



MINUTES

Full Board of Directors' Meeting

**Monday, August 24th, 2020
6:15pm**

The meeting was held:

Online via Zoom

**Meeting ID: 771 5261 9780
Password: 3T8eq0**

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
Leslie Branson, Highline Academy Northeast Teacher

Other:

Rachel Langberg, Highline Academy Northeast Assistant Principal
Mary Jaquez, Community Member

Absent:

None

<i>Topic</i>	<i>Presenter</i>	<i>Goals</i>	<i>Outcome</i>
Call to Order – Brent Baribeau – Call to Order (6:17 pm) • Quorum Establish • Agenda Confirm • Mission and Vision restated Quorum established. The agenda was adopted with no changes. Kenny Smith restated the mission and vision. This resonates with him particularly because this is so prevalent all over the world for so many people. This mission speaks to how we think of our entire community. What it means to pursue inclusive excellence - that our entire community's needs are being met, and appreciation HA's attention to the mission.			
Consent Agenda – Brent Baribeau – Governance – Vote (6:21 pm) • Minutes from the June 29th and July 21, 2020 meetings 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: (6:22 pm) • Affirmation of Service, Conflict of Interest, and Email Retention forms for Board members to sign & return by 9/7 • For Brent only - link is here to the DPS Drive with attestations for the Board Chair to sign and submit by September 7th • Black Excellence Report • Updated Strategic Plan			
Public Comment (6:22 pm) None			
Executive Director Update - Chris Ferris - Vote (6:23 pm) Strategic Plan Revision The Board began working on the Strategic Plan in the 2019-2020 school year. The Board met several times over the course of the year to review the community's feedback on what their priorities are for Highline's future. Due to the COVID shutdown, the Board was not able to complete the plan by the end of the school year as originally anticipated. The Board is now finalizing the strategic plan for roll out in the 2020-21 school year. After review of the priorities, the Strategic plan goals have been articulated as: Striving together for academic excellence, striving together to become an anti-racist school, striving together to always be an ethical and sustainable organization, striving together to be one Highline community. Black Excellence Report DPS passed the Black Excellence Resolution in the 2018-19 school year. They sent a long planning document in early August requiring school administrators to capture data highlights and what the plan would be to make gains on improving the school experience for students of color. DPS provided our disparity data across groups (SPED, GT, Discipline data). Our report is still a living document, with plans to add district averages relative to Highline, and the makeup of the community Highline serves. We have solid programs in place to address gaps this school year both from the campus and network level.			
Principal Update - Sarah Verni-Lau & Guerin Gray - Inform (6:55 pm) Update on the first day of school and Summer training for teachers • Southeast Campus: Teachers prepared for 3 weeks in Summer Institute before the start of school, new teachers spent 4 weeks. During Summer Institute teachers worked on defining priority assessments, standards, practicing teaching remotely, and learning new applications. Teachers worked on building			

strong relationships remotely. During Summer Institute we launched our anti-racism curriculum and focus, with the motto of 'Once you know better, you do better.' Created definitions of what it means to be anti-racist so that behaviors can be addressed when they arise. Teachers worked in teams. Teachers will be incorporating equity discussions in their classrooms at least one time a week to address on an age appropriate levels.

- First day of school went well. Using a technology survey for parents to ask questions and report issues. Parents were having an issue moving between homerooms and specials classes initially. By noon there were no tickets submitted. Teachers led an initiative to create grade level websites with information on what to expect for their children. Live teaching is now a 3-hour minimum as mandated by DPS. Students have reported that they appreciate this method better vs. recorded sessions, which was done in the fall.
- Enrollment is manageable, but always in flux. Our seats are filled, and we have a long waiting list.
- **Northeast Campus:** More experienced teachers created modules to guide the rest of the staff through new platforms, working together, new aspects of teaching. Balance of providing live instruction in the morning around larger priorities, REACH values, instruction practices, standards, anti-racism work. Had to shift model to have 4 homerooms instead of 3, which meant some teachers were being trained to do work that was not their role previously. Also had to hire additional teachers to meet the cohort requirements.
- First day went well. There was engagement across grade levels. Students used positive words to describe how they felt for their first day. A few technical hiccups however resolved them. Many families came to the campus for help with technology that was not working, completing registration.
- We are adding students daily, while trying to keep classroom sizes where we would like them to be. Attendance is being taken each day at the start of each session.
- Impressed with the way teachers have responded to the challenges; have been very flexible and appreciated the decision by DPS to delay the start of school in order to be better prepared. There is a lot of overwhelm and wanting to keep an eye on burnout as a real concern due to the circumstances. Admin made a commitment to teachers that they would not need to be responsible for both remote and in-person students - only one group. Also, teachers are only responsible to teach one content area per grade level (math, English Language).
- Last year on the ACCESS test, our emerging bilingual students received a median growth percentile (MGP) score of 72, the highest growth score of any elementary charter school and in the top 10 of all DPS schools. A score of 50 is considered high. All of the emerging bilingual teachers were following the techniques that leader Devon Douthett put in place for instruction, which made a large impact.

Additional update regarding childcare for students at both campuses:

- The Board met on August 23, 2020 to discuss Innovation Learning providing all-day childcare at the Southeast campus. The Board was required to review the program offering and confirm Innovation Learning's protocols align with the new COVID guidelines as defined by the state and district.
- Bill Bethke, the school's lawyer, after reviewing the circumstances indicated that the liability risk to the school in hosting this childcare program was low.
- DPS still needs to give permission for the childcare provider for HANE to operate on that campus, as it is a district facility. DPS is still deciding who will make that choice.

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

Financial update for FY 2020 close

Revenues are well ahead at both campuses due to COVID funding. Expenses are tracking favorably below budget due to the facilities being closed and salaries slightly under. Our debt service coverage ratio is 3.27, which is well above the 1.1 minimum requirement. Cash on hand is well above at 83 days (the requirement is 60 days cash on hand). ESSR funds can be spent all the way through June 30, 2021. Will use COVID relief funds for teacher salaries in the Virtual Academy through December 31, 2020, and the ESSR funds from January 1 - June 30, 2021.

Going to finish the year at \$200k in surplus, which will bring us closer to a \$3.8M cash balance by the end of the school year.

Reach Out – Drew Kent and Brittany Joyce - Discuss (7:33 pm)

Fundraising plan for the 2020-21 school year

Due to the 5% state cut in education, we have four key fundraising priorities for this year including: reducing the deficit; advancing DEI training; supporting the Virtual Charter Academy; supporting ECE programming.

Strategies include: Build the school's individual donor base, build on existing foundation and corporate relationships, support parents with a purpose, increase Board involvement, strengthen Highline community connections through partnerships. This will all be very important knowing we will not be able to have in-person events this year as in the past. We have already received two grants for the Virtual Charter Academy, and have a large grant out to the Buell Foundation to support the ECE program.

The REACH Out committee discussed providing Highline branded swag for monthly donors, doing a virtual event with entertainment, etc. to think out the box and help support the fundraising priorities this year.

For the fundraising campaign, message the urgency from a long-term standpoint and not wanting to put restraints on our program operations.

Reach Up - Gwen Maurello - Inform (7:56 pm)

Trying to connect seamlessly with the campus SAC committees this year and stagger the meetings so that readouts align with the timing of data reports.

Reach In - Brent Baribeau - Governance - Inform (7:58 pm)

Update regarding Board self-evaluations

We used the same form as the charter renewal for the Board self evaluations.

Common areas the Board noted for self improvement: academic and operational oversight. Board noted that we can be more process oriented, data driven. A more in depth readout will be shared after the Reach In committee reviews the results

Old Business - Chris Ferris - Inform (8:02 pm)

None

Reminders/Announcements – Brent Baribeau – Inform (8:05 pm)

Next BOD meeting:

- Monday, September 28, 2020 (online via Zoom)
- Complete Board attestations no later than September 7, 2020 and upload to the Board drive folder.

Adjournment – Brent Baribeau – End Meeting – Vote (8:05 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.