was submitted, and the site visit is scheduled for September 7, 2021. We are in a good position to show that we are a high performing school. The renewal process should go well. We are in an odd situation since we do not know the DPS board members who will be voting for our renewal (the vote will occur in November; the new members come into office in January). DPS is trying to change the waivers (policy or education law); some can be waived automatically and some we have to apply for and submit a plan of action. This			

is part of the renewal this year.

Brent Baribeau: Some Highline Board members will be interviewed as part of this process and he will reach out to members to be a part of this piece.

Chris Ferris: DPS Board members will come to a Highline Board meeting this year to observe. The date is still TBD. Chris has met with the new DPS superintendent a few times.

Waivers: Waivers can be found on the website. Currently, we don't know which waivers will be automatic and which we have to renew (i.e. student fees). The Northeast campus will go through the same renewal process for the 2022-23 school year. We will know what the DPS board is looking for after going through the renewal process for the Southeast campus this year. It is advantageous that Southeast is up for renewal first since the campus had a great testing year in 2019. The hope is that we will have a normal test year for 2021-22.

- State SPF - New accountability metrics for our campuses

Schools are assigned a 'plan type' based on the overall percent of points earned on the official framework. The overall percentage of framework points represents the percentage of points earned across all performance indicators. The official percentage of points earned is matched to the scoring guide to determine the plan type. Failing to meet the accountability participation rate of 95% on two or more assessments will reduce the overall plan type by one level.

The district SPF, which judged the Northeast campus as orange, overrode the state in 2019. Now, the district no longer has their own SPF and the state will be the only measure moving forward. We scored better on the state SPF than district SPF because the district model is based on 2-year tracking. Older data is less favorable for us. HANE now shows a higher score from 2019 based on the state SPF. We will apply to be measured by the state SPF rating instead of the district SPF. State testing makes more sense because families can compare different schools across the state vs. within the district only. Reporting for minority students is lumped together across metrics. The metrics are debatable. DPS administered more student and family surveys last year (which included aspects of diversity, communication and mental health) and they want to use some of those metrics in accountability reports. There was no testing in 2020 and only partial testing was completed in 2021. In 2021 only 70% of students took CMAS and not all subjects were tested. At the next Highline board meeting we will see where students are based on STAR data. 2021 CMAS data will be sent to families soon for their own child(ren). We should be careful how we talk to families about the data at the school level, as the data is skewed and it is hard to understand what it really means.

Principal Update - Guerin Gray and Sarah Verni-Lau- Inform (6:55 pm)

First days of school

Guerin Gray: We began the school year with a different schedule - 3 days of school and then 2 days of professional development for staff. The first couple of days were meant for re-introduction to the building (especially for students who were in remote learning all year for 2020-21) and to see how students interacted within groups. STAR testing was performed to assess student level and student need. Teachers reviewed the data during Professional Development days and sorted students into groups based on competency level. We noticed that it was hard for students not to be in the homerooms, so this change should be communicated better next year.

Highline Northeast:

- 531 students enrolled with a waitlist
- 4 homerooms for each grade (22 students in each)
- Interventions - 50% of students receive some intervention
- REACH stickers were introduced a few years ago to encourage positive behavior, attitudes and mindsets. It has been well received by students and teachers in reinforcing our REACH values and culture.

Highline Southeast:

- 525 students; fully enrolled
- 2 homerooms for Kindergarten - 2nd grade; 3 homerooms for 3rd-5th, and 4 advisories 6th - 8th grade
- Specials classes were moved to their physical location this year (PE in the gym, library in the library)
- Lunch is served outdoors. The parking area is temporarily converted into a lunch place for students.
- Back to School night was held last week and it was a great success with families, teachers and staff having

the ability to connect and ask questions.

Intervention plans

Highline Northeast:

- 4 school wide interventionists using the flooding model
- 75 minute Intervention Block
- Students not in small group interventions focus on reading groups, online targeted programming
- Intervention will reshuffle on a 6 week cycle based on students assessment and in-class data collection

Highline Southeast:

- One interventionist per grade level (K-4), and a content specific interventionist for 5th-8th
- At least 18-20 students per grade are receiving math and literacy intervention
- 45 min intervention in literacy and 1 hour in math
- PBL in middle school with 3 tiers of intervention and science/social studies
- Across the campus intervention rotates on a 6 weeks cycle allowing for responsive instruction
- Students who do not receive intervention engage in other classroom projects or activities

Questions:

Kenny Smith: Is having so many interventionists changing the dynamic at the school?

Sarah Verni-Lau: It is still a very good dynamic. All students get small group instruction and guided reading blocks. Kids who do need the intervention have personalized, structured instruction. Students are divided into classes that are no longer divided into high, low and medium based on performance. Now the classes are more mixed and it is more beneficial for students. In small group intervention, the groups are based on the specific learning needs for those students. The groups are reorganized every six weeks based on progress monitoring data.

Grace Nailing: Intervention is very helpful for students.

Brent Baribeau: Can you please share some information on the DEI work?

Sarah Verni-Lau: We do one community time once a week that is devoted to anti racist practices and is applicable based on grade level. Students in lower grades focus on identity and inclusion, while upper elementary and middle school focuses more on current events. We strive to provide students with a safe space and teach them skills about how to engage in tough conversations; how to call each other out in a productive and constructive way. We also work on creating inclusive content.

Guerin Gray: We have been working consistently over the past couple of years to include anti bullying and anti racist practises to the curriculum. Teachers worked hard last year to learn a lot about anti racism and this was included in professional development. This year teachers are working to integrate everything they learned in 2020-21 into 2021-22 learning materials.

Kenny Smith: I am curious to see where students are and how they will progress as the year goes on.

Guerin Gray: Numerical data is interesting and is limited in its ability to tell the complete story. We have some students in ECE who have never been away from their parents. They need some time to adjust. Some students are having issues with English. Some 2nd graders cannot write very well, a consequence of COVID and remote learning. Numerical data will be shared at a later meeting.

Sarah Verni Lau: The initial STAR assessment was not completed within Read Act windows, so this will be done at the end of the Read Act year. From there, we will see if what we are doing is working. We are very focused on growth. There is more to come in the next board meeting, since we will have more data.

Heather Miles: Students are very positive and eager to be back in school. Great connections are happening and there is a high desire to learn.

Chris Ferris: This was my experience too when visiting the campuses. I appreciate all the staff for their dedication and efforts.

Brent Baribeau: Back to School night was amazing and we received overwhelmingly positive feedback from several families. Great community event.

Ben Garey: Why has the time for carline decreased so drastically?

Sarah Verni Lau: We have made improvements to our procedure, such as performing the health screening online now vs. in the building.

Finance Update - Marc Furton - Inform (7:15 pm)

Unaudited Actuals from 2021

- We are still working through the audit, however we believe the numbers to be fairly solid at this point.
- Actual revenues for both campuses was above budget to end FY2.
- Highline was strategic on how to use Federal grant funds and did not need to return back to the district like other schools
 - \$108k surplus for HASE at FY21 close
 - \$738k surplus for HANE at FY21 close
- PPR revenues are ahead of the 8% baseline at both campuses (SE 26% and NE 28%). This is due to the timing of PPR payments we have received, and we expect this will regress towards the baseline percentage as we move forward into the school year. We will also update the budget for estimated PPR revenues once final student counts are determined.
- Mill levy revenue is 25%.
- For FY22, revenues are 21% to budget for both campuses; expenses are 10% to budget for HASE and 9% for HANE
- Ended the 2020-21 FY with 139 days of cash on hand, well above the 60 day target per the covenant

5 Year budget projections

- For PPR we increased it from 2% to 3%, and added in ESSR II stimulus funding (Federal dollars).
- Revenues and expenses remain fairly steady at both campuses with slight fluctuations over 5 years
- Both campuses end with a surplus every fiscal year
- There will be some HANE staff that will roll off in years three or four due to a higher staffing level needed now to support students in light of the pandemic.
- Baseline for PPR increase is 3%. Highline has been averaging 5% over the past few years.

Level Field Feasibility Study

- Highline has partnered with Level Field to assess the feasibility for taking on the HASE facility expansion project. The finance committee will be looking at the feasibility of the project overall; how much we could potentially fundraise; and how much we should finance. We will discuss more at future meetings.

REACH Out Update - Ben Garey - Inform (7:27 pm)

- We are excited for the new additions to the Reach Out committee this year (Kamrin Coffey, Stephanie Grossman, Ashley Anderson and Taryn Fort-Dolye).
- 2021-22 Board commitments for personal gifts is a total of \$9,100. First gifts are due September 1st.
- We need to secure Board buy-in to achieve a total Board goal of raising \$20k for 2021-22 (this includes personal commitments in addition to matching gifts, sponsorships, ect.) This is a give or get model to assure we are inclusive and mindful of the different means of Board members. The Board did not formally agree to the \$20k goal; this will be addressed again after the September 27th meeting.
- We are on hold for the moment from a communication plan perspective for the HASE facility expansion project until we receive the information from the architects (Ratio Design on September 8th) and once the feasibility study with Level Field (finance consultants) is complete (slated for mid-September).
- In the meantime, we can all be Highline ambassadors and advocates, which includes actively 'liking' our posts on social media, encouraging others to follow us, sharing contacts to add to our email distro list, and socializing the vision (what it will look like when...) for the HASE expansion and increasing access for HANE enrichment classes.

Reach In - Brent Baribeau - Governance - Vote (7:32 pm)

Going forward we would like to think about how to have community members contribute to and lead our Board committees even though they are not a Board member. We have strong community members.

A motion was made by Brent Baribeau and seconded by Joe Whitfield to amend Appendix F4: REACH IN Committee Job Description of the Highline Academy Board Policy Manual. The motion passed unanimously.

A motion was made by Brent Baribeau and seconded by Joe Whitfield to appoint **Gina Schlieman** as the Reach In Committee chair for the 2021-22 school year. The motion passed unanimously.

On August 2, 2021, the Mayor of City of Denver issued a mandate which required first responders, healthcare workers and childcare workers to be vaccinated or submit an accommodation request by September 30th. Volunteers and contractors were included in the City of Denver mandate. This also includes Highline Board members. More information is forthcoming on how to provide this information to the school so that it can be done confidentially. A motion was made by Brent Baribeau and seconded by Anna Rogers to amend '7.0: Other Board Policies' of the Highline Academy Board Policy Manual to add the language that was included in the August 30th Board packet. The motion passed unanimously.

Co-chair Joe Whitfield's term ends September 2021. A motion was made by Brent Baribeau and seconded by Ben Garey to renew Joe Whitfield's term for another 3 years beginning September 2021 and to go through September 2024. The motion passed unanimously.

Old Business - Brent Baribeau - Inform (7:48 pm)

None

Reminders/Announcements - Brent Baribeau - Inform (7:49 pm)

- Special Board Meeting: Sept. 8, 2021 at 6:00 pm at HASE
- Next regular BOD meeting: Sept. 28, 2021 at 8:00 am (Virtual meeting only)

Adjournment - Brent Baribeau - End Meeting - Vote (7:50 pm)

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