



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:
February 26, 2020
5:00 PM – 7:00 PM**

Board Attendance: Christi Julian, Belle Faust, Lauren Broussard (on phone), Jane Shirley, Elise Topliss

Other Attendance: Keri Melmed, Carol Meininger, Jessica Ranalletta, Jen Rendon, Juanise Cornell, Ashley Eisel

- I. Call to order – Christi Julian (5:00)
 - a. Called to order at 5:06 PM

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

- III. Approve Board meeting minutes: January 22, 2020
 - a. JS motioned to approve
 - b. BT seconded
 - c. Passed unanimously

- IV. Community Voices – (5:09)

- V. Reports: (5:31)
 - a. Executive Director-Keri Melmed
 - i. See attached report and below
 1. We are three weeks out until spring break and as typical of this time of year, staff and students are tired and ready for a break. Everyone is doing the best they can to stay focused and positive. We also have a cohort of teachers feeling a great sense of urgency in preparing for CMAS.
 2. February work includes CMAS test prep for students. This means creating test taking strategies for teachers to use as well as online testing strategies. CMAS testing begins at the end of March.
 3. The admin team meets with our Connect for Success grant implementation coach- Erin, weekly to keep the school focus on our culture code and enrichment goals. This grant is a two-year grant. CDE is already reaching out to us regarding a 1- year

extension. The BLT (building leadership team) also meets to work on these goals. This team is made up of one teacher per grade level and team. This model has really helped to lead staff PD utilizing the leads, provide peer observations and feedback, and lead book study discussions with their teams.

- a. Culture Code- the main focus is school wide alignment regarding shared student expectations in the classroom, hallways, and lunchroom. All staff are holding students accountable to the same, expected behaviors. This seems easy on paper, but implementation has been challenging but rewarding to see the results. The elements and expectations of the culture code have been imbedded in the teacher evaluation rubric and teachers receive feedback on these expectations. Team leads have taken a bigger role in giving feedback on specific items from the culture code rubric, while admin is providing more feedback/coaching around the full teacher evaluation rubric.
 - b. Enrichment- providing targeted support to students during K-8 enrichment blocks daily. We are continuing to look at and revise how we want enrichment to look. We are also focused on collecting data during class time to determine student growth and what interventions are needed to fill student gaps. We are looking at data more often to be able to respond to student needs.
 - c. BF asks what the goals look like for next year. Keri explained that a focus might be what's called, "best first instruction" (in the classroom). This means strong classroom management, followed by knowing standards, and then learning how to teach standards well.
4. Our behavior specialist, Amy Flynn, has already started some behavior plans
 5. Intent to returns have come back in from staff and we are posting for positions and reviewing resumes now to prepare for job fairs and hiring events
 6. Preschool expansion- the team looked at enrollments numbers to determine that it's not a good time to explore the option of expanding preschool at this time.
 7. Keri and Carol are looking at salary structures right now for 20-21 school year.
 8. We are exploring some administration structures for next year.
 9. Work for the UIP has begun and will continue the rest of this year. The UIP is largely tied to the renewal and Keri wants to ensure it reflects the improvement work we are currently undertaking and what we want to see for 20-21 school year.
 10. Keri started up a relationship with Metro State University again to partner to have some student interns that will conduct field experiences at HPA.
 11. Staffing updates
 - a. Vanessa Trayler has been hired part time to help support the vacancy of the middle school counselor.
 12. Field is under construction currently

VI. Finances: (6:00)- January 2020 Financials- Carol Meininger

- a. Claims are higher this year so we added \$5,000
- b. Increased the cost for liability insurance
- c. Indicators are in green except for fundraising
- d. Cash position is strong and operating well
- e. Total expenses at 56%

- f. Every 5 years we have to have a professional study done to see if we've earned too much interest on our bonds. If there is too much earned, then money is due back to the IRS. We are good and no money is due back. We are paying 5.8% interest and we cannot earn more than that back.

VII. Discussion (6:06)

- a. Leadership performance pay & evaluation (this conversation occurred at 5:10) – update: Jane reports out that we will hold leadership accountable to setting up and developing the systems and structures for meeting the school goals. This allows the board to monitor as the year goes (quarterly) versus waiting until the end to see if the goal was met. Goals will be aligned with our UIP goals and school renewal process as well.
- b. Work session: HPA Governing Board Bylaws Review and Discuss Next Steps- We need to make a decision regarding changing the bylaws to be able to extend terms of members.
 - i. Starting with article 3.5- Staggered terms and appointment of new directors. The purpose of the conversation is to edit the bylaw to allow members to serve one more year as director if necessary. ET propose to add a section 3.5 e titled "Director Extensions" that will define what the extension criteria should be in order to gain an extension versus changing the bylaw itself, but also include that a term cannot exceed another full term, 9 years total service as a board member.
 - ii. KM asked about the removal of board members if they do not meet the attendance criteria as mentioned in section 3.7 regarding board member attendance. Agreed among board members that this section is not enforced currently. Consensus is that we should keep the section the same with no edits, but moving forward hold board members to this requirement.
 - iii. KJ proposed to make edits to section 3.8 to change "April" to "June/July". ET proposed to delete a month all together and leave in "annually."
 - iv. Edits will be made and voted on at next month's meeting.
- c. Work session: Review CDE audit & HPA Governing Board Strategic Plan- CDE audit was used to create the culture code and the enrichment focus goal
 - i. Staff has expressed that keeping the school focus narrow is supportive for their own growth. So the plan is to keep the goals the same for next year
 - ii. ET proposed for the board to craft a letter to send home in Thursday folders to recruit and obtain more members join the board.
- d. Enrollment, development and marketing update: Team met today to determine next steps.
 - i. Teresa is going out in the community, as well as meeting with developers, and preschools to raise awareness and establish a relationship with HPA. This is part of her additional duties with the departure of TJ.
 - ii. Enrollment- Jill has been looking at how many students are leaving during the school year.
 - 1. 3 years ago- 160 student left mid year; Last year-85 students; This year- 55-60 so far. It looks like we are holding onto more students.
 - 2. A lot of our 5th graders continued onto 6th grade this year, which hasn't happened in years prior. We are hoping to hold on to our 6th graders as much as possible.
 - 3. Most of all our preschool families are staying to move onto our kindergarten. That said, even with all of our preK's moving on to K (+/-48 students), our Kindergarten enrollment is low because our waitlist is minimal. Demographic studies relate it to the drop in birth rates 5-6 years ago. We are planning to go and meet with private preschools in the area to create a partnership. We are also marketing at the local libraries and rec centers.

4. 3rd and 4th looks right now to be under enrolled. ET asked if there was need to fill or if small class sizes can stay small. Keri mentioned that 26 students per class is the goal for each grade level.

VIII. Executive Items

IX. Executive Session

X. Approval items:

XI. Adjourn Meeting – Christi Julian (6:54)

- a. BF motioned to approve
- b. ET seconded
- c. Passed unanimously