



MINUTES

Full Board of Directors' Meeting

**Tuesday May 26, 2020
6:15pm**

The meeting was held:

Online

<https://us02web.zoom.us/j/86948774084?pwd=NHFSMXdNRHp5OGV1a3NKemJzTzV5UT09>

**Meeting ID: 869 4877 4084
Password: 8WG2jF**

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
Anna Rogers, Board Member
Marc Furton, 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
Teresa Fraiser, HR Director
Heather Miles, HASE 8th Grade Teacher
Allison Williams, HASE 5th Grade Teacher
Leslie Branson, Multi-Tiered Systems of Support (MTSS) Coordinator, HANE

Other:

None

Absent:

None

<i>Topic</i>	<i>Presenter</i>	<i>Goals</i>	<i>Qualifier/ Outcome</i>
Call to Order – Brent Baribeau – Call to Order (6:18 pm) - Quorum Establish - Agenda Confirm / Discuss remote meeting protocol - Mission and Vision restated Ben Garey read aloud Highline’s mission and vision. What is most powerful to him is the focus on personal and civic excellence in conjunction with academic excellence. His first exposure to the school was during the Culture Fair at the Northeast campus. Seeing the large diversity of the school was intriguing and impressive to him. Many schools do not walk the talk, however Highline’s mission is evident in every aspect of its program and that is refreshing. Gina Schlieman provided an overview of the remote meeting protocols. Explained the importance of noting the document that is being reviewed and which page the presenter is referencing. Reminder to keep lines on mute unless speaking, and to introduce yourself when presenting.			
Consent Agenda – Brent Baribeau – Governance – Vote (6:25 pm) Minutes from the April 27, 2020 meeting The agenda was adopted with no changes. 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: (6:26 pm) - Board Policy - Budget to Actuals- Finance report - Questions we are asking ourselves as admin			
Public Comment (6:27 pm) There were no comments from the public.			
Executive Director Update - Chris Ferris - Inform (6:27 pm) Planning for next year: with DPS and for Highline specifically - Being told to plan for a hybrid situation, with some students remote and some in person. Also need to be nimble and prepared to move between fully hybrid and fully remote through the school year. - Plan for 15:1 student to teacher ratio, with students remaining in the same room with the same teacher. - Insisting on a whole district approach regardless of what is decided. - Moving away from split groups in one day (half in the morning and half in the afternoon) due to difficulty with cleaning in between groups. Also moving away from K-4 coming in person and having 5-12th remote. - Now exploring rotating students by week so that one group is in person for a week, and the other is remote for a week. - Families may have the option to have their child in full remote learning (vs. hybrid). - Students would not be sharing materials, would need to be 6 feet apart, and kept to the same cohort of 15 students within the same room. - Recess and gym would only be allowed to occur outside. Meals would need to be eaten in the classroom. - All persons entering the school would have a temperature check upon arrival (100.4 degrees or higher would not be allowed to stay at the school). - If a student/staff member tests positive within a cohort, would move to full remote learning for 14 days. - Only 11 students per bus. - Will be disinfecting nightly. Still working on a plan for cleaning during the day. - Discussions around shortening the school day and support for teachers within the classroom. - Planning on sharing content areas for lessons across subjects for in-person teaching.			

- Full-day Kindergarten will continue to be funded.
- Looking to have siblings on the same schedule, in addition to teachers who have children.
- Anticipate having interventionists and specials teachers as 'homeroom' teachers in order to achieve the 15:1 ratio.
- What does it mean to be a Highline school, whether in person or remote? Admin team is answering some questions around our mission and the strategic plan to assure we continue to provide a world-class education for our students that is rooted in equitable practices and programs.

Principal Update – Sarah Verni-Lau and Guerin Gray – Inform (7:04pm)

Report on how online learning has been going- trends, challenges, attendance, assignments/quality of work, what we need to plan on for next year, parent surveys-response, stories about how support staff is helping individuals/small groups

- Last day of classes was May 22
- This week students are having 1:1 meetings with teachers to close out the year (conferences).
- Grade level goodbye events happening this week.
- Attendance varied by grade, student and class.
- Looked for ways to engage students who were not participating in a meaningful way.
- HASE Parent feedback: A third of families responded, and overall very positive responses on workload, communication. Remote learning is personal, and each family's home life is different. We will never have a solution that fits everyone perfectly, however looking for ways to connect with families in ways that work for them.
- HANE Parent feedback: Appreciated adjustments teachers were making once remote learning got underway.
- Want to learn from best practices from these 7 weeks of remote learning and implement moving forward into 2020-21.
- Teachers' greatest challenge has been putting forward an incredible amount of work, and for students to choose whether or not to complete or engage. Teachers had to employ different engagement strategies to support their students remotely and it was a challenge to connect from afar. Difficult to support students in real time. Teachers missed the smiles, light bulbs, and interaction with students - that is the ultimate reward as a teacher. A positive has been more 1:1 interactions with students. The students who struggled in the classroom did well in remote learning.
- HASE: Used Google Classroom and easiest way to streamline for families across grade level.
 - Created recorded lessons so students could complete on their own time, with equity in mind to support students who could not join a class at a set time.
 - Had a parade to recognize graduating 8th graders. Cars were decorated and drove through carline, receiving their diploma from Sarah Verni-Lau at the end. Staff also created a graduation video that recognized each student.
- HANE: Used Google Classroom for 3rd - 5th grade. Provided an overview of the priorities to complete to help families with workload concerns. Provided 'Week at a Glance' notices to set expectations for families on what coursework would entail for the week.
 - ECE - 2nd grade used Sesaw. It is a message-board style platform based on their class and houses their assignments.
 - The entire Specials team organized a virtual Field Day last week and made it accessible for students for a fun, engaging event. It was a huge success with high participation and appreciation among families for putting together such a memorable event that brought students and staff together.
 - Teachers have honed skills and learned new technologies that they plan to continue using next school year.

Finance Committee – Eric Neumann – Fiscal Oversight – Inform (7:35pm)

Budget to Actuals

- Results thru April 30th - Both campuses are under revenue and expense projections, generating a surplus

and a net savings.

- Expected to end the year with 79 days of cash by year end. The schools are in a healthy cash situation.
- Net operating income is projected to finish \$115k at HASE, \$102k at HANE.
- Operating reserve will be \$3.4M by the end of the year.

Update on Paycheck Protection Program (PPP) Loan/Grant

- As a nonprofit, charter schools could have applied for PPP funding, but Highline Academy decided not to as there was not clear reduction in revenues or significant increase in costs to jeopardize ability to cover payroll. Thought it could be a political black-eye given HA didn't immediately need the money.
- DPS is threatening to reduce CARES Act funds by what charter schools received from PPP, therefore a net neutral effect on the finances if we did get the PPP loan.

Budget 20-21

- The assumption is that PPR will go down. The Joint Budget Committee proposed a 7% reduction of PPR with reductions to other specific funding pots, as well. The Finance Committee is planning for a 5-10% PPR reduction. This will be offset some by the CARES Act funding from the Governor's education funds, which may reduce the PPR reduction of around 3%.
- We have a working version of the 2020-21 budget. A 10% PPR reduction at both campuses would reduce our cash on hand to 70 days from 79, but will still be above the bank's compliance for 60 days. We should be able to weather cuts with the reserve.
- 70% of Highline's revenue is PPR, and 70% is spent on salaries and benefits.
- The State cannot cut more than 13.9% from education, or it will lose the CARES Act funding.

Reach Out – Brittany Joyce – Fundraising Overview - Inform (8:03pm)

Review of Fundraising for 19-20

- Goals for the 2020-21 school year:
 - Expansion of the Southeast campus: Raised \$185,075 with a goal of \$200,000
 - Grow the operating reserve to build and sustain competitive salaries: Raised \$314,143 with a goal of \$100,000
 - Grow the library collection at the Northeast campus: Raised \$34,352 with a goal of \$30,000
 - Continuing to support Diversity, Equity and Inclusion work: Raised \$28,000 with a goal of \$30,000
 - Received 9 grants totaling \$512,820
 - Generated \$17,699 from Network-led fundraising initiatives
 - Generated \$67,222 from campus led fundraising initiatives
 - Had 741 donations with 468 donors

Reach In - Brent Baribeau - Governance - Vote (8:12pm)

Nomination for Board officers for 2020-21

Existing Board officers accept their appointment for the 2020-21 school year:

- Brent Baribeau, President
- Joe Whitfield, Vice President
- Eric Neumann, Treasurer
- Gina Schlieman, Secretary
- Marc Furton would like to nominate himself as Treasurer once Eric Neumann rolls off in January 2021. Brent suggested nominating Marc and Eric and Co-Treasurers for 2020-21, with Marc continuing after Eric rolls off.

Vote on Board Policy Revisions

- Gina shared a few changes that had been made to the policy since the last meeting (i.e. whistleblower policy should apply to Board members).

DEI Board workshop

- Jen Bacon will present and share history on DPS and how it shapes the current situation amid COVID-19. Brent encouraged all Board members to attend on June 9th at 6pm.

Old Business – Chris Ferris – Inform (8:39 pm)

Eric Neumann thanked Chris Ferris and Brittany Joyce for the fundraising overview and highlighting other revenue coming into the organization beyond PPR. Brandon Hellwig wanted to thank the parent liaisons that are working with the CO League at each. The work at Highline is going much more effectively than at the other schools he has been working with. He thanks them for all their support in helping families stay connected and engaged during the crisis.

Reminders/Announcements – Brent Baribeau – Inform (8:42pm)

Next BOD meeting:

- Monday, June 29th (online)

Adjournment – Brent Baribeau – End Meeting – Vote (8:42 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.