



MINUTES

Full Board of Directors' Meeting

**Monday, March 23, 2020
6:15pm**

The meeting was held:

Online

1-361-360-8346 / PIN: 523 906 975#

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:

None

Absent:

Leslie Branson, Multi-Tiered Systems of Support (MTSS) Coordinator, HANE

<i>Topic</i>	<i>Presenter</i>	<i>Goals</i>	<i>Qualifier/ Outcome</i>
Call to Order – Brent Baribeau – Call to Order (6:20 pm) • Quorum Establish • Agenda Confirm • Mission and Vision restated We thank everyone for their flexibility and dedication in the midst of these unprecedented times. We will be holding April's Board meeting by phone, as well. We are compliant with the Sunshine meeting laws. The details for this meeting was made available on our website and on the doors of each campus. The agenda was adopted with no changes. Brent read the mission and vision.			
Consent Agenda – Brent Baribeau – Governance – Vote (6:23 pm) • Minutes from the January 2020 meeting Brent Baribeau made a motion to pass the consent agenda. The motion was seconded by Joe Whitfield. The motion passed unanimously.			
See BOD Packet for: (6:24pm) • Unified Improvement Plan for each campus • Budget actuals for Feb 2020 • Budget for 2020-21			
Reach In - Brent Baribeau - Governance (6:25pm) Update on Open meeting act and how it pertains to the current situation was previously explained during the call to order.			
Public Comment – Brent Baribeau – Community Input - Inform (6:25pm) No one voiced their presence or desire to comment, and no one had signed up for comment either.			
Executive Director Update - Chris Ferris - Inform (6:26 pm) New HR Director update • The open HR Director position at Highline was offered to Teresa Fraiser and she will begin June 1st. She is currently the HR Director at Highpoint Academy. Teresa is very experienced in HR and is solid on HR process, labor regulations and employee management. We are excited to bring her on. Information sharing- updates from DPS and CDE regarding remote learning • Really do not know when the end is in sight for meeting in person again. Remote learning will begin April 7th (Tuesday after spring break), and the principals are working with staff on prep and with the district on requirements for what that will look like. Joe Whitfield said that HANE teachers have sent home study packets that include module work and study documents; so the kids are already engaged to some extent as parents are able to help them through it. Chris highlighted the need to work with parents to identify what technology needs to be sent out to families, but this needs to be done according to health department guidelines to ensure employee safety. State testing has been canceled; so there won't be results from this school year to benchmark against. • Input from Sarah regarding HASE preparations: They have started initial communications with teachers and tech team to get guidance. Will be using existing platforms as primary learning platforms going forward. Will do some planning work via google hangout. Plan to get something to staff by Wednesday morning so they can get some of the work uploaded and ready before they themselves have spring break. • Guerin, HANE activities have been similar, working with grade level leads regarding how to roll out instruction and ensure student access. Big challenge for younger students for online learning, as they have less experience with online elements. • Chris shared that the admin team is working to create equity in the remote learning plan, knowing some families			

will not be available to support their children at fixed times of the day.

- Gina Schlieman raised questions about wanting to understand what support will be needed from parents. The district will be requiring 4 hours of instruction per day for students that include a variety of content areas. Sarah says that they are recording lessons so that students can reference it. TA's and flex teachers to provide additional supports to students to check on those not engaging otherwise or needing other supports.
- Brandon Hellwig is engaged with district discussions regarding evaluations and renewal for charter schools given that state assessments will not go ahead. He will share as he learns information about how school performance will be determined by the district.

Principal Update – Sarah Verni-Lau and Guerin Gray – Inform (6:44 pm)

Reviews of UIP

- Overview of Unified Improvement Plan (UIP) process: Is conducted every two years for performing schools, every year for those with performance challenges. Helps a school review its performance and systems to put together a plan for improvement. There should be a part for community and board feedback before it gets submitted to the state for publishing mid-April. Both UIP's have been shared with the SAC for their respective campus.
- Guerin for HANE UIP: PDF version provided. Summary is provided at the beginning. Focus for the UIP: Early Literacy Achievement for K-3rd grade, Math/Literacy for Upper Elementary, and Literacy growth for below grade level (BGL) and significantly below grade level students (SBGL). Would like to enhance family engagement, sharing student progress with families, be more intentional with celebrating achievements internally and with families. Will move toward standard based student-led conferences.
- Sarah for HASE UIP: Identified two main goals: The first is closing the FRL equity gap in ELA and math. Want families to be connected and have a place in their child's learning. Committed to improving Intervention screening and making it more targeted for students. The second goal is closing the Early literacy equity gap. Though this only impacts a small number of students (about 18), it is critical to serve these students and bring up their growth.
- Gwen inquired about cross campus intervention, The two models at each campus for intervention looks different due to different grade levels served and number of students. The campuses met together in January to share best practices.
- Changing staffing last year by adding more interventionists was a welcome support. Progress monitoring and being more goal specific for students will continue to move us in the right place.
- If Board members have any additional feedback, they may share directly with the campus principals. It will be important to share the final UIP with the Board before it goes public. The Board is not required to vote on the UIP in order for it to be approved.

Finance Committee – Eric Neumann – Fiscal Oversight – Vote (7:26 pm)

Review of February actuals

- Dashboard: Revenues are on target, expenses are a bit under at both campuses. Over budgeted on salaries and benefits. Still have not hired the social worker for HANE. Everything is on track through YTD February. Expected to end the school year with 80 days of cash on hand. For CAPEX: Spent \$65k, currently \$83k under budget for capital expenditures. Have not found a place to spend the state Kindergarten funding yet. At HANE, the plan was to purchase more iPad tablets. It has taken longer than expected, but would still like to do this. Summary: On par on revenue, under spent on expenses. Expected to end the year with \$219k in surplus. In good shape financially. Revenue is not going to be impacted for the year due to school closures and COVID-19. Refinanced 14 months ago, and likely will not be a market for refinancing schools in the current climate. Something to consider and will keep an eye on rates and the market.
- A motion was made by Eric Neumann and was seconded by Ben Garey to approve the February actuals. The motion passed unanimously.

Presentation of Budget for 2020-21

- Budget is drafted and approved in March, but will be updated based on new numbers from DPS in May/June. Put in a small PPR increase at 1.5% for the budget. Showing HANE at slightly reduced enrollment in an effort to

create smaller class sizes. DPS will need to approve this plan ultimately, but would be a better model for student learning. There is a significant increase in the fee DPS charges Highline for next school year, despite voicing our dissent. Transportation, special education, facilities, and more saw large increases year on year. Chris Ferris has been leading the charge with other charter school leaders to push back against the DPS increases. DPS has committed to recalculating how they will charge for special education so that all schools pay into it based on the number of students they have. There has been an increase in transportation needs, lawyer fees, etc. which has caused SPED fees to rise, in addition to an increase in DPS SPED administration salaries. The contingencies have been made in an effort to balance the budgets. Eric is suggesting that we need to update the Board policy guide to allow strategic use of reserves in the best interest of the organization (i.e. retaining quality teachers vs. amassing large quantities of cash on hand that does not create a return for the school).

- A motion was made by Eric Neumann and seconded by Brent Baribeau to approve the 2020-21 budget. The motion passed unanimously.

Reach Out – Brittany Joyce – Board Gala – Decide (8:05 pm)

- Kenny wants to alleviate risk and not host at the Denver Museum of Nature and Science. In favor of having at the campus or another location that would involve less cost.
- Ben said Fransen Pitman would be a sponsor and has a lead on sponsor for alcohol, however not hearing back since COVID-19.
- Brent has a lead on a venue that could secure for free or at a reduced cost. However, not hearing back amid the current climate.
- Chris would be open to doing something smaller in the fall.
- The Board agreed to hold on making a final decision on hosting the Board fundraising gala until the April Board meeting.

Reach Up – Gwen Maurello – Academic Oversight – Discuss (8:20 pm)

Academic Excellence: plan for virtual meetings to continue to develop this

- Students made gains in growth for reading and math from the beginning of the school year to February 2020.
- Based on STAR data, the outlook for student performance on April 2020 CMAS shows the majority of students at level 3 or higher (proficient) in both reading and math.
- Use of the STAR data in lieu of CMAS was discussed and it looked like the CMAS assessments would be canceled for 2020. Discussed ways to be aware of student progress in the interim heading into and through the next school year without CMAS to verify progress against Colorado state standards.

Old Business – Chris Ferris – Inform (8:35 pm)

Master Planning Project

- We have money in the budget from the grant for a master planner. It will be valuable to have a systems analysis on enhancements for the building even if we do not move forward with a building expansion. Will continue to monitor and evaluate to determine feasibility for expansion. Several board members supported continuing to move forward with this work as it is paid for with a grant that has to be spent on facility-related activities.

Reminders/Announcements – Brent Baribeau – Inform (8:39 pm)

Next BOD meeting:

- April 27- by phone

Upcoming campus events for Board participation:

- None at this time

Adjournment – Brent Baribeau – End Meeting – Vote (8:40 pm)

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