

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

Present: Amy Charpentier, Jill Heroff, Josh MacLachlan, Katie Siewert, Rachael McNamara, Eric Hove, David Massey, LeAnn Lindusky, Dean Walczak (business manager, ex-officio), AAHS TPS Representative (ex-officio)

Absent:

Agenda

1. Call to Order
2. Conflict of Interest Check
3. Approval of January 15, 2019 Agenda
4. Approval of December 18, 2018 Minutes
5. Public Comments
6. Financial Report
 - a. Updates on the November 2018 Financial Report – Josh MacLachlan
 - b. Approval of December 2018 Financial Report
 - c. Approval of December 2018 Disbursements
7. TPS Report
 - a. Enrollment:
 - b. ADM:
 - c. School Events:
 - d. TPS Accountability Manager:
 - e. Staffing:
 - f. Committees:
 - i. TPS:
 - ii. PerCom:
 - iii. Evaluation Task Force:
 - iv. Curriculum:
 - v. Financial:
 - vi. PLC Committee:
 - vii. ESSA Task Force:
 - g. Requests from the Board to TPS:

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- i. Update on Math Probe
 - ii. Proposal for funding or other resources to modify or improve the implementation of project-based learning curriculum
 - iii. Goal date for completing revisions to the Student Handbook
 - iv. Proposed revisions to Policy 3.11 (if any)
- 8. Charter School Updates and Training
- 9. Student Data Report – Katie Siewert
 - a. Q2 Curriculum Measures
- 10. Committee to Recommend Methodology or Processes to Evaluate TPS Governance
 - a. Update
- 11. Committee to Draft Policy Regarding the Presence of Infants at Board Meetings
 - a. Update
- 12. Strategic Items
 - a. Update from AAHS’s legal counsel regarding questions on expulsions – David Massey
 - b. Policy Review:
 - i. 3.16 through 3.20 – First Reading
 - ii. 3.1, 3.2, and 3.4– Second Reading
 - iii. 3.12 through 3.14 – Third Reading
 - iv. 3.11 – Third Reading— (tabled from 12/18/2018 meeting)
 - c. Board Bylaws Review:
 - i. Article VII – Third Reading
 - d. RACI Team Update
 - i. Review of core responsibilities of all staff committees and task forces
 - e. Brief History of AAHS’s Adoption of the TPS Governance Model (tabled from 12/18/2018 meeting)
- 13. Action Items
 - a. Approval of Revisions to Policy 3.8 – Personnel Files (tabled from 12/18/2018 meeting)
 - b. Approval of Revisions to Bylaws Article V
 - c. Approval of Revisions to Bylaws Article VI
 - d. Creation of Search Committee for Business Manager/Chief Financial Officer Services
- 14. Adjourn

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

Present: Amy Charpentier, Josh MacLachlan, David Massey, Eric Hove, Jill Heroff, Caley Vickerman (ex-officio), and Rachael McNamara.

Late: Katie Siewert at 5:09pm, before the vote on the Financial Report.

Absent: LeAnn Lindusky, Deah Ehalt (resigned), and Dean Walczak (business manager, ex-officio).

Other Notes: Amy Charpentier departed at 7:01pm and appointed Katie Siewert as acting Chair in her stead. This occurred prior to Action Item A.

Minutes

1. Call to Order
 - a. Amy Charpentier calls this meeting to order at 5:00pm.
2. Conflict of Interest Check
 - a. Amy Charpentier calls conflict of interest check. None noted
3. Approval of December 18, 2018 Agenda
 - a. Josh MacLachlan motions to approve the December 18, 2018 Agenda. Seconded by Davide Massey.
 - b. Discussion:
 - i. Board discussed adding an Action Item to formally accept Deah Ehalt's resignation from the Board that was tendered by E-mail.
 - c. Josh MacLachlan rescinds his earlier motion and motions to approve the December 18, 2018 Agenda with the addition of Action Item I to formally accept Deah Ehalt's resignation from the Board. David Massey seconds.
 - d. Motion passes as amended: Unanimous.
4. Approval of November 20, 2018 Minutes
 - a. Eric Hove motions to approve the November 20, 2018 Minutes. Amy Charpentier seconds.
 - b. Discussion:
 - i. Josh MacLachlan noted an error on Item 7.a.iii and requested it be corrected.
 - c. Eric Hove rescinds his earlier motion and motions to approve the November 20, 2018, with the correction to Item 7.a.iii requested by Josh MacLachlan. Amy Charpentier seconds.

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- d. Motion passes as amended: Unanimous.
5. Public Comments
- a. None noted.
6. Financial Report
- a. Approval of November 2018 Financial Report
 - i. Josh MacLachlan motion to approve the November 2018 Financial Report. from Josh MacLachlan. Amy Charpentier seconds.
 - ii. Discussion:
 - 1. 42% of the way through the fiscal year.
 - 2. Katie Siewert noted a duplicate of food service. Josh MacLachlan will inquire with Dean about this matter.
 - 3. Katie Siewert requests a “this month’s activity column” on the financial report.
 - iii. Josh MacLachlan rescinds his original motion and motions to approve the November 2018 Financial Report with necessary changes to food service line items 1 and 2. Rachael McNamara seconds.
 - iv. Motions passes: Unanimous.
 - b. Approval of November 2018 Disbursements
 - i. Katie Siewert motions to approve November 2018 Disbursements. Jill Heroff seconds.
 - ii. Discussion:
 - 1. No unaccounted purchases.
 - 2. Katie Siewert requests a column to show the budget category aligned with these expenditures. Josh MacLachlan will follow up with Dean Walczak.
 - 3. Board inquired about the payment of \$100.00 to Jamie Williams. Josh MacLachlan explained the payment was for professional development provided by Jamie Williams.
 - 4. Board inquired about the nature of the \$1,088.00 payment with the description “Smartfinance.” Josh MacLachlan stated he will follow up with Dean Walczak.
 - iii. Motion passes: Unanimous.
7. TPS Report—Caley Vickerman
- a. Enrollment: 95
 - i. 1 person who is interested.
 - ii. Anticipate more students in January when semester end for students at other schools.
 - b. ADM: 90. Increase in ADM due to many new students at the start of this block.
 - c. School Events: None noted.

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- d. TPS Accountability Manager:
 - i. TPS is on track to present RACI chart updates at the January 2019 Board Meeting.
 - ii. easyCBM will be used to track student performance in mathematics. More on this math probe will be presented at the January 2019 Board Meeting.
- e. Staffing:
 - i. Name(s) of staff responsible for updating the Student Handbook
 - 1. Sam Kvilhaug, Ty Cody, and Mallery Hammer comprise the task force updating the handbook. Approximately 20% complete with the update. The task force will present a goal date for completion of Student Handbook updates at January 2019 Board Meeting.
 - ii. Name(s) of staff responsible for updating the AAHS Website
 - 1. Josh MacLachlan and Stephanie Bade are responsible for updating the AAHS website.
 - iii. AAHS is still seeking a long-term substitute for an art teacher. Prior hire fell through. School is having difficulty attracting candidates because it is budgeted to be a position that does not include benefits.
- f. Committees:
 - i. TPS: None.
 - ii. PerCom: Seeking a special education teacher replacement for maternity leave through the remainder of the school year, with benefits through the summer. Still seeking substitute for an art teacher.
 - iii. Evaluation Task Force: Rod Haenke has completed first round of evaluations. Setting up peer observations for after break. Rod will complete second round of evaluations in mid-March 2019. Rod's observations will then be incorporated into PLC.
 - iv. Curriculum: Working on project-based learning standardization and improvement. Rachael McNamara asked TPS to provide the Board with a proposal for resources to assist with project-based learning standardization and improvement by the January 2019 Board Meeting. The committee has also been discussing moving to a different academic schedule for the 2019-2020 school year.
 - v. Financial: None.
 - vi. PLC Committee: None.
 - vii. ESSA Task Force: Working to align all initiatives to the mission statement to insure cohesion.
- g. General Discussion:
 - i. Expulsion issue: The students have withdrawn from the school and have enrolled elsewhere. David Massey stated that he will contact the school's lawyer regarding whether the Board should pursue an expulsion hearing even though the students have withdrawn.

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- ii. SPED percentage has increased 10% over the course of the academic year. The Board discussed ways in which may need to adapt to this change. Rachael McNamara asked TPS to provide the Board (by the February 2019 Board Meeting) with a proposal for resources (such as professional development needs for the summer) to assist staff in serving the changing composition of the student body.

8. Charter School Updates and Training

- a. Summary of training provided by Rod Haenke on Sunday, December 16, 2018, on Board Governance, Finances, and Employment.
- b. The following Board members attended: Amy Charpentier, Josh MacLachlan, David Massey, Eric Hove, Jill Heroff, Rachael McNamara, Katie Siewert, and LeAnn Lindusky.

9. Student Data Report-Katie Siewert

- a. Q2 Attendance
 - i. 39.8% of students have an individual attendance rate of 90%. This is below the target attendance rate.
 - ii. The average of the school’s annual attendance is at 84.3%.
- b. Discussion:
 - i. Lab Reports:
 - 1. TPS determined that we can exclude missing lab reports that were not completed. With that exclusion, the metric is currently at 41.9%.

10. Strategic Items

- a. Audit Summary
 - i. Discussion: Bonnie Schwieger—Audit Manager with Abdo, Eick, and Myers—presented a summary of the findings of the audit conducted for the fiscal year ending June 30, 2018. She noted that materials provided for the audit were in good financial condition, that the school has a favorable variance, and has a favorable fund balance with reserves equal to at least 2-3 months of expenditures. Ms. Schwieger noted that the process by which invoices were approved for that fiscal year was deficient and that TPS has taken steps to correct those deficiencies. A copy of the report is on file at AAHS.
- b. Presentation by TPS of Detailed Plan to Achieve Target ADM/Enrollment for 2018-2019
 - i. Caley Vickerman stated that a checklist for tasks for recruitment efforts has been created. Those tasks include: distributing flyers at public spaces around the community, installing a “Now Enrolling” sign, a winter mailing by December 21, 2018, working with current students to recruit by word-of-mouth, contacting similar schools to see if they have students waitlisted that

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AAHS could contact, scheduling “community engagement” days to get staff/students more visible in the community, updating the AAHS website with parent testimonials, and updating AAHS’s social media presence.

c. Policy Review:

i. 3.1 through 3.4 – First Reading

1. Discussion:

a. 3.1: Teacher Professional Partnership.

i. Board decided to change instances of “members” to “staff.”

ii. Board continues to question the meaning of the phrase “Teacher Professional Partnership”.

b. 3.2: Non-Disclosure/Confidentiality.

i. Board decided to change instances of “members” to “staff.”

ii. Board decided to delete the third and fourth bulleted item and combine those items into the fifth bulleted item.

c. 3.3: New Member Orientation

i. Board and Caley Vickerman noted that this policy does not reflect current practice. The Board decided unanimously to table the second reading of this policy to February 19, 2019, to afford TPS the opportunity to draft a completely revised policy.

d. 3.4: Introductory Period

i. Board and Caley Vickerman noted that this policy does not reflect current practice. The Board decided unanimously to table the second reading of this policy to February 19, 2019, to afford TPS the opportunity to draft a completely revised policy.

ii. 3.12 through 3.14 – Second Reading

1. Discussion:

a. The Board continues to question the meaning of the phrase “Teacher Professional Partnership” and whether any changes may be made to 3.14.

b. Amy Charpentier stated she would contact EdVisions to obtain answers to the Board’s questions.

iii. 3.11 – Third Reading—TPS revisions

1. Eric Hove motions to table the third reading of 3.11 until January 2019 Board Meeting pending suggested revisions from TPS. Katie Siewert seconds.

2. Motion passes: Unanimous.

d. Board Bylaws Review:

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- i. Article V – Second Reading
 - 1. Discussion: None.
- ii. Article VI – Second Reading
 - 1. Discussion: None.
- iii. Article VII – Second Reading
 - 1. Discussion: None.
- e. Tentative Date for Spring Board Training.
 - i. A Board training was tentatively scheduled for April 28, 2019.
- f. Brief History of AAHS’s Adoption of the TPS Governance Model
 - i. David Massey motions to table his presentation on the Adoption of the TPS Governance Model to the January 2019 Board Meeting. Josh MacLachlan seconds.
 - ii. Motion passes: Unanimous
- g. RACI Team Update
 - i. No update.

11. Action Items

- a. Approval of Revisions to Policy 3.5 – School Hours
 - i. Eric Hove motions to approve revisions to Policy 3.5 – School Hours. David Massey seconds.
 - ii. Discussion:
 - 1. None.
 - iii. Motion passes: Unanimous.
- b. Approval of Revisions to Policy 3.6 – Lunch Periods
 - i. Josh MacLachlan motions to approve revisions to Policy 3.6. Jill Heroff seconds.
 - ii. Discussion:
 - 1. None
 - iii. Motion passes: Unanimous.
- c. Approval of Revisions to Policy 3.7 – Break Periods
 - i. Josh MacLachlan motions to approve revisions to Policy 3.7—Break Periods. Eric Hove seconds,
 - ii. Discussion:
 - 1. None
 - iii. Motion passes: Unanimous.
- d. Approval of Revisions to Policy 3.8 – Personnel Files
 - i. Josh MacLachlan motions to approve revisions to Policy 3.8 – Personnel Files. Katie Siewert seconds.
 - ii. Discussion:
 - 1. It was noted that the Board is still waiting on clarification on the phrase “Teacher Professional Partnership” and it was suggested the Board table the issue to the January 2019 Board meeting.

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- iii. Josh MacLachlan rescinds his original motion and motions to table the approval of revisions to Policy 3.8 – Personnel Files to the January 2019 Board meeting. Katie Siewert seconds.
- iv. Motion passes: Unanimous.
- e. Approval of Revisions to Policy 3.9 – Personnel Data Changes
 - i. Rachael McNamara motions to approve revisions to Policy 3.9 – Personnel Data Changes to include replacing instances of “member” with “staff.” Jill Heroff seconds.
 - ii. Discussion:
 - 1. None.
 - iii. Motion passes: Unanimous.
- f. Approval of Revisions to Policy 3.10 – Inclement Weather/Emergency Closings
 - i. Rachael McNamara motions to approve revisions to Policy 3.10 – Inclement Weather/Emergency Closings to include replacing instances of “member” with “staff.” Josh MacLachlan seconds
 - ii. Discussion:
 - 1. None.
 - iii. Motion passes: Unanimous.
- g. Creation of Committee to Recommend Methodology/Process to Evaluate TPS
 - i. Eric Hove motions to create a committee to recommend a methodology or process to evaluate TPS governance to the Board. Rachael McNamara seconds.
 - ii. Discussion:
 - 1. This committee will draft a methodology or process to evaluate the collaborative governance structure used at the school (TPS) for consideration by the Board.
 - 2. The following Board members volunteered to serve on this committee:
 - a. Katie Siewert,
 - b. David Massey, and
 - c. Jill Heroff.
 - iii. Motion passes: Unanimous.
- h. Creation of Committee to Draft Policy Regarding the Presence of Infants at Board Meetings
 - i. Rachel McNamara motions to create a committee that will draft a policy regarding the presence of infants at Board meetings for consideration by the Board. Josh MacLachlan seconds.
 - ii. Discussion:
 - 1. This committee will present a draft policy for consideration of the entire Board regarding the presence of infants at Board meetings.
 - 2. Rachael McNamara volunteered to serve on this committee.
 - iii. Motion passes: Unanimous.
- i. Resignation of Deah Ehalt from the Board

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- i. Eric Hove motions that the Board formally accept the resignation of Deah Ehalt from the Board. David Massey seconds.
- ii. Discussion:
 1. The Board thanks Deah Ehalt for her service.
- iii. Motion passes: Unanimous.

12. Adjourn

- a. David Massey motions to adjourn the meeting at 7:26pm. Jill Heroff seconds.

SCHOOL NAME: Academic Art High School
 Month Ending: 12/31/2019 50% Dec transactions

GENERAL FUND - 01	Approved Budget - Rev Nov18	Year -to-Date Activity	Percent of Budget		
REVENUES					
State Revenues					
General Education Aid	\$ 844,109	\$ 582,847	69.0%	\$	82,534
Facilities Lease Aid	\$ 149,796	\$ 56,076	37.4%		
Special Education Aid	\$ 628,663	\$ 289,233	46.0%		
Other misc - student receipts	\$ -	\$ 1,479		\$	931
Total State Revenues	\$ 1,622,568	\$ 929,635	57.3%		
Federal Revenues					
Title 1	\$ 1,832	\$ -	0.0%		
Title II	\$ 2,084	\$ -			
Fed special Education	\$ 20,000	\$ 17,996	90.0%	\$	171
Food Service	\$ -	\$ -			
Total Federal Revenues	\$ 23,916	\$ 17,996	75.2%		
Local Revenues					
Student Activity	\$ 5,400	\$ -	0.0%		
Gift	\$ 1,000	\$ -	0.0%		
interest	\$ 100	\$ -			
Miscellaneous (specify and add rows as needed)	\$ 1,000	\$ -	0.0%		
Total Local Revenues	\$ 7,500	\$ -	0.0%		
TOTAL REVENUES	\$ 1,653,984	\$ 947,631	57.3%	\$	83,636
EXPENDITURES					
Administration					
Salaries	\$ 64,538	\$ 25,739	39.9%	\$	12,771
Benefits	\$ 36,236	\$ 9,797	27.0%		
Purchased Services	\$ 73,444	\$ 52,780	71.9%		
Other	\$ 19,800	\$ 12,443	62.8%		
Total Administration	\$ 194,018	\$ 100,759	51.9%		
District Support Services					
Salaries	\$ -	\$ -	#DIV/0!		
Benefits	\$ -	\$ -	#DIV/0!		
Purchased Services	\$ -	\$ -	#DIV/0!		
Supplies and Materials	\$ -	\$ -	0.0%		
Capital Expenditures	\$ -	\$ -	0.0%		
Total District Support Services	\$ -	\$ -	#DIV/0!		
Elementary and Secondary Regular Instruction					
Salaries	\$ 247,351	\$ 125,463	50.7%	\$	35,648
Benefits	\$ 77,446	\$ 37,297	48.2%		
Purchased Services	\$ 27,296	\$ 12,256	44.9%		
Supplies and Materials	\$ 14,000	\$ 7,190	51.4%		
Capital Expenditures	\$ -	\$ -	0.0%		
Other Expenditures	\$ -	\$ -	0.0%		
Total Elementary and Secondary Regular Instruction	\$ 366,093	\$ 182,206	49.8%		
State Special Education					
Salaries	\$ 491,773	\$ 234,330	47.7%	\$	61,413
Benefits	\$ 167,089	\$ 77,070	46.1%		
Purchased Services	\$ 12,000	\$ 2,004	16.7%		
Supplies and Materials	\$ 4,320	\$ 62	1.4%		
Total State Special Education	\$ 675,182	\$ 313,466	46.4%		
Federal Special Education					
Salaries	\$ -	\$ -	0.0%	\$	593
Benefits	\$ -	\$ -	0.0%		
Purchased Services	\$ 10,000	\$ 1,800	18.0%		
Supplies and Materials	\$ 10,000	\$ 6,614	66.1%		
Total Federal Special Education	\$ 20,000	\$ 8,414	42.1%		

Title I			
Salaries			0.0%
Benefits			0.0%
Purchased Services	\$ 1,832	\$ -	0.0%
Supplies and Materials		\$ -	0.0%
Title Programs	\$ 1,832	\$ -	0.0%
Title II			
Salaries		\$ -	0.0%
Benefits			0.0%
Purchased Services	\$ 2,084		0.0%
Supplies and Materials			0.0%
Other Federal Programs	\$ 2,084	\$ -	0.0%
Instructional Support Services			
Salaries			0.0%
Benefits			0.0%
Purchased Services	\$ -	\$ 265	#DIV/0!
Supplies and Materials			0.0%
Total Instructional Support Services	\$ -	\$ 265	#DIV/0!
Pupil Support Services			
Salaries	\$ 30,426	\$ 5,285	17.4%
Benefits	\$ 10,555	\$ 907	8.6%
Purchased Services	\$ 54,390	\$ 17,075	31.4%
Supplies and Materials		\$ 998	0.0%
Pupil Support Services	\$ 95,371	\$ 24,265	25.4%
Sites and Buildings			
Salaries	\$ -	\$ -	0.0%
Benefits	\$ -	\$ -	0.0%
Facilities Lease	\$ 219,332	\$ 126,920	57.9%
Purchased Services (Repairs, maintenance, u	\$ 72,260	\$ 39,225	54.3%
Supplies and Materials	\$ 2,000	\$ 66	3.3%
Capital Expenditures			0.0%
Total Sites and Buildings	\$ 293,592	\$ 166,211	56.6%
Fiscal and Other Fixed Costs			
Purchased Services	\$ 9,500	\$ 7,633	80.3%
Interfund Transfer			
Total Fiscal and Other Fixed Costs	\$ 9,500	\$ 7,633	80.3%
TOTAL EXPENDITURES	\$ 1,657,672	\$ 803,219	48.5%
GENERAL FUND 01 - NET INCOME	\$ (3,688)	\$ 144,412	-3915.7%
FOOD SERVICE FUND - 02			
	Approved Budget	Year -to-Date Activity	
REVENUES			
State Revenues			0.0%
Federal Revenues	\$ 8,000	\$ 1,977	24.7%
Sale of Lunches and Other Local Revenue			
Transfer from General Fund			
TOTAL REVENUES	\$ 8,000	\$ 1,977	24.7%
EXPENDITURES			
Salaries	\$ -	\$ -	0.0%
Benefits	\$ -	\$ -	0.0%
Purchased Services	\$ -	\$ -	0.0%
Supplies and Materials	\$ 20,000	\$ 9,077	45.4%
Other	\$ -	\$ -	0.0%
TOTAL EXPENDITURES	\$ 20,000	\$ 9,077	
FOOD SERVICE FUND 02 - NET INCOME	\$ (12,000)	\$ (7,100)	
Fund Balance at Beginning of Year	\$ 322,859	\$ 322,859	
Net Income Year to Date	\$ (15,688)	\$ 137,312	
Ending Fund Balance	\$ 307,171	\$ 460,171	

\$ 1,445

\$ 24,348

\$ 136,218

\$ (52,582)

\$ -

\$ -

\$ -

\$ -

SCHOOL NAME:

Academic Arts High School

Month ending

Dec-18

Description	General Fund 01	Food Service Fund 02	Total Funds
ASSETS			
Cash - checking	\$ 216,331	\$ (7,099)	\$ 209,232
Cash - savings	\$ -		\$ -
Investments	\$ -		\$ -
Accounts Receivable - due from MDE	\$ 85,097		\$ 85,097
Accounts Receivable - due from other	\$ 8,808		\$ 8,808
Prepays	\$ -		\$ -
Other (specify and add rows as needed)			
TOTAL ASSETS	\$ 310,236		\$ 310,236
LIABILITIES & FUND BALANCE			
Liabilities			
Accounts Payable	\$ -	\$ -	\$ -
Payroll Liabilities	\$ (125,594)	\$ -	\$ -
Deferred Revenue	\$ -	\$ -	\$ -
Due to Other	\$ -	\$ -	\$ -
Short Term Debt	\$ -	\$ -	\$ -
Total Liabilities	\$ -	\$ -	\$ -
Fund Balance		\$ -	
Unassigned Fund Balance - Previous YE	\$ 322,859	\$ -	\$ 322,859
Net Income/(Loss) - Current YTD	\$ 144,412	\$ (7,100)	\$ 137,312
Total Fund Balance	\$ 467,271	\$ (7,100)	\$ 460,171
TOTAL LIABILITIES & FUND BALANCE			\$ 460,171

Academic Arts
 Disbursement Listing
 Ending Dec 2018

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Check #	Type	Date	Vendor	Amount	Description	Category
6168	CH	12/14/2018	Century Link	\$ 316.10	phones	admin - purchased services
6169	CH	12/14/2018	CKC Good Food	\$ 151.50	lunches	Food Service
6170	CH	12/14/2018	Comcast	\$ 150.96	internet	admin - purchased services
6171	CH	12/14/2018	DEAN WALCZAK	\$ 2,975.00	Nov 2018 Fin Mgmt	admin - purchased services
6172	CH	12/14/2018	Hennepin Healthcare	\$ 960.00	sped nursing	State Sped - purchased services
6173	CH	12/14/2018	Metro Sales	\$ 244.28	contract	admin - purchased services
6174	CH	12/14/2018	Southview Office CenterLLC	\$24,347.99	lease	Facilities -
6175	CH	12/14/2018	Rod Haenke	\$ 1,920.00	Consultation	admin - purchased services
12032018	WX	12/31/2018	Indeed	\$ 441.27	ads	admin - purchased services
12062018	WX	12/31/2018	UNITED STATES POSTAL SERVICE	\$ 101.75	postage	admin - purchased services
12102018	WX	12/31/2018	Customink LLC	\$ 537.90	para PD gifts	Federal Sped - supplies
12112018	WX	12/31/2018	Petco	\$ 93.07	science supplies	Gen Ed - Supplies
12122018	WX	12/31/2018	Ford	\$ 51.77	sped van	Student support - purchased services
12172018	WX	12/31/2018	EDVISIONS COOPERATIVE	\$99,256.05	payroll dec	Admin - salaries, Gen Ed - salaries, State Sped - salaries
12182018	WX	12/31/2018	Walmart	\$ 38.24	para prof dev	Federal Sped - supplies
20181675	CH	12/31/2018	Holiday Gas Station	\$ 309.04	Sped Gas	Student support - purchased services
20181676	CH	12/31/2018	Shannon Boldt	\$ 847.00	Substitute	admin - purchased services
20181677	CH	12/31/2018	Teachers on Call	\$ 552.50	Substitutes	Gen Ed - purchased services
20181678	CH	12/31/2018	Brooke Reiner	\$ 120.00	Substitute	admin - purchased services
20181679	CH	12/31/2018	Holiday Gas Station	\$ 130.00	Sped Gas	Student support - supplies
121720182	WX	12/31/2018	YMCA Greater St. Paul	\$ 27.48	student gym membership	State Sped - purchased services
121820187	WX	12/31/2018	Dollar tree	\$ 8.43	student incentives	Gen Ed - Supplies
122110184	WX	12/31/2018	Walmart	\$ 53.88	student incentives	Gen Ed - Supplies

POLICY REVIEW 3.1-3.2 (SECOND READING)

3.1 NON-DISCRIMINATION

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Academic Arts High School will be based on merit, qualifications, and abilities. EdVisions Cooperative and/or the School Teacher Professional Partnership does not discriminate in employment opportunities or practices because of race, color, religion, sex, national origin, age, disability, sexual orientation, or any other reason as defined by law.

Academic Arts High School will make reasonable accommodations for qualified individuals with known disabilities, unless doing so will result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

~~Members-Staff~~ with questions or concerns about discrimination in the workplace are encouraged to bring these issues to the attention of the Teacher Professional Partnership or EdVisions Cooperative. ~~Members-Staff~~ can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

*First Reading: 12/18/2018
Second Reading: 01/15/2019
Third Reading: 02/19/2019*

3.2 NON-DISCLOSURE/CONFIDENTIALITY

The protection of confidential school/business information is vital to the interests and success of Academic Arts High School and EdVisions Cooperative. Such confidential information includes, but is not limited to, the following examples:

- Compensation data/discussion (not required by public disclosure laws),
- ~~Financial information/discussion (not required by public disclosure laws),~~
- ~~Marketing strategies,~~
- ~~Pending projects and proposals,~~
- ~~Proprietary processes, including in Marketing strategies, and pending projects and proposals.~~
- ~~Pending projects and proposals.~~
-
- Student/Personnel/Payroll records, and
- Business/school conversations between any persons associated with the Cooperative and/or its members.

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| **MembersStaff**, who improperly use, disclose, or access confidential business information will be subject to disciplinary action, up to and including immediate termination of employment and legal action, even if they do not actually benefit from the disclosed information.

First Reading: 12/18/2018
Second Reading: 01/15/2019
Third Reading: 02/19/2019

3.12-3.14 (THIRD READING)

3.12 OUTSIDE EMPLOYMENT

Members may hold outside jobs as long as the member meets the performance standards of their job description with EdVisions Cooperative. Unless the Teacher Professional Partnership has approved an alternative work schedule, members will be subject to the School's scheduling demands, regardless of any existing outside work assignments.

EdVisions Cooperative's office space, equipment, and materials are not to be used for outside employment.

3.13 CORRECTIVE ACTION

EdVisions Cooperative/Academic Arts High School holds each of its members to certain work rules and Standards of Conduct (see Section 4). When a member deviates from these rules and standards, EdVisions Cooperative expects the member's school Teacher Professional Partnership to take corrective action.

3.14 EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are a few examples of some of the most common circumstances under which employment is terminated:

- **Resignation** – voluntary employment termination initiated by a member
- **Termination** – involuntary employment termination
- **Layoff** – involuntary employment termination initiated by EdVisions Cooperative or the Academic Arts High School

When a non-exempt/hourly member intends to terminate his/her employment with EdVisions Cooperative, he/she shall give the Teacher Professional Partnership at least two (2) weeks written notice. Exempt/salaried members shall give at least four (4) weeks written notice. The notice should be submitted to the Personnel Committee.

Since employment with EdVisions Cooperative is based on mutual consent, both the member and EdVisions Cooperative have the right to terminate employment at will, with or without cause.

The payroll check date should be considered for all terminations. Should the member not work after the 20th and receive a check for the full month, the member will be required to return to the School the appropriate amount for the time not worked.

Any member who terminates employment with EdVisions Cooperative/Academic Arts High School shall return all files, employment manual, records, keys, and any other equipment or materials that are property of Academic Arts High School or EdVisions Cooperative. The cost of

replacing non-returned items may be deducted from the member's final paycheck. Any outstanding financial obligations owed to EdVisions Cooperative or the School may also be deducted from the member's final check.

Member's benefits will be affected by employment termination in the following manner. Some benefits may be continued at the member's expense (See Section 6, Benefits) if the member elects to do so. The member will be notified of their COBRA benefits that may be continued and of the terms, conditions, and limitations.

3.16-3.20 (FIRST READING)

3.16 SAFETY

EdVisions Cooperative provides information to the schools/members about workplace safety and health issues through regular internal communication such as:

- Training sessions
- Team meetings
- Bulletin board postings
- Memorandums
- Other written communications

Each member is expected to obey safety rules and exercise caution and common sense in all work activities. Members must immediately report any unsafe conditions to their Teacher Professional Partnership. Members who violate safety standards, cause hazardous or dangerous situations, or fail to report, or where appropriate, remedy such situations, may be subject to disciplinary action including termination of employment.

In the case of an accident that results in injury, regardless of how insignificant the injury may appear, members should notify the Teacher Professional Partnership.

First Reading: 01/15/2019
Second Reading: 02/19/2019
Third Reading: 03/15/2019

3.17 HEALTH-RELATED ISSUES

Members, who become aware of any health-related issue, including pregnancy, should give notice to the Office Manager of health conditions and/or restrictions. This policy has been instituted strictly to protect the member.

A written “permission to work” from the member’s doctor may be required at the time or shortly after notice has been given and in some cases may be required before returning to work if the absence is more than 3 days. The doctor’s note should specify whether the member is able to perform regular duties as outlined in his/her job description.

A leave of absence may be granted on a case-by-case basis. If the need arises for a leave of absence, members should notify the Teacher Professional Partnership.

First Reading: 01/15/2019
Second Reading: 02/19/2019
Third Reading: 03/15/2019

3.18 BUILDING SECURITY

All members who are issued keys to the schools are responsible for their safekeeping. The last member, or a designated member, who leaves the school at the end of the business day assumes the responsibility to ensure that all doors are securely locked, the alarm system is armed, thermostats are set on appropriate evening and/or weekend setting, and all appliances and lights are turned off with exception of the lights normally left on for security purposes.

First Reading: 01/15/2019
Second Reading: 02/19/2019
Third Reading: 03/15/2019

3.19 INSURANCE ON PERSONAL EFFECTS

All members should be sure that their own personal insurance policies cover the loss of anything occasionally left at or missing from the school or school property. EdVisions Cooperative/Academic Arts High School assumes no risk for any loss or damage to personal property.

First Reading: 01/15/2019
Second Reading: 02/19/2019
Third Reading: 03/15/2019

3.20 IMMIGRATION LAW COMPLIANCE

EdVisions Cooperative employs only United States citizens and those non-U.S. citizens authorized to work in the United States in compliance with the Immigration Reform and Control Act of 1986.

Each new member, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former members who are rehired must also complete the form.

First Reading: 01/15/2019
Second Reading: 02/19/2019
Third Reading: 03/15/2019

3.11 (THIRD READING – TPS REVISIONS)

3.11 PROFESSIONAL GROWTH AND EVALUATION SYSTEM

The AAHS Teacher Evaluation Plan is built upon three foundations: teacher practice and feedback, student engagement, and student growth culminating in an individually presented portfolio. The system meets all requirements of Mn State Statute 122A.41 Subd. 5. Where appropriate - the statute section is referenced in *italics*.

(2) must establish a three-year professional review cycle for each teacher that includes an individual growth and development plan, a peer review process, and at least one summative evaluation performed by a qualified and trained evaluator such as a school administrator.

The AAHS system exceeds this requirement as each teacher completes a full cycle of activities each year. AAHS professional development activities and Professional Learning Community topics are based on needs established through the system.

(4) must coordinate staff development activities under sections [122A.60](#) and [122A.61](#) with this evaluation process and teachers' evaluation outcomes; (6) may include job-embedded learning opportunities such as professional learning communities.

Individual Growth Plan:

Individual completes the individual growth plan (IGP) completely in the fall and presents to evaluator for feedback and to the TPS in final form. Individual commits to following through on all aspects of the IGP; and will meet with the evaluator to finalize and present a summary of growth at year end to the TPS.

Teacher Observation and Evaluation Meeting:

The individual is observed and evaluated twice a year using the adapted Danielson rubric. A qualified evaluator will observe and evaluate two lessons each year and will conduct some walkthroughs of each classroom to gather ongoing data on the domains of planning, classroom environment and instruction. After each observation, the evaluator gives feedback in the form of noticing's and wondering's. After the second observation, the evaluator and teacher meet to collaborate and determine rubric scores. The goal is to come to consensus. If the two do not come to consensus, it is appropriate for each to put a different score. Teachers can choose to use any or all this data as portfolio evidence in their self-assessment.

(3) must be based on professional teaching standards established in rule.

(11) must require qualified and trained evaluators such as school administrators to perform summative evaluations and ensure school districts and charter schools provide for effective evaluator training specific to teacher development and evaluation;

Peer Observation Cycle Completion:

Each teacher completes one peer observation of another teacher; and also, has a peer observe his/her teaching. Peer observers use a learning walk protocol where teachers will identify their own area of practice to be observed by the peer observer. The peer observer will use a protocol to provide feedback to the teacher.

(5) may provide time during the school day and school year for peer coaching and teacher collaboration.

Student Engagement:

Teachers will provide evidence of student engagement.

(10) must use longitudinal data on student engagement and connection and other student outcome measures explicitly aligned with the elements of curriculum for which teachers are responsible, including academic literacy, oral academic language, and achievement of English learners;

Student Achievement or Growth:

As required by statute, 35 percent of the formal evaluation rating will focus on student learning and achievement, referred to as "student growth." Student growth is measured by Northwest Evaluation Association Measures of Academic Progress (NWEA MAP). Since all teachers contribute to improving reading instruction, the selected growth goal for all students will be: "50% of all AAHS students will meet their expected growth target as measured by fall to spring administration of the NWEA MAP in reading."

(9) must use data from valid and reliable assessments aligned to state and local academic standards and must use state and local measures of student growth and literacy that may include value-added models or student learning goals to determine 35 percent of teacher evaluation results.

Portfolio Presentation:

The teacher presents an end of year portfolio to TPS. It represents a summary of their own performance for the year, including highlights and from the Peer Observations, the Teacher Evaluation Observation, Student Engagement, and the Individual Growth Plan. It culminates with the teacher describing goals for next year.

(8) must include an option for teachers to develop and present a portfolio demonstrating evidence of reflection and professional growth, consistent with section [122A.18, subdivision 4](#), paragraph (b), and include teachers' own performance assessment based on student work samples and examples of teachers' work, which may include video among other activities for the summative evaluation;

Teacher Improvement Plans and Consequences:

If any of the three following conditions exist, a Teacher Improvement Plan (TIP) is required:

1. A teacher does not adequately participate in the peer observation process or teacher observation evaluation process (as determined by feedback from peers, observers or the trained evaluator).
2. A teacher does not complete any of the required elements of the Teacher Evaluation System.

3. A teacher is rated "Developing" in 4 of the 7 rubric areas observation evaluation rubric by the trained evaluator.

The purpose of the TIP is to serve as a notice to the teacher that he/she must be able to demonstrate progress in the area(s) of concern within a reasonable timeframe agreed upon by the Instructional Leader and the teacher. The TIP will include very specific goals and action steps that the teacher plans to take, as well as supports that the school will either provide for the teacher or connect the teacher to. Progress will be evaluated by the TPS and the trained evaluator. If the TPS determines that inadequate progress has been made:

- The teacher will be notified by Human Resources that the school is searching for candidates to fill his/her position. In this case, the teacher is expected to continue to perform the duties of his/her job and continue to strive to achieve the goals of the TIP. If the teacher does make satisfactory progress toward the goals of the TIP during the time that the school is searching for a replacement, the administration will consider not replacing that teacher.

Or

- The teacher will be notified by Human Resources that his/her contract is terminated.

(12) must give teachers not meeting professional teaching standards under clauses (3) through (11) support to improve through a teacher improvement process that includes established goals and timelines; and

(13) must discipline a teacher for not making adequate progress in the teacher improvement process under clause (12) that may include a last chance warning, termination, discharge, nonrenewal, transfer to a different position, a leave of absence, or other discipline a school administrator determines is appropriate.

Yearly Review:

Each staff member has a Yearly Review meeting at the end of each school year. This involves staff, parent, and student evaluations, the completed Professional Development Plan, and a discussion of any outstanding work or corrective action that occurred throughout the year.

Compensation Review:

When all Yearly Reviews have taken place, the full staff will complete a compensation review together in which changes in salary will be discussed. The outcome of the Yearly Review and the status of the school budget will play major roles in the salary discussions.

Third Reading: 01/15/2019

Article VII (THIRD READING)

ARTICLE VII FISCAL MANAGEMENT

Section 1. Execution of AAHS Document: The Board may authorize any Board Officers, the TPS Committee, or delegate of the Committee, to enter into any contract or to execute and deliver any instrument in the name of and on behalf of AAHS. Such authority is confined to specific instances as approved by the Board. The Policy and Procedure Manual of AAHS, as approved by the Board, shall serve as the authority for specifics.

Section 2. Loans: No loans shall be contracted on behalf of AAHS, nor evidences of indebtedness shall be issued in its name unless authorized by Board resolution.

Section 3. Deposits: All AAHS funds not otherwise employed shall be deposited in a timely manner to the credit of AAHS in a bank or financial institution as the Board elects.

Section 4. Checks, Drafts, etc.: All checks, drafts, or other orders for payment of funds will be signed by Board Officers, TPS Signatories, or other persons designated and approved by the Board.

Section 5. Petty Cash: The TPS Committee may be authorized to administer a Petty Cash Fund. The size of this fund shall not exceed \$100 USD unless authorized by Board resolution.

Action Item: Revisions to Bylaws Article V and Article VI

ARTICLE V OFFICERS AND EMPLOYEES

Section 1. Number; Election: The officers of the Board shall be elected for one (1) year terms by the Board of Directors, and shall consist of a Board Chair, Treasurer, Secretary and such other officers as the Board shall determine from time to time.

Section 2. Vacancies: A vacancy in any office of this Board occurring by reason of death, disqualification, resignation or removal shall be filled for the unexpired portion of the term by appointment of a successor by the Board of Directors.

Section 3. Board Chair: The Board Chair shall:

3.1 See that the resolutions and directives of the Board are carried into effect, and in general, shall discharge all duties incident to the office of Chair as prescribed by the Board.

3.2 Preside at all meetings of the Board except when this authority is temporarily designated to another member by the Board as a result of the Chair's absence.

3.3 Be a voting ex-officio member of all Board Committees. Although the Chair is not required to attend or vote in Committee Meetings, the Chair may exercise this right at any time.

Section 4. Treasurer: The Treasurer shall:

4.1 Be responsible for the preparation of the proposed annual budget as well as serve as Chair of the Finance Committee.

4.2 Ensure the keeping of financial records and documents belonging to AAHS.

4.3 Present a finance report at the Annual Meeting and shall make other reports to the Board as required.

Section 5. Secretary: The Secretary shall:

5.1 Attend all Board Meetings and, when requested, Committee Meetings.

5.2 Record all proceedings and voting records of the Board in minutes and maintain them in a book to be kept at AAHS for public review. If the Secretary is unable to attend a Meeting, the Board will designate another person to take minutes and to forward to the Secretary (this person may or may not be a current Board Member).

5.3 Ensure the keeping of all agendas, minutes, books, correspondence, Committee minutes, and other papers relating to the business of the Board, except those that are the responsibility of the Treasurer.

5.4 Give or cause to be given, all notices of Board Meetings and other notices as required by law and of these bylaws.

Section 7. Removal of Office: Any officer may be removed at any time, with or without cause, by the vote of a majority of a quorum of the Board of Directors at any regular meeting or at a special meeting called for that purpose.

Section 8. Resignation: Any officer may resign at any time. Such resignation shall be made in writing to the Board Chair or Secretary and shall take effect at the time specified therein or, if not time be specified, at the time of its receipt by the Board Chair or Secretary. The acceptance of a resignation shall not be necessary to make it effective.

ARTICLE VI TEACHER POWERED SCHOOL (TPS) COMMITTEE

Section 1. Designation of: The Board shall approve a committee of employees to serve on the TPS Committee to fulfill the executive roles as follows:

- 6.1 Be responsible for providing professional advice and assistance to the Board, and to provide information about relevant issues that arise in school operations.
- 6.2 Hire and release advisors and staff who report directly to the TPS Committee.
- 6.3 Administer, delegate and assess the work of the school's mission *including*:
 - a. Advisors and staff
 - b. Subcontractors and other vendors
- 6.4 Monitor and manage student life.
- 6.5 Serve as a positive interface with the community.
- 6.6 Responsibly manage the school's resources.
- 6.7 Perform other duties as authorized by the Board.

Action Item: Revisions to Policy 3.8 (tabled from 12/18/2018 meeting)

3.8 PERSONNEL FILES

Staff personnel files may include the following working documents: job application, job description, résumé, records of participation in training events, salary history, records of disciplinary action and working documents related to staff performance reviews, coaching, and mentoring.

Personnel files are the property of EdVisions Cooperative, and access to the information is restricted. Management personnel of EdVisions Cooperative and Academic Arts High School who have a legitimate reason to review the file are allowed to do so.

Staff who wish to review their own file should contact the Administrative Manager. With reasonable advance notice, the staff member may review his/her personnel file in the school office and in the presence of another Teacher Professional Partnership member.

First Reading: 10/16/2018
Second Reading: 11/20/2018
Tabled: 12/18/2018