



MINUTES

Full Board of Directors' Meeting

**Monday, January 27, 2020
6:15pm**

The meeting was held at:

**Highline Academy Southeast Campus
2170 South Dahlia Street
Denver, CO 80222**

Dial-in Number: 470-635-0012 / PIN: 208.569.069#

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
Eric Neumann, Treasurer
Gina Schlieman, Secretary

Board Members:

Gwen Maurello, Board Member
Brandon Hellwig, Board Member
Kenny Smith, Board Member
Drew Kent, Board Member
Ben Garey, Board Member

Highline Members:

Chris Ferris, Highline Executive Director
Sarah Verni-Lau, Highline Southeast Principal
Guerin Gray, Highline Northeast Principal
Brittany Joyce, Highline Director of Communications
Heather Miles, HASE 8th Grade Teacher
Allison Williams, HASE 5th Grade Teacher

Other:

Chandra Thomas Whitfield, HANE Parent
Jeanine Kopaska Broek, HASE Parent
Elissa Soden, Professional Event Planner
March Furton, Community member and Board member candidate

Absent:

Debbie Van Roy, Ricardo Flores Magon Academy

<i>Topic</i>	<i>Presenter</i>	<i>Goals</i>	<i>Qualifier/ Outcome</i>
Call to Order – Brent Baribeau – Call to Order (6:22pm) • Quorum Establish • Agenda Confirm • Mission and Vision restated The agenda was amended with the addition of a clarification of statutory basis for executive session for discussion of supervision of the Executive Director and an individual student circumstance. The agenda was adopted as amended without objection. Drew Kent read aloud the mission and vision. We exist to raise good people. It is about civic excellence and the whole child. It is about setting them up for success now and in the future			
Consent Agenda – Brent Baribeau – Governance – Vote (6:25pm) • Minutes from the December 2019 meeting • January 2020 Reach In Committee report Brent Baribeau made a motion to pass the consent agenda. The motion was seconded by Drew Kent. The motion to approve the consent agenda passed unanimously.			
See BOD Packet for: (6:26pm) • Strategic Plan Goals to date from December meeting • Financials • Board Fundraising event workbook • Reach Out Report with Star data			
Public Comment – Brent Baribeau – Community Input - Inform (6:26pm) Introduction of Board members to public. Guests included Marc Furton (Board member candidate) attending to observe. Other guests included Chandra Thomas Whitfield, HANE Parent, Jeanine Kopaska Broek, HASE Parent, and Elissa Soden, Professional Event Planner.			
Parent Group – Chandra Whitfield & Jeanine Kopaska Broek – Parent Groups - Inform (6:31pm) Ms. Kopaska Broek thanked the Board for their support of the ‘Price is Right’ themed auction and adult party to be held Saturday, March 14th at the Soiled Dove. This is the 15th annual auction in support of the Southeast campus program. Funds raised from the event will be used to support facility renovation and expansion at the Southeast campus. Ms. Whitfield introduced the Northeast campus’ inaugural fundraiser on Saturday, February 29th at the Harman Hall in Cherry Creek. The theme is ‘Party Gras’ and will be an adult-only party with an auction, food, dancing and more. The parent group is excited to host the first event of this kind in support of the school’s enrichment and special needs programming. Asking for the Board’s support by way of attendance, identifying auction items, and spreading the word! Working on securing a featured segment on 9News in promotion of the event and Highline Academy.			
REACH Out –Drew Kent & Ben Garey - Board Gala - Fundraising (6:37pm) Drew Kent asked the Board to consider their level of commitment and if this event is something to pursue this school year or next. Ben Garey said it would be rushed to put together a master plan for the facility vision for Highline if targeting an April date. Elissa Soden, event consultant, said it would mean relying on the Board for guests, sponsors, volunteers secured within the next week or so. Targeting instead a September date would allow ample time for planning and securing sponsors. If Board would like to proceed with the event in April, would need to commit to securing 1 sponsor, 10 RSVP guests, and volunteering in some capacity before, during and after the event, all confirmed within the next week. This gala was not budgeted for this school year, and rescheduling provides more time to bring community members into Highline			

and experience the school, which will help create a connection and draw for attendance at the event. Brandon Hellwig explained that the initial push for a Spring gala was to capitalize on the momentum of the Strategic Plan. With the plan needing some more time to be finalized, the sense of urgency is not as great and fall timing would allow for public roll-out of strategic plan. Board agreed with a consensus to push the Board-led gala to September. Brent Baribeau reiterated that it is the Board's responsibility to support campus events financially and by way of attendance.

Reach Up – Guerin Gray, Sarah Verni-Lau & Gwen Maurello – Academic Oversight – Inform (7:01pm)

Mid-year Star data measures and outcomes by grade level, content area and campus were reviewed. For next school year, Reach Up committee would like to look at the board's calendar to ensure alignment with the school's data cycle in a way that could allow for a deeper dive into the data prior to board meetings and make it meaningful for readout with the Board during meetings.

Reading is split into 2 tests. Students in K-1 take a different test than students in grades 2-8. Kinder at HANE, the median student is at 83, above the average growth of 50 for the country. 1st grade, lower than the national average at HANE.

Very few grade levels are below a half year's worth of growth in reading.

Math data is more than a half year's worth of growth, halfway through the year at both campuses. Very solid progress.

Looking at the Normal curve equivalent (NCE) to analyze data school-wide. This is a status metric which compares to other students nationally. The percentage of students who are on grade level has increased. We have more students who are outperforming their peers across the country.

Executive Director Update - Chris Ferris – Strategic Planning - Vote (7:19pm)

There are urgent and inspirational goals and needs. Urgent needs by campus: for Southeast, the building expansion, and at Northeast, improved academic performance. Suggesting we rally around the REACH program. Refine and enhance internally, and then potentially ship out (branded by Highline) to other schools to integrate into their programs. Could frame as 'Here are the expectations we have for the Highline network' with focus on each campus' needs. Agree to formalize the REACH program and further flesh out as part of the strategic plan. Sarah Verni-Lau expressed that the school should work toward defining clearer standards for academic success. Board consensus after discussion that strategic plan should clearly define what academic success should look like at highline.

Ben Garey: Building planning: Speaking to owners reps. Step one is a master plan. What does the HASE building need?

The master planner would work with CDE and identifying needs. It is a necessary 1st step to gather all the info needed to begin the process. We would need to get started right away. Cost would be \$30-\$50k for a master planner. Seeking Board approval to begin sourcing. Master Plan would help with fundraising to show a visual and financial numbers for the building expansion project. Vote to empower the Building Corporation to use the William I Smith grant (\$75k, which must be used for facilities). Brent Baribeau made a motion to empower the Building Corporation to solicit bids for a master planner for the facility expansion at HASE and approve allocating \$40k for the work from the William I Smith grant. The motion was seconded by Brandon Hellwig. The motion passed unanimously.

Finance Committee – Eric Neumann – Fiscal Oversight – Vote (8:17pm)

Expenses are under at both campuses. Now have solid number from mill levies and PPR. HASE, \$6.1M, and \$6.8M at HANE (more revenue at both). Higher expenses, though, from truing up teacher salaries. Still a net increase of operating income of \$245k more this year than originally planned. Projected to end the year with 89 days with cash on hand, which is extremely healthy. The debt covenant is 60 days. Stable finances.

New/Old Business – Brent Baribeau - Inform (8:23pm)

There was no new or old business presented for discussion.

Executive Session – Supervision of the Executive Director and an individual student circumstance - Vote – (8:26pm)

Amended language adopted at the start of the meeting: Proceed to enter executive session for the discussion of the mid-year review of the Executive Director and to discuss an individual student circumstance. Per statute C.R.S.

§24-6-402(4)(f), personnel matters are for confidential discussion during an executive session, unless the person(s) being discussed in a personnel matter request at this time that the discussion take place during the open meeting. Likewise, per statute C.R.S. §24-6-402(4)(h) an individual student circumstance may be reserved for confidential discussion where public discussion would adversely affect the student(s) involved.

- Brent Baribeau “I move to proceed to enter executive session for the discussion of the mid-year review of the Executive Director and to discuss an individual student circumstance. Per statute C.R.S. §24-6-402(4)(f), personnel matters are for confidential discussion during an executive session, unless the person(s) being discussed in a personnel matter request at this time that the discussion take place during the open meeting. Likewise, per statute C.R.S. §24-6-402(4)(h) an individual student circumstance may be reserved for confidential discussion where public discussion would adversely affect the student(s) involved.

“Having heard no objection from the Executive Director to confidential discussion, I hereby resolve that a vote be taken to allow, per statute C.R.S. §24-6-402(4)(f), the board to enter executive session to review and discuss the mid-year evaluation of Highline Academy’s Executive Director, and per statute C.R.S. §24-6-402(4)(h), to discuss an individual student circumstance where public discussion would adversely affect the student(s) involved.’

The Motion was seconded by Gina Schlieman. [motion seconded] [vote] The vote passed unanimously.

“Please note that executive sessions are for discussion only, and no formal actions can be taken in executive session. Please have the minutes reflect that the per statute C.R.S. §24-6-402(4)(f), to discuss the mid-year evaluation of Highline Academy’s Executive Director and subsequently, per statute C.R.S. §24-6-402(4)(h), to discuss an individual student circumstance where public discussion would adversely affect the student(s) involved.

“Per statute, executive session discussion of personnel matters must be electronically recorded. The recording of an executive session of the charter school board is not open to the public. The school is required to keep this recording for at least 90 days, in case it is needed for legal reasons, after which it may discard the recording. Per statute, no such electronic recording is to be taken for discussions pertaining to individual students and the recording will be terminated prior to this part of the executive session. “

“Having received a vote of at least 2/3 majority of the board as statute requires, the board will now enter executive session. All those not party to executive session should leave the room and proceed to the Library until indication is provided that executive session has concluded and the regular meeting resumed.”

- The board paused its regular session to enter executive session.
- 8:26pm to 9:25 - non-recorded discussion of an individual student circumstance where public discussion would adversely affect the students involved
- 9:25pm to 10:40pm - recorded discussion of Executive Director supervision and mid-year review.

Brent Baribeau motioned to exit executive session and return to the open session. Seconded by Gina Schlieman. The motion passed unanimously.

Board come out of Executive Session – Supervision of the E.D. - Vote (10:40 pm)

A motion was made by Gina Schlieman for the board to empower the Board chair to begin contract negotiations with the E.D for the 2020-2021 school year per the terms discussed during the executive session. The motion was seconded by Drew Kent. The motion passed unanimously.

Adjournment – Brent Baribeau – End Meeting – Vote (10:41pm)

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

Reminders/Announcements

Next BOD meetings:

- February Strategic Planning meeting - TBD
- Full Board meeting: March 23rd @ 6:15 pm, HANE

Upcoming campus events for Board participation:

- HASE Festival of Nations: Feb 8th, 11:0am-1:00pm
- HANE: Party Gras Event: Feb 29th, 6:30pm @ Harman Hall in Cherry Creek

- HANE: Parent DEI Workshop: March 7th, 9:00am-12:00pm
- HASE Auction: March 14, 7:00pm @ Soiled Dove
- Board Gala: Denver Museum of Nature and Science, April 19th @ 6:30 pm
- HANE Culture Fair: April 22nd, 5:00-7:00 pm