



MINUTES

Full Board of Directors' Meeting

**Monday, September 28th, 2020
6:15pm**

The meeting was held:

[Online via Zoom](#)

**Meeting ID: 721 7986 8114
Password: 9r0x4L**

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 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
Teresa Fraiser, Highline HR Director
Leslie Branson, Highline Academy Northeast Teacher
Manda Troutman, Highline Academy Northeast Teacher
Erika Paulino, Highline Academy Southeast Office Manager
Kim Fronapfel, Highline Academy Southeast Teacher

Other:

Rachel Langberg, Highline Academy Northeast Assistant Principal

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. Board member Brandon Helwig restated the mission and vision. Brandon shared that he has been working more with the parents and seeing the mission being lived out by them. He is very proud to be a part of this community and the work parents are doing.			
Consent Agenda – Brent Baribeau – Governance – Vote (6:20 pm) • Minutes from the August 24, 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: (6:21 pm) • Teacher Performance Evaluations Slides • Revised Strategic plan and feedback • Audit draft • Financial Report • Fundraising Collateral • Reach In report			
Public Comment (6:22 pm) There was no public comment.			
Executive Director Update - Chris Ferris & Teresa Frasier - Inform (6:22 pm) Teacher evaluations Teachers are scored and observed 3 times per year - November, January/February, and in April. • The problem: As a result, it has been raised that teachers are not given a scored “end of year”(EOY) evaluation, as required under S.B. 10-191, Colorado’s Educator Effectiveness law. • Our current waiver C.R.S. 22-2-112(1)(q)(I) allows us to submit a plan for our own evaluation system, but does not absolve us from conducting the required evaluations. • The solution: moving forward, we will use the same rubrics and evaluation system for each group of employees at both campuses. • Teachers will continue to be observed and scored three times per school year. Now they will be given a final EOY scored evaluation in May. The EOY evaluations will be housed in the school’s HR system for employees to access. • Benefits for the new approach: we are now compliant under S.B. 10-191; every employee receives constructive feedback; relationships grow stronger with honest communication and shared norms/values; pulsepoint for mission alignment and employee satisfaction; teachers are supported and can improve professional practice; licensed teachers who move on from Highline can apply for Non-Probationary status at a new district. • Brent Baribeau asked for a report back on how the new process is going and overall teacher feedback. Overview of DEI Work at Both Campuses • Highline has been working on DEI from our founding and we continue to dig deeper each year to learn and grow. • This year both campuses are engaging in study groups, where they may select an area to research around DEI issues and bring back their findings to positively impact their classroom instruction and the greater Highline community.			

- We are also doing grade-level appropriate discussions around racism, identity and equity during community time and as a part of lesson curriculum.
- Highline was selected to participate in the Denver Talent + Equity Consortium with Promise54. They are a national consultant to nonprofit organizations to support their hiring, onboarding, and retention practices in order to create and maintain a healthy and diverse staff culture. As a result of participating in this work, Highline has formed a cross-campus staff steering committee to identify the root causes behind issues of racism and inequality and will work together to develop action plans to erode them.
- Consultant Alesha Arscott has been scheduled to provide 2-3 more workshops for the Board this school year for them to further their understanding of how racism impacts education, how we can support anti-racism through policy and strategic planning, and more about the history and context of racism in Denver.
- Our cross-campus Parents for DEI group is continuing to meet each month to help parents discuss matters of race and injustice, to advocate for the school to develop anti-racist practices, and to create more learning opportunities for the extended Highline community. We also hope to bring in the *Center for Racial Justice in Education* to host a workshop for staff and parents in early winter or early spring.
- From a district level, the Black Excellence Resolution is now an expectation for all schools to identify data specific to their Black students and develop an action plan to support any challenge areas. The Crown Resolution was also passed by the state and DPS which allows students to wear culturally relevant hairstyles without any implications on dress code.

Strategic Plan- feedback from community, review of goals

- Shared feedback received from the strategic planning survey that was sent out to staff, parents, and volunteers.
- Board members reviewed and discussed their input about the strategic plan. Thoughts about adding an ECE program at HASE and a middle school (even a virtual option) are priorities to align campuses.
- The Board will share feedback by committee and send to the ED directly prior to sharing out with the Highline community for feedback.

Southeast Campus awarded with the National Blue Ribbon School Award for its academic outcomes and efforts to close the achievement gap among student subgroups.

- The Board would like to do something to recognize the Southeast campus for this noteworthy achievement.

Principal Update - Sarah Verni-Lau & Guerin Gray - Inform (7:31 pm)

Update on the first day of school and Summer training for teachers

Northeast Campus:

- This is the start of week two with students in the building, as ECE began 9/14 and Kindergarten on 9/28. Assistant Principal Abby Arriaga led these teams to be ready for in-person learning.
- Kindergartners were not anxious on the first day because they already knew their teachers and had interacted with their peers virtually. Prior to in-person learning they did virtual read-alouds and other activities together.
- Staff are making sure students are maintaining social distance, washing hands, wearing their masks throughout the day, and eating healthy meals.

Southeast Campus:

- Today was the first day of having students back in the building (Kindergarten only as HASE does not have ECE yet).
- Staff is working collaboratively and excited to have students back.
- Classrooms are bare in order to support thorough sanitizing.
- Virtual Academy launched today for students who cannot attend in-person learning. Sarah Verni-Lau is leading this program for students from Highline Academy as well as 2 other local charter schools.
- The partnership with the parents has made this experience better than we could possibly imagine.

Finance Committee – Marc Furton & Eric Neumann – Fiscal Oversight – Inform (7:39 pm)

Budget to Actuals

- Baseline is reported at 17% because it is only 2 months in for a 12 month year. Most of revenues have come in at 25% for the year, as this is a timing difference as to when DPS pays us our PPR funds.
- Debt service coverage ratio at year-end per the 2020/21 budget is identified 0.24; however, it needs to remain at higher than 1.10 per the loan covenant. So, we are budgeted to be out of compliance.
- Days cash on hand is at 76 for the budget school year 2021; per the loan covenant it is to remain at greater than 60 days. We expect to end at 94 days on hand by the end of the year.
- We will see a significant increase next month for days cash on hand due to current ending fund balances from 2020 that will move from their current position on the Detail P&L to the beginning fund position on the Detail P&L, thereby increasing our Days Cash on hand to between 90 and 100 days.
- This is driven by a \$643K cash increase in fund balances at year-end 2020, that will be shown as beginning fund balances on the September P&L. We don't reflect this change in the Ending vs. Beginning fund balance until the audit is complete & final, which is why these differences have been highlighted in orange and purple on the P&L detail page, along with a specific note in cell X9 on the Dashboard.
- In addition, there are several moving parts relative to state or government relief or grants tied to Covid-19 that may play a role in increased revenues, but those effects are not certain today.
- Overall expenses are slightly under where they should be at this point in the year while revenue is slightly over for both schools.
- Total expense per student is over the DPS benchmark of \$10,500, and our forecast is \$11,981.
- Total revenues are at \$1.49 million at Southeast and \$1.6M at Northeast in the first two months.

Audit Draft

- No adjustments to the numbers previously reported for last year. The report is consistent from last year.
- At both campuses, we had a positive ending fund balance. For HANE it was \$1,196,936, and \$2,843,267 for HASE.
- For the HASE building corporation the ending fund balance is \$43,803.
- We continue to have a strong cash position looking at the balance sheet (which is important given the current and anticipated future reductions in per pupil revenues due to the State's fiscal shortfall).
- There was a prior period adjustment to the government wide financials. This related to DPS's allocation of the PERA post employment obligation to the schools. This is an accounting estimate that gets booked every year. That is not of concern but is something different when reviewing the report.

Reach Up - Gwen Maurello - Inform (7:53pm)

Calendar for assessments

- Working to incorporate the Reach Up committee with School Accountability committee (SAC). Reach Up members will attend the SAC committee meetings.
- The Reach Up committee will update the academic dashboard in between the SAC and Reach Up committee meetings. The Reach Up committee will be building the dashboard throughout the year and will also check alignment to goals from the strategic plan.
- SAC will review the Unified Improvement Plan (UIP) in January and March.

Reach Out – Drew Kent - Inform (7:59 pm)

2020-21 Fundraising campaign

- The committee received feedback from Highline stakeholders about the fundraising plan and it was decided to focus on countering the reduced per pupil revenues as the priority and to convey a sense of urgency in the messaging.
- Would like to incentivize our community to become recurring donors by securing donated experiences, services and items from local businesses that can be raffled off throughout the year.
- Fundraising priorities for the Board this year include the Network level fundraising campaign (year-long); CO Gives (December); and a virtual fundraising event (date TBD).
- We received a \$15,000 grant from the Anschutz Foundation and a \$5,000 grant from the Gates Foundation this school year.
- We have some grant requests currently out for support of our Virtual Charter Academy and DEI work.

Reach In - Brent Baribeau - Governance - Inform (8:09 pm)

See the report in the Board packet

- Reviewed aggregated results from the July 2020 board self-assessment. Two key areas of focus for the year were identified:
 - Operational Oversight – board members identified that while we do regularly monitor operational metrics, we don't explicitly set annual goals around operations systems like school culture surveys, disaggregated discipline data, attendance, etc. In order to meet DPS expectations we need to set goals and regularly monitor progress towards these goals.
 - Academic Oversight – a gap that board members seemed to highlight was that not all Board members fully understand the academic data and how the data is disaggregated. It was agreed that Gina would see if previously recorded trainings and online resources are still available and kept up to date. Gina will otherwise work with Kenny and Gwen to find an alternative. This then can be a training that all Board members can certify they have completed.
- We had 5 Board members join between May and June for the 2019-2020 school year. The Reach In committee will be working to help identify potential gaps and stagger terms to make sure we do not have a large number of members roll off at the same time.

Old Business - Chris Ferris - Inform (8:11 pm)

None

Reminders/Announcements - Brent Baribeau - Inform (8:11 pm)

Next BOD meeting: Monday, October 26, 2020 (online via Zoom)

Adjournment - Brent Baribeau - End Meeting - Vote (8:12 pm)

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