



MINUTES

Full Board of Directors' Meeting

**October 26th, 2020
6:15pm**

The meeting was held:

Online via Zoom

Meeting ID: 727 3992 0328

Password: 8ZS4Na

Dial-in phone number: 1-669-900-6833

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

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

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

Stephanie Leigh, HASE Parent

Absent:

Ben Garey, Board Member

Leslie Branson, Highline Academy Northeast Teacher

<i>Topic</i>	<i>Presenter</i>	<i>Goals</i>	<i>Outcome</i>
Call to Order – Brent Baribeau – Call to Order (6:20 pm) • Quorum Establish • Agenda Confirm • Mission and Vision restated Quorum established. The agenda was adopted with no changes. Marc Furton read the mission and vision statement. Equality stands out to him in the mission - all children should have access to a quality education. Striving for excellence also resonates with him because teaching children this sets them up for success in the future as well.			
Consent Agenda – Brent Baribeau – Governance – Vote (6:22 pm) • Minutes from the September 28, 2020 meeting • Educational Process Resolution There was some short discussion about the attestation is a document that was advised by the school's legal counsel as a way to demonstrate how the school has planned to ensure that students receive the instructional contact hours that state statute requires through both in-person, online, and hybrid learning opportunities. The agenda was adopted with no changes. Brent Baribeau made a motion to pass the attestation and the consent agenda. The motion was seconded by Eric Neumann. The motion passed unanimously.			
See BOD Packet for: (6:30 pm) • 5 Year Goals - Strategic Plan • Sample email for 2020-21 fundraising campaign • CSP Grant Information • 20-21 Revised Calendar • Highline Academy Network FY21 Budget • Auditor Communication • 2020 Network HA Audit			
Public Comment (6:30pm) Stephanie Leigh, HASE parent, wanted to reiterate that the Parents for DEI group is not just for parents - it is also for staff members, Board of Directors, and other community members. The next meeting will be November 9, 2020 at 6pm.			
Executive Director Update - Chris Ferris - Vote (6:35 pm) • Strategic Plan - Board committees reviewed designated sections of the strategic plan draft and made edits. Wording of goals within the strategic plan were polished and finalized. The board reviewed the resulting draft. As part of the discussion, wording for the staffing diversity goal was further refined, and there was discussion about whether to add a separate board committee to focus on DEI work, or to fold this work within an existing committee. The board discussed the opportunities to show how important this work is to Highline's mission by ensuring focused effort of the board and community in its own committee. Chris Ferris discussed how the Strategic Plan would be shared out to staff, parents, and other stakeholders involved in previous strategic planning sessions to gain feedback before the plan is finalized and voted on by the board. ○ Motion to create a permanent board committee for Diversity, Equity, and Inclusion was made by Brent Baribeau. Seconded by Joe Whitfield. Committee will be chaired by Brandon Hellwig. Brandon will step down from his involvement with the Reach Out committee in order to give his full time and attention to the new DEI committee. • CSP Grants - In order to apply to the grant, the Board has to vote to proceed. Schools must also comply with a visit from CSI. Cannot use the funds for staff salaries. A motion was made by Brent Baribeau and seconded by Eric Neumann for Highline to proceed with applying for the CSP grant for both campuses. The motion passed unanimously.			

Principal Update - Sarah Verni-Lau & Guerin Gray - Inform (7:23 pm)

- HASE - No positive cases of COVID-19 for in-person groups. General experience and feedback from families has been quite favorable, with students having a reading experience. However from a staff perspective it has been a challenge. There are 260 students in our Virtual Charter Academy for grades K-5. Students feel connected to Highline due to daily community time and interaction with peers.
- HANE - Entire 1st grade, one cohort from 3rd grade and one from 5th are in quarantine. Two staff members have tested positive for COVID. Kindergarten team has been very flexible with many changes that have come their way. Welcoming back all the students has been wonderful in spite of staffing challenges (i.e. Special Education). Frustrated with the district and concern for safety.

Finance Committee – Marc Furton & Eric Neumann – Fiscal Oversight – Inform (7:40 pm)

- Ended Fiscal Year 2020 (FY20) with 124 days of cash on hand (per our bank loan terms this is to remain greater than 60 days cash on hand) and a debt service coverage ratio of 3.27 (needs to remain greater than 1.1).
- Ended with \$1.951M in reserves
- COVID relief funds came in at \$300k for HASE and \$250k for HANE
- Health plan expenses went down due to a change in the plan starting September 2020
- Looking to have a \$200k deficit, down from about \$700k that was anticipated at the start of the year
- \$1.182M in unrestricted fund reserves for HANE and \$2.739M for HASE
- Total Expense per student is forecast above DPS benchmark for both campuses - \$12,816 (HASE) and \$14,207 (HANE)
- \$174,400 budgeted for generated revenues from the Virtual Charter Academy
- At 83% (HASE) and 97% (HANE) of budgeted expenses for electronic media materials
- Audit - The only estimate that is pointed out is the depreciation expense. No difficulties encountered during the audit. There were no findings of recommendations or issues. A motion was made by Marc Furton and seconded by Brandon Hellwig to approve the final audit dated June 30, 2020. The motion passed unanimously.

Reach Out – Drew Kent & Brittany Joyce - Inform (7:54 pm)

Highline launched a year-long fundraising campaign on 10/23/20 in order to close the gap created by the state cuts to education funding. The goal for the campaign is \$300,000, which is the shortfall created. Since its launch, \$6,150 has been raised. General messaging is that if 1,500 community members donate \$15 a month or a one-time gift of \$200, we will meet the goal. The Board of Directors goal is to raise \$7,000 by the end of the year, or an average of \$50 per month per Board member. The Board had an opportunity to reach out to at least 5 contacts during the meeting to solicit support for Highline, as well as make a pledge. We were awarded a \$15,000 grant from The Nord Family foundation in support of our DEI work.

Reach In - Brent Baribeau - Governance - Inform (8:04 pm)

The committee met to review the Strategic Plan and to discussed their input through a governance lens.

Reach UP - Gwen Maurello - Reach UP - Inform (8:05 pm)

The Reach Up committee attended HANE's School Accountability Committee (SAC) meeting last week. It was helpful to be a part of the discussions and hear academic updates from the campus level. The committee will have more to share at the next Board meeting in December.

Old Business - Brent Baribeau - Inform (8:05 pm)

Chris Ferris thanked the Board for their support and partnership during one of the most trying times in education.

Reminders/Announcements – Brent Baribeau – Inform (8:07 pm)

Next BOD meeting: Monday, December 14, 2020 (online via Zoom)

Adjournment – Brent Baribeau – End Meeting – Vote (8:09 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.