



# High Point Academy Governing Board

## Meeting Minutes

### DETAILS

<b>Location:</b>	High Point Academy Community Room 6750 N Dunkirk St, Aurora, CO 80019  Video call link: <a href="https://meet.google.com/vqu-zrcj-nue">https://meet.google.com/vqu-zrcj-nue</a> Or dial: (US) +1 318-652-8695 PIN: 407 192 947#
<b>Date:</b>	November 21, 2024
<b>Time:</b>	6:00 PM

### ATTENDANCE

In person: Devaki Parma (Director - President), Whitney Whitaker (Director), Christina Castro (Director, Secretary), Meredith Stolte (Executive Director), Sataira Douglas (Assistant Principal), Jasmine Jones (Assistant Principal), Tiffany Askins (Assistant Principal)

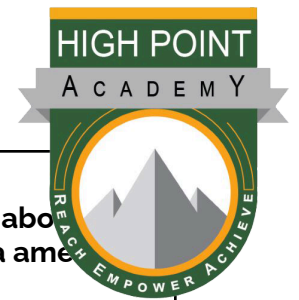
Remote: Elise Topliss (Director), Jason Collins (Vanguard representative), Brette Jefferson, Theresa Cardona, Sarah Moore

### 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.*

### AGENDA ITEMS

Time	Topic
6:00 – 6:05	CALL TO ORDER - <b>Devaki called to order at 6:14pm, Christina seconded.</b> <ul style="list-style-type: none"><li>● Purpose Statement</li><li>● Approve Agenda Items<ul style="list-style-type: none"><li>○ <b>Elise requested to amend the agenda</b><ul style="list-style-type: none"><li>■ <b>Move approval items up, before committee updates</b></li></ul></li></ul></li></ul>



	<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>■ List policies upon which we will vote.               <ul style="list-style-type: none"> <li>○ Devaki motioned to make amendments listed above. Christina seconded, motioned passed, agenda amended.</li> </ul> </li> </ul> </li> </ul> </li> <li>● Approve October Meeting Minutes       <ul style="list-style-type: none"> <li>○ Devaki motioned to approve, Whitney seconded, motion passed.</li> </ul> </li> </ul>
6:05 – 6:45	<p>SCHOOL HIGHLIGHTS</p> <ul style="list-style-type: none"> <li>● 6th grade-Outdoor Ed trip       <ul style="list-style-type: none"> <li>○ Meredith shared an overview of the 6th grade trip and will share a video produced by 6th graders in which they share their experience on the Outdoor Ed trip.</li> </ul> </li> </ul> <p>EXECUTIVE DIRECTOR REPORT</p> <ul style="list-style-type: none"> <li>● Policies       <ul style="list-style-type: none"> <li>○ Meredith shared rationale for updated policies.</li> </ul> </li> <li>● Cleaning Company Proposal       <ul style="list-style-type: none"> <li>○ Jason Collins from Vanguard shared about their janitorial services and why Vanguard would be a great fit for High Point Academy.</li> <li>○ Elise requested that we hear from other vendors with open bids.</li> </ul> </li> <li>● Staffing Update       <ul style="list-style-type: none"> <li>○ Hired ELD instructional assistant</li> <li>○ Front office receptionist role vacant</li> <li>○ SPED teacher role vacant</li> </ul> </li> </ul> <p>OTHER PRESENTERS</p> <ul style="list-style-type: none"> <li>● Culture Report       <ul style="list-style-type: none"> <li>○ Incorporating Leader in Me practices to improve trends in MRA results.</li> <li>○ Board considering how to monitor the tiers. HPA leadership recommends that we visit the school and observe as a board as well.</li> <li>○ Parents spoke and asked if they can be in the halls at any time. Devaki asked parents to wait until the forum was open to the public.</li> </ul> </li> </ul>
6:45 – 7:00	<p>COMMITTEE UPDATES</p> <ul style="list-style-type: none"> <li>● Finance Committee       <ul style="list-style-type: none"> <li>○ Devaki is now board representative on this committee.</li> </ul> </li> <li>● School Excellence and Accountability Committee       <ul style="list-style-type: none"> <li>○ At November meeting the committee discussed: carpool concerns, collaboration between PTO and SEAC, holding more community events, increasing number of fundraisers</li> </ul> </li> </ul>



7:00 – 7:15	<p>PUBLIC COMMENT</p> <ul style="list-style-type: none"> <li>● <b>Brette Jefferson (parent) - Loves support child has received throughout time at HPA, appreciates Ms. Douglas and Ms. Askins, feels like carpool has improved compared to last year, wants her child to succeed.</b></li> </ul>
7:15 – 7:35	<p>BOARD BUSINESS</p> <ul style="list-style-type: none"> <li>● Director Oaths</li> <li>● Board Elections - Timeline and Nominations <ul style="list-style-type: none"> <li>○ <b>Christina nominates herself as Vice President</b></li> <li>○ <b>Whitney nominates herself as Secretary</b></li> <li>○ <b>Need for Treasurer - will need to attend finance meetings</b></li> <li>○ <b>Will vote at next meeting to start terms in January</b></li> </ul> </li> <li>● Recruitment Timeline</li> <li>● ED Goals and mid-year eval</li> <li>● Email address overhaul</li> <li>● Engaging with the Charter School League-building renovations</li> </ul>
7:35 – 7:50	<p>APPROVAL ITEMS</p> <ul style="list-style-type: none"> <li>● Updated Policies <ul style="list-style-type: none"> <li>○ Seclusion and Restraint</li> <li>○ Grievance Policy</li> <li>○ Suspension and Expulsion</li> <li>○ Non-Discrimination <ul style="list-style-type: none"> <li>■ <b>Devaki motioned to approve, Whitney seconded, motion passed.</b></li> </ul> </li> </ul> </li> <li>● Moving the December meeting from the 19th to the 12th (virtual) <ul style="list-style-type: none"> <li>○ <b>Devaki motioned to move the meeting to December 12th virtual at 6 -8 pm. Whitney seconded. Motioned passed</b></li> </ul> </li> <li>● Coaching for ED <ul style="list-style-type: none"> <li>○ <b>Devaki asked to approve up to the budget amount. Elise motioned to approve, Whitney seconded, motion passed.</b></li> </ul> </li> </ul>
7:50 – 7:55	<p>NEXT MONTH DISCUSSION</p> <ul style="list-style-type: none"> <li>● <b>Move board meeting to 12/12</b></li> <li>● <b>Salary comparison information</b></li> <li>● <b>Presentations from other janitorial services vendors</b></li> <li>● <b>Board interviews</b> <ul style="list-style-type: none"> <li>○ <b>Possibly one interest</b></li> </ul> </li> <li>● <b>Should all have the HPAboard.net e-mail</b> <ul style="list-style-type: none"> <li>○ <b>Christina taking the lead to condense e-mail w/ Elmer. Elise needs an end date on when the e-mails will be deleted. Elise prefers keeping her microsoft email until she is done serving.</b></li> </ul> </li> <li>● <b>Other Items</b> <ul style="list-style-type: none"> <li>○ <b>Devaki would like the board to discuss working with</b></li> </ul> </li> </ul>



	<p>charter school leaders for expansion opportunities</p> <ul style="list-style-type: none"><li>○ Christina asked APs what they need from the board<ul style="list-style-type: none"><li>■ AP Report out. They will think about how we support them. Sataira mentions volunteering on the board, and other opportunities.</li><li>■ Board to give a survey on school culture to staff in December. Devaki to collaborate with Meredith.</li></ul></li><li>○ Do elections next month<ul style="list-style-type: none"><li>■ Vote december, start date January</li></ul></li></ul>
7:55 – 8:00	ADJOURN Devaki motioned to adjourn. Whitney seconded. Meeting adjourned at 7:35