

GOVERNING BOARD

Meeting MINUTES



Location: High Point Academy Community Room

[Virtual Meeting Link](#)

Date: April 24, 2024

Time: 5:00 – 7:30 PM

AGENDA DETAILS

I. CALL TO ORDER - HPA Purpose Statement 5:00 PM - Elise called to order at 5:03 PM

- A. Approve Agenda
 - a. Motion to approve by Dr. Silva, seconded by Christina Castro, motion passes
- B. Approve January and February 2024 Minutes *No meeting March 2024
 - a. Motion to approve by Christina Castro, seconded by Dr. Silva, motion passes

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

- A. Employee/Family Survey Results (*Climate and Culture, Community*)
 - a. Updated Employee attrition/retention data
 - b. Organizational structure changes
 - i. Leadership Level - Moving away from Learning Specialist role, work will continue on team built by current Learning Specialist. Shifting to one Dean for K-8.
 - ii. K-2: Adding K-2 Counselor to provide additional mental health support, Board will need to approve this role in the May meeting
 - iii. 3-5: Will be adding back a third section of 3rd Grade and Board will need to approve addition in the May meeting. Counseling Intern role is TBD depending on CSI being able to continue providing this service.
 - iv. 6-8: Hiring 3 ELA teachers and 3 Math Teachers, addition of 6-8 Counselor
 - v. Operations: Moving Student Operations and Communications

Coordinator from part-time/remote to full-time and in person role to support school operations and family communication. Board will need to approve expansion of role at May meeting.

- vi. Dean/Culture: Instead of behavior specialists, moving to restorative justice coordinators and compensation going from hourly to salary. Removing Instructional Assistant positions, re-shifting to 3 part time coverage paraprofessionals. Board will need to approve these changes at May meeting.
 - vii. Senior Team Leads: 6 stipended positions in response to staff's interest in developing and growing leadership skills.
 - viii. Meredith will provide board with the following information: # of new positions, Enrollment changes K-2, 3-5, & 6-8, Cost of changes, Enrollment projecting, How positions tied to strategic plan or UIP
- c. *Staff Retention and Recruitment (HR Director)*
 - i. Projecting minimum 80% retention.
- B. *CSI Update - UIP and Contract Renewal (Academic Excellence)*
 - a. *Performance Updates*
 - b. *Tier 2 Strategies*
 - C. *Anet/iReady/Dibles Data (Academic Excellence)*
 - D. *Enrollment Plan (Academic Excellence)*
 - a. Partnering with ScholarLead to support with scholar recruitment online
 - E. *Continuation (Community)*
 - a. 5/22, 12 PM - 8th
 - b. 5/22, 5 PM - PK
 - c. 5/23, 9 AM - K
 - d. 5/23, 12 PM - 5th
 - F. **Restraint and Seclusion Policy (Holistic Wellness, Culture)**
 - G. *Other Items:*
 - a. Vetting PK-8 culture programs - Capturing Kids Hearts, Leader in Me, PBIS. Next meeting Meredith will tell us which program the school will be implementing . Board will need to approve program at May meeting.
 - b. 2024-25 Staffing: 3% Salary increase for all staff, August 1, 2024 start date for staff, built in time for more PD, Alignment of Admin and support staff pay to stay competitive with surrounding districts
 - c. Based on survey results, strategic direction for 24-25 includes Aligning to Purpose and Vision, Building Teacher Capacity through PD and Teacher Leaders, Building Positive School Culture
 - d. Charter renewal was approved by CSI.
 - e. Summer school: still parenting with TFA and there is capacity for 100 students,
 - f. Policy Updates: Uniforms - survey community about removing uniform policy, Meredith to draft Dress Code Policy, Staff/Parent Policy
 - g. HPA had 7 Aurora Scholars!

IV. COMMITTEES (Finance/SAC) 6:05 – 6:20 PM

- A. Building maintenance
- B. Education Fund
- C. 24'-25' Contracts/Retention Funds
- D. Dashboard Review
- E. SAC Update
- F. ED Evaluation 4/30

* Devaki will be backup Board Rep for Finance Committee, Christina will be backup Board Rep for SAC.

V. BOARD BUSINESS 6:20 – 6:30 PM

- A. Board Member List, Conflict and Oath Docs, Letter of Commitment
- B. Board Dashboard
- C. Bylaws - attendance
- D. Teacher Appreciation Week - Board will visit school one day this week and provide gift
- E. Adhoc Committee - Board Director Recruitment and Onboarding
 - a. Devaki Parma
 - b. Whitney Whitaker
 - c. Dr. Silva
- F. Adhoc Committee - School Policy
 - a. Jennifer Garcia-Rosendo
 - b. Christina Castro
 - c. Elise Topliss

VI. PUBLIC COMMENT 6:30 PM – 6:45 PM

- A. Claudia Murcia
 - a. Question about differences between Assistant Principal and Team Lead roles and current responsibilities of an Assistant Principal
 - b. Communication concerns

VII. APPROVAL ITEMS 6:45 PM – 6:50 PM

- A. Organizational Structure Changes
- B. Education Fund Spending
- C. CSI Renewal Contract
 - a. Devaki motioned to approve,
Jennifer seconded, motion
passed
- D. Adhoc Committees
 - a. Devaki motioned to approve,
Jennifer seconded, motion
passed

VIII. NEXT MONTH DISCUSSION (May 22, 2024)

A. EOY Data/Strategic Plan reflections

Devaki motioned to adjourn meeting, Whitney seconded, Meeting adjourned at 7:03PM