



GOVERNING BOARD

Meeting Minutes

Location: [Virtual](#)

Date: February 28, 2024

Time: 5:00 – 7:30 PM

HPA Purpose Statement: At High Point Academy, we work in partnership with diverse families and the community to engage scholars in holistic, equitable, interdisciplinary, and dynamic learning, providing an environment where scholars are able to achieve more than they thought possible for themselves. We foster a culture of respect, collaboration, community, and curiosity to prepare our scholars to be life-long learners and responsible humans.

Board attendance: Elise Topliss (Board President), Christina Castro (Secretary), Jennifer Garcia Rosendo (Director), Devaki Parma (President Elect), Whitney Whitaker (Director)

Other attendance: Meredith Stolte (Executive Director), Thomas McMillan

I. CALL TO ORDER - HPA Purpose Statement - Meeting called to order by Elise at 5:06 PM

- A. Approve January 2024 Minutes
 - a. Minutes will be approved in March along with February minutes to give directors time to review.
 - i. Motion: Jennifer
 - 2nd: Christina
 - All in favor - motion passed

II. EXECUTIVE DIRECTOR REPORT 5:05 PM – 6:05 PM

- A. Employee/Family Survey Results (Updated Employee attrition/retention data)
 - a. Organizational structure changes (*Culture, Community, Holistic Wellness*)
 - i. Will discuss more in finance update, conducting stay interviews with all staff
- B. CSI Update - UIP and Contract Renewal (*Academic Excellence*)
 - i. Need to vote on this in September
- C. Colorado League of Charter Schools Work Update (*Academic Excellence*)
 - i. CSI Visit - Nicole providing support with 100 day plan over 7 consulting hours. Working on building summer staff retreat plan. Will shift to planning next 100 Day plan.
- D. Mid Year Academics - Specific strategies to address minimal to no change -(Follow up to Board Question) (*Academic Excellence*)
 - i. Observations: Work in front of kids is the right work, teachers are over-scaffolding, resulting in kids not doing the heavy lifting. Interventionists working on student motivation, buy-in/excitement, independence. Consistently revisiting data to inform goals.
 - ii. Questions from Board:
 - 1. Is there a time limit to reevaluate the current plan? Answer: Going to take 3 years to see large growth. If growth is not happening, will discuss how to better prepare teachers and build in more Tier 2 supports. Will build on current plan, rather than start from scratch.
 - 2. Question from Elise - What is behind teachers doing heavy lifting? Answer: 1- Mindset: Help teachers take a step back and believe students are capable 2 - Coaching: Make sure teachers make it to the independent practice portion of the lesson.
 - 3. How can the board help in setting the school up for success? Answer: Asking questions.
- E. School Calendar (*Community*)
 - i. Calendar draft - Addition of PD Days, Conferences on half day to increase time, still providing 2 wellness days to teachers
 - ii. Ask from Meredith: Look at this with parent lens and provide feedback
 - iii. Need to add summer programming dates

****NO LONGER HAVE QUORUM - Cannot vote on any approval items or go into executive session tonight.**

F. Summer School (*Academic Excellence*) -

- i. Partnering with TFA to provide a 3 week summer school program. 12 new TFA teachers, 6 HPA teachers. No cost to families. TFA pays for half of teachers salaries. Opportunity to revisit end of year data and provide remediation. 2 classes in Pre-K, 2 in elementary, 2 in middle school. Will have application/lottery system to select students

G. Restraint and Seclusion Policy (*Holistic Wellness, Culture*)

- i. Need to update current policy (adopted in 2018) to ensure it is meeting new regulation requirements. Will vote on this at future board meeting.

III. DIRECTOR OF OPERATIONS REPORT

A. Enrollment/Recruitment Plan (Data and strategies to address drop in enrollment)

- i. 617 students this year, budgeting 630-635 next year, 639 as of 2/23/24
- ii. Recruitment efforts: Flyering neighborhood (1600 addresses), word of math, weekend tours w/ED, targeted Facebook ads, presentations to 5th grade classes at surrounding elementary schools, connecting with libraries and surrounding businesses, Kindergarten transition and experience nights, Middle School Open House, Fox News HPA Highlight story,

IV. School Accountability Committee (Family Voice Council)

A. Community Engagements

- i. Merged family council with School Accountability committee, James Welsh attended last session to train on accountability committee

V. FINANCE COMMITTEE 6:05 – 6:15 PM

A. End-of-year retention bonus - Update

- i. Meredith and Dawn working on end of year bonuses to retain strong staff

B. Education Fund

C. Incentive Pay for next year - Update

VI. BOARD BUSINESS 6:15 – 6:30 PM

A. Policy Governance Committee

- i. Could function as ad hoc committee for one year

B. Board Member List, Conflict and Oath Docs

- i. Board members must make sure contact info is up to date and upload Conflict of Interest and Oath to Google Drive

C. Board Dashboard

- i. Tom shared dashboard example

VII. PUBLIC COMMENT 6:30 PM – 6:45 PM - No speakers

VIII. APPROVAL ITEMS 6:45 PM – 6:50 PM - Will need to vote on items at next board meeting assuming we have quorum

- A. School Calendar
- B. Organizational Structure Changes
- C. Education Fund Spending

IX. EXECUTIVE SESSION 6:50 – 7:30 PM - Will need to vote on items at next board meeting assuming we have quorum

- A. ED Evaluation Discussion (§24-6-402(4)(f), C.R.S)

X. NEXT MONTH DISCUSSION (March 20, 2024)

- A. Hiring Plan

XI. ADJOURN

Meeting Adjourned by Elise at 6:40pm