

School Board Meeting Minutes
Tuesday, January 15, 2019
5:00 pm
AAHS Classroom 122

Present: Katie Siewert, Josh MacLachlan, LeAnn Lindusky, Eric Hove, Amy Charpentier, David Massey, and Heather Fjelstad (TPS Representative, ex-officio).

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

Late: Rachael McNamara arrived at 5:09pm; after the motion to approve the December 2018 Financial Report, but prior to vote on the matter.

Minutes

1. Call to Order
 - a. Amy Charpentier calls the meeting to order at 5:00pm.
2. Conflict of Interest Check
 - a. Amy Charpentier calls for a conflict of interest check. None noted
3. Approval of January 15, 2019 Agenda
 - a. Josh MacLachlan motions to approve to the January 15, 2019 Agenda. Katie Siewert seconds.
 - b. Discussion: None.
 - c. Motion passes: Unanimous
4. Approval of December 18, 2018 Minutes
 - a. Katie Siewert motions to approve December 18, 2018 Minutes. Amy Charpentier seconds.
 - b. Discussion: None.
 - c. Motion passes: Unanimous.
5. Public Comments
 - a. None.
6. Financial Report
 - a. Updates on the November 2018 Financial Report – Josh MacLachlan
 - i. Expense of \$1088.00 for SmartFinance. This is a software Dean uses to submit our financial information to the State. There is also \$500.00 quarterly fee. The Board asks: Is Dean pro-rating this for other clients? Is Dean using this software license to perform work for other clients? Josh MacLachlan stated he would follow-up on these questions.

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- ii. Fund balance is listed on the financial statement. It's an EOY calculation and monthly.
 - iii. Disbursements category column was added.
 - iv. Monthly activity column was added.
 - v. \$1,997.00 was a duplicate expense from the food service and was corrected going forward.
 - b. Approval of December 2018 Financial Report
 - i. Eric Hove motions to approve the December 2018 Financial Report. LeAnn Lindusky seconds.
 - ii. Discussion:
 - 1. 50% through FY.
 - 2. 69% revenue for Gen Ed.
 - 3. 75% for total federal revenues.
 - 4. 66.1 % expenses for supplies and materials.
 - 5. 80.3% for purchased services. Much of this may be due to legal counsel?
 - 6. Katie is adding this data into the dashboard. Katie Siewert notes that when she subtracts YTD from this month and last month, she does not derive the same figures as Dean. Heather Fjelstad stated that this amount may be late invoices. Katie Siewert will send her calculations to Josh MacLachlan to discuss with Dean.
 - 7. Several Board members expressed reservation at approving the December 2018 Financial Report until the discrepancies noted by Katie Siewert are resolved.
 - iii. Motion fails: Unanimously.
 - iv. Josh MacLachlan motions to revisit the December 2018 Financial Report at the February 2019 Board Meeting. Amy Charpentier seconds. Motion passes: Unanimously.
 - c. Approval of December 2018 Disbursements
 - i. Katie Siewert motions to approve December 2018 Disbursements. Amy Charpentier seconds.
 - ii. Discussion: No unaccounted purchases. CustomInk purchase was for paraprofessional gifts. Gym membership listed is in the student's IEP.
 - iii. Motion passes: Unanimous.
7. TPS Report
- a. Enrollment: 107 students; however quite a few drops will be occurring. After those drops, estimated enrollment will be at 93.
 - b. ADM: Currently at 90.34. 95 ADM is the budgeted goal.
 - c. School Events: Community Breakfast on 02/23/2019. Inviting the community. Free entry with a food shelf donation.

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- d. TPS Accountability Manager: None.
- e. Staffing: Hired a new receptionist in late December 2018. Extended an offer for a one-to-one paraprofessional for a new student. Extended an offer to a long-term substitute for a Social Studies position. Hired a replacement sub for a teacher while she is out on maternity leave.
- f. Committees:
 - i. TPS: None.
 - ii. PerCom: None.
 - iii. Evaluation Task Force: Sent Policy 3.11 for Board approval.
 - iv. Curriculum: Using a block schedule this academic year. Project-based learning class hasn't been offered. Longer blocks. So same class over two blocks. Will be offering an introduction to PBL class.
 - v. Financial: Developed some new spending procedures. On a spending freeze for the last few months; revising based on what we've learned about this. Approved for a line of credit. Finance committee would like the Board to begin revising/updating/reviewing the annual budget quarterly.
 - vi. PLC Committee: Still devoting one week a month to mental health; combined with the ESSA Task Force.
 - vii. ESSA Task Force: Sorting through data to figure out what's actually needed; lighten the data collection load. Inform the comprehensive needs assessment due to the ESSA advocates.
- g. Update on Requests from the Board to TPS:
 - i. Update on Math Probe
 - 1. It's been created. Implemented today. Goal to have reading probes by the end of the week. Math probes will take longer; done by the end of next week (?). Incentivizing completion with off campus.
 - ii. Proposal for funding or other resources to modify or improve the implementation of project-based learning curriculum
 - 1. Hi-Tech High Training
 - 2. Leading fund raisers and grant-writing, connections for raising funds.
 - 3. Community outreach
 - 4. Team building activities with staff and students, like Youth Frontiers.
 - iii. Goal date for completing revisions to the Student Handbook
 - 1. Hoping to complete revisions by end of this fiscal year
 - iv. Proposed revisions to Policy 3.11 (if any)
 - 1. Heather submitted to Eric; in the packet.
 - v. General Discussion:
 - 1. Take inventory of connections at the Board/network to see how that could help.
 - 2. Amy suggests that we invite the City Council member for this Ward to tour the school and come to a Board meeting. Amy will do that.

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8. Charter School Updates and Training
 - a. A Board training retreat is scheduled for April 28, 2019.
9. Student Data Report – Katie Siewert
 - a. Financial measures now on the dashboard
 - i. ADM and enrollment now on the dashboard.
 - ii. Budget performance.
 - iii. Fund balance percentage
 - iv. Can trend the data over time for the Board on the dashboard.
 - b. Academic Measures
 - i. Presentation Quality: Meeting standard. 83%, but not complete yet. Not representative of all presentations completed. Goal is to have at least 70% meeting 80%
 - ii. Overnight Experience Journaling: Meeting standard but does not include all student who traveled overnight. With that data, probably would be below approaches.
 - iii. Discussion:
 1. Does TPS need a task force for data? Heather, Josh, Katie, think yes.
 2. ACNW working on analyzing the NWEA data to see if there is a more robust way to do it.
10. Committee to Recommend Methodology or Processes to Evaluate TPS Governance
 - a. Katie Siewert has begun updating last year's collaborative governance document. Wants to change short phrases to more actionable statements. Re-doing some of the ratings to needs improvements, meets, and exceeds. Want a "self-evaluation" from the TPS committee. Perhaps initiate in spring with final evaluation in the summer. Evaluate to see if TPS requires more ways to intervene. "Performance of Improvement Plan" for TPS, if needed. Katie stated that the committee may have a draft evaluation document to show the Board by the next meeting. Nothing needed from TPS at this point.
11. Committee to Draft Policy Regarding the Presence of Infants at Board Meetings
 - a. Rachael McNamara spent some time doing research. No issues at other schools and that current public meeting law is sufficient, and no additional Board policy is warranted. Rachael McNamara recommends disbanding the committee.
12. Strategic Items
 - a. Update from AAHS's legal counsel regarding questions on expulsions – David Massey
 - i. Lawyer wanted to know that if the students signed withdrawal forms. Forwarded that information to the lawyer and awaiting further response.

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David Massey stated that he would provide a further update at the February 2019 meeting.

b. Policy Review:

i. 3.16 through 3.20 – First Reading

1. Discussion:

- a. “Teacher Professional Partnership”. Amy Charpentier states that we can change this phrase based on her conversations with EdVisions.
- b. Change “Members” to “Staff.”
- c. Change “Office Manager” to “Administrative Manager”

ii. 3.1 and 3.2– Second Reading

1. Discussion: Minor changes such as striking “Teacher Professional Partnership” from the first paragraph of Policy 3.1 and changing the phrase “Teacher Professional Partnership” to “Teacher Powered Schools committee” in the third paragraph of Policy 3.1.

iii. 3.12 through 3.14 – Third Reading

1. 3.12-Discussion

- a. Change all instances of “members” to “staff” or “staff members.”
- b. Change the instance of “Teacher Professional Partnership” to “Teacher Powered Schools committee.”

2. 3.13-Discussion

- a. Change all instances of “members” to “staff” or “staff members.”
- b. Adjust the last clause to replace “Teacher Professional Partnership” to “Personnel Committee.”

3. 3.14-Discussion

- a. Adjust the third bullet point beneath the first paragraph to read “Layoff/Non-renewal”.
- b. Change the instance of “Teacher Professional Partnership” to “Personnel Committee”.
- c. Strike the last sentence of the second paragraph.
- d. Change all instances of “members” to “staff” or “staff members.”
- e. In paragraph five, strike the sentence beginning in “The cost of replacing non-returned items...”
- f. Insert a statement referring the staff member to the PTO policy.

iv. 3.11 – Third Reading— (tabled from 12/18/2018 meeting)

1. Discussion: a 4th reading with additional changes by the TPS committee was requested.

c. Board Bylaws Review:

i. Article VII – Third Reading

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1. Discussion: No changes noted.
- d. RACI Team Update
 - i. Review of core responsibilities of all staff committees and task forces
 - ii. A lot more information on the RACI chart.
 - iii. Creating tabs or columns to spell out who will take over duties if the primary person responsible for those duties departs on maternity or other long-term leave.
- e. Brief History of AAHS's Adoption of the TPS Governance Model (tabled from 12/18/2018 meeting)(tabled again in consideration of time to February 2019)

13. Action Items

- a. Approval of Revisions to Policy 3.8 – Personnel Files (tabled from 12/18/2018 meeting)
 - i. Katie Siewert motions to approve Revisions to Policy 3.8 – Personnel Files with changes. Amy Charpentier seconds.
 - ii. Motion passes: Unanimous.
- b. Approval of Revisions to Bylaws Article V
 - i. Amy Charpentier motions to approve Revisions to Bylaws Article V. Katie Siewert seconds.
 - ii. Motion passes: Unanimous.
- c. Approval of Revisions to Bylaws Article VI
 - i. Eric motions to approve Revisions to Bylaws Article VI. Josh MacLachlan seconds.
 - ii. Motion passes: Unanimous.
- d. Creation of Search Committee for Business Manager/Chief Financial Officer Services
 - i. Eric Hove motions to table the Creation of Search Committee for Business Manager/Chief Financial Officer Services to February 2019 Board Meeting. Rachael McNamara seconds.
 - ii. Motion to table passes: Unanimous.

14. Adjourn

- a. LeAnn Lindusky motions to adjourn at 6:55 pm.