

School Board Meeting Minutes  
Tuesday, September 18, 2018  
5:00 pm  
AAHS Classroom 122

Present: Rachael McNamara, Josh MacLachlan, Amy Charpentier, Eric Hove, Leann Lindusky, Deah Ehalt, Katie Siewert, David Massey, Stephanie Bade (AAHS TPS representative, ex-officio)

Absent: Jill Heroff, Dean Walczak (business manager, ex-officio),

Amy Charpentier departed at 6:05 pm, prior to votes on Action Items; appointed Josh MacLachlan to conduct meeting in her stead.

**Minutes**

1. Call to Order
  - a. Amy Charpentier calls the meeting to order at 5:00 pm.
2. Approval of September 2018 Agenda
  - a. Katie Siewert motions to approve the September 2018 agenda. Amy Charpentier seconds.
  - b. Discussion:
    - i. Josh MacLachlan proposed amending the agenda to include an item under Strategic Items to provide updates on Exhibit S of the Renewal Contract between ACNW and AAHS.
  - c. Katie Siewert rescinds her previous motion and re-motions to approve the September 2018 as amended. Amy Charpentier seconds.
  - d. Motion passes: Unanimous.
3. Approval of August 2018 Minutes
  - a. Amy Charpentier motions to approve the August 2018 minutes. Deah Ehalt seconds.
  - b. Discussion:
    - i. Amending the minutes to state Minutes instead of Agenda.
  - c. Motion passes as amended: Unanimous.
4. Public Comments
  - a. No comments from the public.
5. Financial Report—Josh MacLachlan
  - a. Approval of August 2018 Financial Report
    - i. Katie Siewert motions to approve the August 2018 Financial Report. Amy Charpentier seconds.
    - ii. Discussion:
      1. 17% through fiscal year. Used 11% of budget.
      2. AAHS is behind in revenue but keeping expenses low.
      3. Current enrollment is at 86 which is far lower than the budgeted ADM of 101.
      4. AAHS will need to increase enrollment or adjust the budget.
      5. Traditionally end of September through October AAHS sees an influx of students. Ideally enrollment should be at least 5 students higher by now.
      6. Strategies to improve enrollment? Had 12 inquiries since the beginning of the school year. Two enrollments lined up today that didn't show.
      7. Rachael McNamara requested setting a placeholder in the November 2018 agenda to discuss a potential revision of the budget. FinCom will contact Dean Walczak this week to solicit his recommendations for potential revisions to the budget.

8. Discussion of changes that could be made to the report. Board requested that the narrative and explanations at the bottom of the report be changed to provide more insight. The ADM metric was added but is considered incomplete by the Board. Board also requested additional column headers and column descriptions on future financial reports.

iii. Motion passes: Unanimous.

b. Approval of August 2018 Disbursements

i. Josh MacLachlan motions to approve to August 2018 disbursements. Amy Charpentier seconds.

ii. Discussion:

1. There are two unspecified purchases on the report:
  - a. \$20.95 to Cub Foods.
  - b. \$582.87 to Amazon. (Josh MacLachlan stated this was for classroom supplies for a new teacher.)
2. Josh will contact Dean to see if they can locate purchase orders for the above unspecified purchases.
3. David Massey noted that no lease payments are shown on August's disbursements.
  - a. David Massey reported he emailed Dean about setting up recurring ACH payments with the building's landlord shortly after last month's meeting and that Dean hasn't yet replied.
  - b. Josh MacLachlan said FinCom spoke with Dean about these lease payments.
  - c. The Board also noted that Dean hasn't been negotiating his payments.
  - d. The Board has concerns that the budget and fund balance aren't reflective of AAHS's true financial status.
  - e. Board instructed Josh MacLachlan (as a representative of FinCom) to contact Dean Walczak this week and request that Dean Walczak provide following information to the Board by Friday, September 21, 2018:
    - i. An explanation why payments aren't made to the landlord in a timely manner.
    - ii. An explanation why Dean Walczak isn't negotiating his payments.
    - iii. An explanation if the current fund balance shown reflects the liabilities discussed above.
  - f. Board also expressed concerns that new label on the disbursement report ("undetermined") may not be conveying complete information.

iii. Motion passes: Unanimous.

6. TPS Report—Stephanie Bade

- a. Enrollment: 86 students. 12 inquiries since the beginning of the school year. AAHS has done some Facebook targeted ads for recruitment. There has been discussion of newspaper advertisements or a potential referral program.
- b. ADM: 84.73
- c. School Events: Conferences in November. Hired a new art teacher named Max.
- d. TPS Accountability Manager: Sam Kvilhaug. In charge of managing the Trello and making sure deadlines are met.
- e. Staffing: Fully staffed beginning Block 2. Hired a new speech therapist contracted once a week.
- f. Committees:
  - i. TPS: None
  - ii. PerCom: None.
  - iii. Evaluation Task Force: None.

- iv. Curriculum: Went to “Forced from Home” exhibit. A class trip to “Lebanon Hills” and two points on the Mississippi for water quality monitoring. Classes are using a program called Newzila to help improve literacy. Gives daily data that can be used by teachers to develop strategies.
- v. Financial: None.
- vi. PLC Committee: First meeting this month. A weekly meeting. Focusing on data and assessment to meet student goal. i.e. Teachers sharing strategies on how to assess students.
- vii. ESSA Task Force: Three people meet with AAHS staff every week from the regional center to offer suggestions for improvement.

7. Student Data—

- a. Presentation and summary of MCA data for:
  - i. Reading (Academic Goal 5.1)
    - 1. Will be provided by the end of the month to ANCW.
    - 2. Last year’s results are in-line with expectations.
    - 3. Looking to improve reading scores for the next academic year.
  - ii. Math (Academic Goal 6.1)
    - 1. Will be provided by the end of the month to ANCW
    - 2. Last year’s results are in-line with expectations.
    - 3. Looking to improve scores for the next year.
  - iii. Science (Academic Goal 7.1)
    - 1. Will be provided by the end of the month to ANCW.
    - 2. Last year’s results are in-line with expectations.
    - 3. Looking to improve scores for the next academic year.
- b. Discussion:
  - 1. Looking to set up a reporting system that can take this raw data to correlate with our goals for ANCW.
  - 2. MCA data is 15% of our academic goals for Audubon.
  - 3. Update for next meeting in the ESSA, making the ESSA team accountable for explaining MCA data.

8. Strategic Items

- a. Review of Graduations Requirements and Credit Transfer Policy
  - i. Discussion:
    - 1. First posted Graduation Requirements to graduate from AAHS.
    - 2. Need 86 credits to graduate with a specified breakdown of required courses and electives. Includes electives that are specific to AAHS such as the senior project.
    - 3. Includes an exhibit showing the conversion ratio of credits.
    - 4. IEPs are not subject to this policy.
  - b. Scheduled Policy Review:
    - i. 7.1 Staff Meetings – Second Reading
      - 1. Discussion:
        - a. There are no all staff meetings. Everything is broken down by committee.
        - b. Discussion of when attendance is required. Attendance not required when PTO is used.
        - c. Revisions made to the policy; those revisions will be moved to an action item in the October 2018 meeting.
    - ii. 7.2 E-mail – Second Reading
      - 1. Discussion:
        - a. Removal of the first sentence.
        - b. Revisions made to the policy; those revisions will be moved to an action item in the October 2018 meeting.
    - iii. 7.3 Procedures for Handling Complaints – First Reading

- 1. Discussion:
      - a. Revisions discussed and made to the policy.
      - b. Those revisions will be read in October 2018 for the Second Reading.
  - iv. 3.15 Academic Arts High School Conflict-Resolution Policy – First Reading
    - 1. Discussion:
      - a. Board requests the TPS committee evaluate the policy to see if it may be retired/removed by December 2018 meeting.
  - v. Board Bylaw Review: Article IV – First Reading
    - 1. Discussion:
      - a. Second reading schedule for October 2018 meeting.
- c. Nominations for School Board due by October 16, 2018
  - i. Discussion: 7 board seats standing for election in the November 2018 annual meeting/board meeting. Board will certify a list of nominees at October 2018 meeting.
- d. RACI Team Update
  - i. No update at this time.
- e. Updates on Exhibit S of the Renewal Contract between ACNW and AAHS-Josh MacLachlan
  - i. Financial Training (F.1.1): The Board did not have a summer retreat and, thus, did not yet have a financial training. With several new members, the plan is to have a retreat in late November or early December after elections to onboard new members and do financial training at the same event.
  - ii. Policy Review Cycle (F.1.2): Policy review calendar updated with board bylaws has been submitted to ANCW via Epicenter.
  - iii. Programming Focused on Student Achievement (O.1.2): Items relevant to this section of Exhibit S were shared with the Board. The school's "value statement" guiding academic rigor is still in development, but a list of academic values and guidelines for high quality student projects has been generated.
  - iv. Instructional Leadership (O.1.2): A narrative including PLCs for student analysis was presented to the Board.
  - v. Board Self-Evaluations (O.2.1): Self-evaluations by members of the Board have not yet been completed. A model for self-evaluation was chosen (Green Isle Community School Board Member Self Evaluation) and board members will complete the evaluation via a Google Forms so that data can be aggregated and analyzed at October 2018 board meeting. This data will inform training needs for the two other retreats beyond the planned retreat in late November/Early October.
  - vi. Management Accountability (O.2.3): The Board's "RACI team" has been working with a contractor and members of the TPS committee to develop clear evaluation system with measurable outcomes that meets the needs of our unique organizational structure. The team has a proposal for such a system but is not yet ready for review by the Board. The RACI Team should be ready to present this system by the October 2018 meeting.

## 9. Action Items

- a. Approval of updated 6.8 Leaves of Absence Policy (PTO)
  - i. Approval of revisions to 6.8.2 through 6.8.8
    - 1. Eric Hove motions to approve revisions to 6.8.2 through 6.8.8. Josh MacLachlan seconds.
    - 2. Discussion:
      - a. Highlighted minor changes to these sections to reflect consistency in formatting, grammar, and terminology.
    - 3. Motion passes: Unanimous.
  - ii. Approval of revisions to 6.8.1
    - 1. Josh MacLachlan motions to approve revisions to 6.8.1. Rachael McNamara seconds.

2. Discussion:
    - a. The revisions to 6.8.1 authorize payouts of unused PTO in limited circumstances upon a staff member's non-renewal of a work agreement at a rate equivalent to \$50.00 per day.
    - b. The payout rate of \$50.00 per day is a quarter of the cost of hiring a substitute for an absent staff member.
    - c. Some Board members raised concerns about whether AAHS can afford to adopt such a policy at this time. Other Board members opined that the impact on the school's total budget would be minimal and would make the School's PTO policies similar those in the private sector.
    - d. The Board expressed concern that staff members may be able to use PTO to "run out the clock" on their current work agreement after non-renewal for the following academic year. To address this concern, adding the following language was suggested: "PTO cannot be used to extend, or be substituted for, hours worked during the notice of termination period."
  3. Josh MacLachlan rescinded his prior motion, and re-motions to approve revisions to 6.8.1 to include the following language: "PTO cannot be used to extend, or be substituted for, hours worked during the notice of termination period." Rachael McNamara seconds.
  4. Motion Passes:
    - a. Aye: 6.
    - b. Nay: 1 (Eric Hove).
    - c. Abstain: 0.
  - b. Approval of Contract with Dean Walczak Financial Management, LLC
    - i. Discussion:
      1. No motion necessary. This contract was already approved in a prior meeting (June 2018). Board schedules further discussion on revisiting this contract in March 2019 (three months prior to the contract renewal scheduled for June 2019).
  - c. Approval of Substitutes for Special Education Teachers
    - i. Josh motions to approve substitutes for Special Education Teachers. Rachael McNamara seconds.
    - ii. Discussion:
      1. In prior years, Special Education teachers haven't used substitutes but now there is need.
      2. Those substitutes are contracted at the same rate as those for General Education teachers.
    - iii. Motion passes: Unanimous.
10. Adjourn
- a. Eric Hove motions to adjourn at 7:37 pm.