**School Board Meeting Agenda**

**Tuesday, November 21, 2017**

**5:00 pm**

**AAHS Classroom 121**

Present: \_\_ Amy Charpentier, \_\_ Courtney Finn, \_\_ Josh MacLachlan, \_\_Linnea Morgen, \_\_Andrew Ng, \_\_ Dean Walczak (ex-officio),

\_\_ David Massey (ex-officio)

**Agenda**

1. Call To Order
   1. Amy Charpentier calls the meeting to order at 5:00 p.m.
2. Approval of November 2017 Agenda and October 2017 Minutes
   1. Courtney Finn moves to approve November 2017 Agenda. Amy Charpentier seconds. Unanimous. Josh MacLachlan not present for vote.
   2. Amy Charpentier moves to approve the October 2017 Minutes. Courtney Finn seconds. Unanimous.
3. Public Comments
4. Financial Report – Dean Walczak & Josh MacLachlan
   1. Amy Charpentier moves to approve the October 2017 Financial Report with the amendment of the date. Josh McLachlan seconds. Unanimous.
      1. Actual vs. Budget YTD- 33%
         1. YTD Expenses - 32%
         2. YTD Revenue - 28%
      2. Cash Flow
         1. Beginning Cash on Hand: $346, 271
         2. Ending Cash on Hand: $351, 400
   2. Linnea Morgen moves to approve the October 2017 Disbursements. Amy Charpentier seconds. Unanimous.
      1. All missing receipts have been identified and resolved; improvements in POS system
      2. Check 15962017 (CKC Good Foods) should be 1594
5. TPS Report – David Massey
   1. Kelley will remain Instructional Lead to ensure teacher evaluations remain consistent during the leadership transition
   2. Considering restructuring Personnel Committee into three separate entities
      1. Workplace Environment
      2. Workplace Staffing
      3. Workplace Compliance
   3. Staff Meetings will now be held once per month, rather than weekly
      1. Weekly meetings were not the best use of the team’s time
      2. Other Tuesdays will host committee meetings and PLC’s
   4. Enrollment = 105; ADM = Not provided
   5. Audubon Site Visit on Dec 4th
   6. Current Theme: Pop Culture
      1. Experiences
         1. MN History Center
         2. Through The Decades (Classes/Hands-on activities)
            1. Fashion
            2. Music
            3. Art
      2. Will Seager is coming on Dec. 1
         1. Arctic Explore; Educates on Climate Change
   7. AAHS Thanksgiving Celebration is tomorrow (11/22)
      1. Students raised money to provide a community dinner
   8. New para started last week
      1. Continuing to hire
6. Student Data – Andrew Ng & Josh MacLachlan
   1. NWEA results will be analyzed and shared at December’s meeting
7. Strategic Items
   1. Committees:
      1. Policy
         1. Andrew Ng and Courtney Finn
      2. Strategic Planning
         1. Josh MacLachlan and Amy Charpentier
            1. Will seek out additional members

1 Non-Board Staff Member

1 Non-Board Parent

* + 1. Finance
       1. Board Members: Josh MacLachlan and Andrew Ng
       2. Non-Board Staff Members: David Massey and Heather Fjelstad
  1. Policies
     1. Bereavement (Taken from St. Paul Public Schools)
        1. A leave of absence with pay, not to exceed five (5) full school days, shall be granted because of the death of an employee’s spouse, child or stepchild, parent or stepparent, and regular members of the immediate household. Up to three (3) days shall be granted because of death of other members of the employee’s immediate family. Other members of the immediate family shall mean sister or step-sister, brother or step-brother, grandparent, grandchild, parent-in-law, son-in-law or daughter-in-law. Leave of absence for one (1) day shall be granted because of death of other close relatives. Other close relatives shall mean uncle, aunt, nephew, niece, brother-in-law and sister-in-law.
        2. Small edits using District 197’s policy will be considered
     2. Children At The Workplace
        1. AAHS staff members are allowed to bring their child or children (three children max) to school on three non-instructional school days or during non-instructional hours of the school day
* Three school days = three 8-hour days which is equivalent to 24 hours per employee
* Experiential field trips are considered instructional time
* Requests will be approved by the PerCom member tracking PTO hours based on the amount of hours remaining for each employee
* \*Please note Shoua Yang will continue with her special circumstance which allows her to bring her children to work daily
  + - 1. Discussion:
         1. The need for the policy has arisen due to staff members bringing children to the workplace in the past. Staff members are requesting a formal policy.
         2. Revise to reflect no children during instructional hours. Staff may use personal judgement during non-instructional hours.
         3. More discussion will be had regarding special circumstances
    1. Salary Lane Changes
       1. Salaries change as soon as change of degree documentation is given to Percom to verify change
       2. Salaries can be changed at three different times throughout the year: Jan 1, June 1, Sept 1
       3. Salaries changed when new work agreements go out in March
       4. Discussion:
          1. Budgeting is a concern, need to learn how it affects the budget
          2. Pre-approval of credits, so the lane change is planned for in the budget
    2. Policies will be read 3 times before putting in place
  1. Operations and Financial Performance Summary
     1. Tabled until December
  2. TPS Evaluation Process
     1. Evaluation will be ongoing; we will evaluate as opportunities arise; revaluate
     2. Board members will observe some areas, request narratives, and review data.
     3. Requesting TPS to evaluate “Effective Communication” section on the AAHS Collaborative Governance Evaluation Form and report back at December’s meeting

1. Action Items
   1. Approve Revised FY 18 Budget
      1. Courtney Finn moves to approve the Revised FY 18 Budget with revenue of 1, 554, 723 and expenses of 1, 527, 609. Amy Charpentier seconds. Unanimous.
2. Adjourn
   1. Amy Charpentier moves to adjourn at 6:41 p.m. Adjourned.