



High Point Academy's mission is to provide a strong foundation of academic excellence in partnership with family and community in which each individual is challenged to achieve his/her highest potential academically, socially, and personally.

**Governing Board Meeting Agenda for:
January 22, 2020
5:00 PM – 7:00 PM**

**Board Attendance: Christi Julian, Belle Faust, Lauren Broussard, Jane Shirley, Paul Schweger
Other Attendance: Keri Melmed, Timiya Jackson, Carol Meininger, Jessica Ranalletta, Jen Rendon, Juanise Cornell**

- I. Call to order – Christi Julian (5:00)
 - a. Called to order at 5:07 PM

- II. Approve Agenda – Christi Julian
 - a. BF Motioned to approve
 - b. PS seconded
 - c. Pass unanimously

- III. Approve Board meeting minutes: December 18, 2019
 - a. LB motioned to approve
 - b. BF seconded
 - c. Passed unanimously

- IV. Community Voices – (5:09)

- V. Reports: (5:09)
 - a. Executive Director-Keri Melmed
 - i. See attached report and below
 1. CMAS test prep has begun. This happens every year about this time to teach students test tasking skills such as eliminating wrong answer or re-reading directions. This year we have included teaching about online test taking strategies that will help students navigate the online testing platform.
 2. We had a differentiated staff PD on January 6th to kick off the rest of the school year.
 3. The Admin team continues to meet weekly to connect about our Connect for Success goals.
 4. We are still in the process of finalizing the parking lot agreement that will be shared with the new field.
 5. Hiring/Staffing updates:
 - a. With the resignation of the performing arts teacher, we posted for the

position, but we were unable to find any qualified candidates. Instead some teachers are taking on an overload assignment to support the classes during performing arts time. Many teachers volunteered and will each receive a stipend for their time.

- b. We have hired a behavior specialist, an internal candidate, Amy Flynn, who is a SPED teacher currently. We have posted to fill her position.
 - c. Teacher evaluations are continuing this month with setting goals with each teacher.
 - d. Our middle school counselor, Rachel Bauer, has resigned. We have posted in the attempt to fill this position as quickly as possible. We are also hoping to fill the vacancy temporarily with other support staff until we can hire someone.
 - e. Timiya Jackson, our director of student services, is pursuing a new opportunity and resigned. We are going to contract out with our former director of student services to help support with some of that work. There is some expressed interest from current staff members in this work next year.
 - f. Linnette Reyes, our clinic receptionist, is moving to Texas earlier than she expected and her last day is the end of February. We are working to determine a plan for support in the clinic moving forward. This position has been part time previously, however, the hope is to get someone in full time moving forward.
6. Board member CJ recommendation to get parent volunteers to help support these areas of need with the open vacancies.
 7. LB asked about an update on our charter renewal from CSI. We should get some more information about this in March.

VI. Finances: (5:32)

- a. December 2019 Financials- Carol Meininger
 - i. Expecting a projection of \$140,000 to put into reserves. Each year there is an "At Risk" adjustment based on a school's FRL rate. Since HPA FRL is higher than 27J, we received additional funding. HPA received about \$64 per student which is significant. This brought in an extra \$45,732 to our bottom line. This gave us a projected fund balance of \$180,000.
 - ii. With all the proposed items below we would still be in a debt coverage ratio of 1.04.
 - iii. Balance sheet still looking strong.
 - iv. Detailed Financials
 1. We are at 47% of projected revenues
 2. Our expenses are at 36%
- b. Finance Committee Proposed Spending Priorities – Keri Melmed
 - i. CMAS online test prep purchase-
 1. This provides opportunities for students to take practice online tests prior to testing
 2. JS asked if CSI could help in purchasing these items for schools to have access to.
 - ii. Math Interventionist-
 1. KM would like to see this position continue into next year's staffing model.
 - iii. Math Instructional Assistant-
 1. KM would like to see this position continue into next year's staffing model.
 - iv. Math Intervention Curriculum- hard to find a good, hands on (as opposed to online) math

curriculum, we are still in the research phase and hope to find something in the next few weeks to purchase.

v. Commuter Allotment-

1. This comes from staff inquiry regarding the ability to get reimbursed for travel to and from HPA. This also comes as a staff retention incentive to help with staff members with larger than average (45 miles or more) commuter miles. If approved, it will be allocated for this year.
2. This will apply to 6 staff members currently this year.
3. CJ asked about offering the allotment in a policy with language regarding, "as long as budget allows".

vi. Facility updates (HVAC, Fence, Classroom Furnace)-

1. Fence update- The plan is to place black iron fencing around the front to match the preschool fencing and chain link will surround the playground.

c. Amended Budget 2019-2020 - Carol Meininger

1. Projected year end change to the fund balance is \$31,038
2. The \$500,000 grant agreement will come directly to HPA.

VII. Discussion (5:58)

a. HPA Governing Board Bylaws Review and Discussion

- i. BF reported out. This is CJ last year as president. It is her thought that CJ continue on as president given her institutional knowledge and experience at HPA. BF is concerned about the bylaw language (3.5 b) and the ability to allow CJ to continue.
- ii. Expressed a need for the entire board to be made aware of staffing updates or school updates as they come up instead of just board members that attend meetings on campus.
- iii. LB brought up the idea again regarding creating a Governance committee
 1. CJ to reach out regarding resources to begin this process
 2. Tasks include reviewing bylaws of term limits, grievance policy, consistent board knowledge of school updates, addition of email votes.

b. HPA Governing Board Strategic Plan (2020)

- i. The current strategic plan ends this year. While it is best practice and necessary for the board to have a strategic plan, the renewal process will require one.
 1. Having a clear strategic plan will help the ED direct the school and the use of finances. For example, is it a priority of the board to consider a high school? If so, there are implications for the debt ratio. For a high school to be possible, our debt ratio must increase.
 - a. Carol recommends that at a strong debt ratio of at least three years, coupled with good academic standing, and good enrollment numbers would put us in a good position to pursue a high school.
 - b. JS wondering about population projections for the area. She explained that what it takes to open a school now versus 15 years ago is really different.
 - c. KM mentioned that we have the land that has been offered to use but enrollment and academic standing have been barriers.
 2. Preschool expansion- our current waitlist for preschool is extensive. Could we expand to include two more preschool rooms? KM/TM will have something to report out at next month's meeting. JS mentioned that DPS is closing some preschool classrooms.
 3. BF raised a thought that a high school is still a priority, but an increase in student

learning and staffing are of higher priority. Focus should be around our Connect for Success Grant and the work involved with that.

4. Consensus was that the board will work through each goal on the plan during monthly board meetings to start revising and planning now instead of waiting until August 2020. JS mentioned it would be helpful to get an outside perspective on the strategic plan. JS is happy to take a look at it to get things started. KM will email the board the CDE audit to be reviewed. 30 minutes will be added to the next board meeting to have time to review items.

c. Leadership performance pay & evaluation

- i. The question if performance pay truly serves teachers or should we look at the structure around performance pay and its impact and benefit on staff retention and/or attraction of new staff. A conversation around the question, "Do we have performance pay or start staff at a higher salary rate instead?" CJ clarifying question around what the goal of this conversation is, "Do we want to end it all together or revamp it?"
- ii. Next steps include creating a google doc to continue this conversation with board members.

d. Enrollment, development and marketing

- i. 25,000 door hangers went home
- ii. New family meeting on Saturday, January 25th.
- iii. First enrollment push has commenced
- iv. We are getting a 20 x 30 field poster to have posted up for conferences next week
- v. We are using the information from our marketing consultant last year.

e. Specials programming

- i. We will post for both foreign language and performing arts for next year
 1. What does online foreign language for MS only look like as a special?
 2. Smaller schools have done emersion foreign language classes instead of full semester classes

f. Additional data points/dashboard

- i. KM to reach out to Bongard regarding a dashboard

VIII. Executive Items

IX. Executive Session

X. Approval items:

- a. Resolution Amended Budget
 - i. JS motioned to approve
 - ii. PS seconded
 - iii. Passed unanimously

XI. Adjourn Meeting – Christi Julian (7:08)

- i. LB motioned to approve
- ii. PS seconded
- iii. Passed unanimously