

School Board Meeting Agenda  
Tuesday, June 16, 2020  
5:00 pm  
Conducted Remotely Via Zoom Meeting

Important Note:

The meeting will be closed during item 11: "Evaluation of TPS Committee" as permitted by section 13D.05, subdivision 3 (a), to evaluate the performance of the School's TPS Committee

**Board Members Present Remotely** Josh MacLachlan, Amy Charpentier, Rachael McNamara, Tennille Warren, LeAnn Lindusky, Katie Siewert, David Massey, Tenille Warren

**Others Present:** Nate Winter - CLA (Ex Officio), AAHS TPS Representatives: Julie Peterson,

**Absent:**

**Agenda**

**1. Call to Order:**

- a. Josh MacLachlan calls meeting to order at 5:00 p.m.

**2. Conflict of Interest Check:**

- a. None to report

**3. Approval of June 16, 2020 Agenda:**

- a. Josh MacLachlan motions to approve the June 16, 2020 agenda with addition of item 6c: Approval of form 990 draft from auditor and item 9h: review of proposal from designs for learning - Katie Siewart seconds.
- b. Discussion:
  - i. Form 990 is a document from auditor needing board approval
- c. Motion passes with following votes:
  - i. Josh MacLachlan - Aye
  - ii. Rachael McNamara -Aye
  - iii. David Massey - Aye
  - iv. Tenille Warren - Aye
  - v. Katie Siewart - Aye

**4. Approval of May 19, 2020 Minutes:**

- a. Rachael McNamara motions to approve the May 19, 2020 Minutes - Katie Siewart seconds

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- b. Discussion:
  - i. No further changes to note
- c. Motion passes with following votes:
  - i. Josh MacLachlan - Aye
  - ii. Rachael McNamara -Aye
  - iii. David Massey - Aye
  - iv. Tenille Warren - Aye
  - v. Katie Siewart - Aye

**5. Public Comments:**

- a. No public present

**6. Financial Report: (Josh MacLachlan - Treasurer, Nate Winter - CLA)**

- a. Approval of Financial Reports for May 2020
  - i. Josh MacLachlan motions to approve the May 2020 financial reports - Katie Siewart seconds
  - ii. Discussion
    - 1. 92% through year.
      - a. Revenues at 91% of budget
      - b. Expenditures at 90% of budget
    - 2. Enrollment: 99
    - 3. Budget ADM: 96
    - 4. ADM: 96.41
    - 5. MARSS ADM shows Discrepancy from SIS system. Josh will work with administration manager to investigate cause.
  - iii. Motion passes with following votes:
    - 1. Josh MacLachlan - Aye
    - 2. Rachael McNamara -Aye
    - 3. David Massey - Aye
    - 4. Tenille Warren - Aye
    - 5. Katie Siewart - Aye
- b. Approval of Disbursements for May 2020
  - i. Rachael McNamara motions to approve disbursements for May 2020 - David Massey seconds
  - ii. Discussion
    - 1. No issues to note
  - iii. Motion passes with following votes:

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1. Josh MacLachlan - Aye
2. Rachael McNamara -Aye
3. David Massey - Aye
4. Tenille Warren - Aye
5. Katie Siewart - Aye

- c. Approval of form 990 draft from auditor
  - i. Josh MacLachlan motions to approve the form 990 draft - Katie Siewart seconds
  - ii. Discussion
    1. No issues to note
  - iii. Motion passes with following votes:
    1. Josh MacLachlan - Aye
    2. Rachael McNamara -Aye
    3. David Massey - Aye
    4. Tenille Warren - Aye
    5. Katie Siewart - Aye

**7. Ex Officio Report: (Julie Peterson)**

- a. Distance Learning Updates
  - i. No school Memorial day
  - ii. Graduation ceremony was successful.
    1. 22 graduates.
    2. 2 Walked early.
    3. 23 attended.
    4. Sought out and received donations to sponsor all students walking in ceremony.
- b. Marketing Plan Updates (see marketing committee in section 7c)
- c. Committee Updates:
  - i. TPS
    1. Evaluation updates for board have been completed
    2. Dates set for summer summer PD in July and August
    3. Contingency plans developed. Will be able to choose relevant plan once directives are articulated by MDE
      - a. All distance learning
      - b. All in-school
      - c. Hybrid (switch off days to minimize # of students in building at any given time.
        - i. ABABF schedule

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- ii. AABBF schedule
- ii. Personnel: See SpEd Committee below
- iii. Behavior: No updates
- iv. Nutrition program: Moving forward with vending machines
  - 1. Federal program too expensive. No longer possibility for school.
  - 2. Vending machines are used by other charter schools with positive results
  - 3. COVID compliant
  - 4. Will free up time for staff (no need to serve/track lunches)
  - 5. Students
- v. Marketing:
  - 1. Task for set up to develop new logo/brandmark
  - 2. Jim & Margie MacLachlan, formerly of Tartan Marketing, donating time to work with school to develop brandmark
- vi. Curriculum:
  - 1. Final grades completed June 11. Report cards sent out.
  - 2. Grades not adjusted due to COVID. Analysis of average grades for past two years show Q4 grades very similar to prior years.
- vii. SpEd:
  - 1. Hired 2 new paras
  - 2. 1 para leaving to pursue middle school student teaching
- viii. Tiger Team: No updates

**8. Student Data Report – Katie Siewart**

- a. No updates. No new data received since last meeting

**9. Strategic Items**

- a. Update from task force developing “Hybrid Program” contingency plan
- b. Review of proposed change to school start time - Second Reading
- c. Review of proposed Policy 512 - Student Educational Data Policy - First Reading
  - i. “Principal” is referenced. Should be switch / adjusted to relevant person or committee.
  - ii. Need to research details about sharing student information with military
- d. Review of proposed Policy 513 - Protection and Privacy of Student Records - First Reading
  - i. Check for references to “principal” and adjust as needed
- e. Review of “school values & beliefs” proposal - First reading
  - i. Need to begin mapping each value/belief to actions we are/will do in school

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- f. Review of 5/19/2020 Board evaluation of TPS committee.
  - i. Board completed majority of evaluation and sent requests for responses from TPS. In general, TPS has demonstrated continual improvement.
- g. Board Training: (30 min limit)
  - i. Reflection on assigned board training modules in mnchartheboard.com (tabled from May meeting)
- h. Designs for learning -
  - i. Considering not using Designs for Learning for annual report
  - ii. Will commit to rate agreement for services. Agreement only relevant to services used throughout the year.

**10. Action Items**

- 11. Evaluation of TPS committee** (The meeting will be closed during this evaluation as permitted by section 13D.05, subdivision 3 (a), to evaluate the performance of the School's TPS Committee)
- a. Josh MacLachlan motions to close meeting as permitted by section 13D.05, subdivision 3 (a), to evaluate the performance of the School's TPS Committee- Katie Siewert seconds

**12. Adjourn**

- a. Rachael McNamara motions to adjourn at 6:44pm