

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

Present: Amy Charpentier, Deah Ehalt, 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 December 18, 2018 Agenda
4. Approval of November 20, 2018 Minutes
5. Public Comments
6. Financial Report
 - a. Approval of November 2018 Financial Report
 - b. Approval of November 2018 Disbursements
7. TPS Report
 - a. Enrollment:
 - b. ADM:
 - c. School Events:
 - d. TPS Accountability Manager:
 - e. Staffing:
 - i. Name(s) of staff responsible for updating the Student Handbook
 - ii. Name(s) of staff responsible for updating the AAHS Website
 - f. Committees:
 - i. TPS:
 - ii. PerCom:
 - iii. Evaluation Task Force:
 - iv. Curriculum:
 - v. Financial:
 - vi. PLC Committee:
 - vii. ESSA Task Force:

School Board Meeting Agenda
Tuesday, December 18, 2018

8. Charter School Updates and Training
 - a. Summary of training provided by Rod Haenke on Sunday, December 16, 2018.
9. Student Data Report
 - a. Q2 Attendance
 - b. Academic Goals 8.2, 8.3, 10.1, and 10.2
10. Strategic Items
 - a. Audit Summary
 - b. Presentation by TPS of Detailed Plan to Achieve Target ADM/Enrollment for 2018-2019
 - c. Policy Review:
 - i. 3.1 through 3.4 – First Reading
 - ii. 3.12 through 3.14 – Second Reading
 - iii. 3.11 – Third Reading—TPS revisions
 - d. Board Bylaws Review:
 - i. Article V – Second Reading
 - ii. Article VI – Second Reading
 - iii. Article VII – Second Reading
 - e. Tentative Date for Spring Board Training (04/21/19; 04/28/19; 05/05/19; or 05/12/19)
 - f. Brief History of AAHS's Adoption of the TPS Governance Model
 - g. RACI Team Update
11. Action Items
 - a. Approval of Revisions to Policy 3.5 – School Hours
 - b. Approval of Revisions to Policy 3.6 – Lunch Periods
 - c. Approval of Revisions to Policy 3.7 – Break Periods
 - d. Approval of Revisions to Policy 3.8 – Personnel Files
 - e. Approval of Revisions to Policy 3.9 – Personnel Data Changes
 - f. Approval of Revisions to Policy 3.10 – Inclement Weather/Emergency Closings
 - g. Creation of Committee to Recommend Methodology/Process to Evaluate TPS
 - h. Creation of Committee to Draft Policy Regarding the Presence of Infants at Board Meetings

12. Adjourn

School Board Meeting Minutes
Tuesday, November 20, 2018
5:00 pm
AAHS Classroom 122

Present: Amy Charpentier, Josh MacLachlan, Deah Ehalt, LeAnn Lindusky, Katie Siewert, Eric Hove, Julie Peterson (TPS representative, ex-officio).

Rachael McNamara arrived at 5:28 pm, after September 2018 Disbursements Report, but before the October 2018 Financial Report.

Josh MacLachlan stepped out during the TPS report for a parent-teacher conference and returned prior to the conclusion of the Student Data Report.

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

Minutes

1. Call to Order
 - a. Amy Charpentier called the meeting to order at 5:05 pm.
2. Approval of November 20, 2018 Meeting Agenda
 - a. Katie Siewert motions to approve the November 20, 2018 Meeting Agenda. Deah Ehalt seconds.
 - b. Discussion:
 - i. The Board tabled Strategic Item 9.a to December 2018 meeting. The auditors had to reschedule their presentation.
 - ii. The Board added Action Item 10.e.
 - c. Motion passes with revisions to the agenda: Unanimous.
3. Approval of October 16, 2018 Meeting Minutes
 - a. Amy Charpentier motions to approve the October 16, 2018 Meeting Minutes. Katie Siewert seconds.
 - b. Discussion:
 - i. Minor spelling changes to Student Data (Item 7.b.i).
 - c. Motion passes with above revision: Unanimous.
4. Approval of October 25, 2018 Special Meeting Minutes
 - a. Deah Ehalt motions to approve the October 25, 2018 Special Meeting Minutes. Amy Charpentier seconds.
 - b. Discussion: None.
 - c. Motion passes: Unanimous.

School Board Meeting Minutes
Tuesday, November 20, 2018

5. Public Comments

- a. No comments.

6. Financial Report—

a. Approval of updated September 2018 Financial Report

- i. Josh motions to approve updated September 2018 Financial Report. Amy Charpentier seconds.
- ii. Discussion:
 - 1. 1074% under General Fund 01 Net Income explained. It was a release by the state of funds that were held back.
 - 2. Josh is going to request an additional column that shows percentage of the way through the fiscal year.
 - 3. Ending Fund Balance is \$429,327.00

iii. Motion passes: Unanimous.

b. Approval of updated September 2018 Disbursements

- i. Eric Hove motions to approve September 2018 Disbursement. Deah Ehalt seconds.
- ii. Discussion:
 - 1. Missing purchase orders discussed during the 10/16/2018 Board meeting located and applied.
 - 2. Katie Siewert pointed out the roll-up column showing the corresponding budget line item for each purchase still outstanding.
 - 3. Josh MacLachlan talked briefly about the Board training he attended provided by ACNW. Suggested the Board issue a Request for Proposals (RFP) for Business Manager services.

iii. Motion passes: Unanimous.

c. Approval of October 2018 Financial Report

- i. Eric Hove motions to approve the October 2018 Financial Report. Katie Siewert seconds.
- ii. Discussion:
 - 1. Josh MacLachlan will check on Food Service revenues; see if AAHS AAHS will get more than 100% of what was budgeted for.
 - 2. Josh MacLachlan will also update the Board on the 80.3% of budgeted amount spent YTD on Purchased Services; the 40.8% of budgeted amount spent YTD on Facilities Lease; the 38.8% of budgeted amount spent YTD on Purchased Services (Repairs); and the 40.0% of budgeted amount spent YTD on Total Sites and Buildings.
 - 3. Ending Fund Balance is \$445,695.00.

iii. Motion passes: Unanimous.

d. Approval of October 2018 Disbursements

- i. Josh MacLachlan motions to approve the October 2018 Disbursements. Amy Charpentier seconds.

School Board Meeting Minutes
Tuesday, November 20, 2018

- ii. Discussion:
 - 1. \$4,587.00 in taxi services is required by state for student transportation. \$5,000.00 in bus tokens is a bulk purchase for student transportation.
 - 2. Two payments to EdVision. One of those payments is for standard payroll payment and the other is for a long-term substitute.
 - 3. Josh MacLachlan will check on AAHS's reimbursement amount for lease aid.
 - 4. No missing purchase orders.
- iii. Motion passes: Unanimous.

7. TPS Report—Julie Peterson

- a. Enrollment: 98 students
 - i. A plan in place generally to improve recruitment/enrollment. Broad strokes. Waiting list at DECALS. TPS will present a detailed plan to address recruitment at the December 2018 Board Meeting.
 - ii. Board raised concerns about making sure the AAHS website was appropriately updated for use by students, staff, parents/guardian, and community members. Julie reported that a collaboration between a staff member and student has been discussed to maintain the AAHS website.
 - iii. Board raised concerns about an outdated Student Handbook and asked if TPS will begin revising it to match current policies and practices. An update on the Student Handbook update will be conveyed in December 2018.
 - iv. Art project funding; working to make sure it remains adequately funded. Art program does attract a number of students.
- b. ADM: 88 students
- c. School Events: Audubon trip went well. Upcoming Thanksgiving Feast attracted \$500.00 in donations from the community.
- 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:
 - 1. The steps for the ESSA Task Force to increase the AAHS graduation rate were conveyed to the Board. These steps are as follows:
 - a. Establishing a leadership team,
 - b. Assess needs and set priorities,

School Board Meeting Minutes
Tuesday, November 20, 2018

- c. Select strategies and create a plan.
 - d. Implement the plan and improve, and
 - e. Reassess needs, priorities, and strategies
 2. A comprehensive needs assessment is due to the MN Department of Education by 03/01/2019.
8. Student Data Report—Katie Siewert
 - a. Katie Siewert set a goal of December 2018 for Board login availability to Qlik Sense.
 - b. Katie Siewert also drafted a document showing steps to refresh the dashboard data.
 - c. Unable to compare Reading Growth data until we have two quarters worth of data from Newlea.
 - d. Lab Report metric is low due to missing lab reports. Josh MacLachlan stated that those students did not complete the lab report, and a number of those students have only attended class once or twice. The Board expressed concern that the ANCW agreement effectively penalizes AAHS more than once for low attendance.
 - e. No data yet to assess the Math Growth measure. Board discussed using EZCBM to do math probes to determine student performance since it is a more robust measure of student performance. Josh MacLachlan will report back by December 2018 Board Meeting to see if that EZCBM data can be used.
 - f. Board again expressed concern about if the non-submission of assignments of non-attending students is going to count against AAHS and that AAHS will be penalized more than once for poor attendance.
9. Strategic Items
 - a. Audit Summary (tabled to December 2018 Board Meeting, pending the availability of the auditors)
 - b. Policy Review:
 - i. 3.12 through 3.14 – First Reading
 1. Discussion:
 - a. Board wondered if changes should be made such as: changing “members” to “staff” in all instances; if the phrase “Teacher Professional Partnership” remains necessary or should be replaced with something else; if additional classes should be added to 3.14 to mirror the PTO policy; and how payment may be prorated in the event of employment termination under 3.14.
 - b. Amy Charpentier stated she would contact EdVisions to obtain answers to the Board’s questions regarding the above by December 2018 Board Meeting.
 - ii. 3.5 through 3.11 – Second Reading
 1. The Board split off Policy 3.11 for a third reading pending presentation by TPS of suggested revisions by the December 2018 Board Meeting.

School Board Meeting Minutes
Tuesday, November 20, 2018

2. The Board scheduled a vote on revisions to Policies 3.5 to 3.10 to occur during December 2018 Board Meeting.
- c. Board Bylaws Review:
 - i. Article V – First Reading
 1. Discussion:
 - a. Eric Hove had questions regarding the “book” described in V.5.2.
 - b. Board discussed removing an unnecessary “who” in V.7.
 - c. Board requested clarification on V.8.
 - ii. Article VI – First Reading
 1. Discussion:
 - a. Board discussed removing an unnecessary “shall” in VII.6.2
 - iii. Article VII – First Reading
 1. No discussion.
 - d. RACI Team Update
 - i. Katie Siewert presented an updated spreadsheet for RACI. Katie grouped roles and tasks. Katie Siewert and Rachael McNamara discussed how the spreadsheet should be considered a living document to provide continuity of operations from one school year to the next.
 - ii. The Board requests that TPS have each committee and task force to update the RACI spreadsheet with their core responsibilities by January 2019 Board Meeting.

10. Action Items

- a. Approval of revisions to Policy 7.3 Procedures for Handling Complaints
 - i. Eric motions to approve revisions to Policy 7.3 Procedure for Handling Complaints. Amy Charpentier seconds.
 - ii. Discussion: Board verified with TPS representative that the chart included in the revision was correct.
 - iii. Motion passes: Unanimous.
- b. Approval of revisions to Bylaws Section IV.
 - i. Katie Siewert motions to approve revisions to Bylaws Section IV. Deah Ehalt seconds.
 - ii. Discussion: None.
 - iii. Motion passes: Unanimous.
- c. Approval of Revised Budget for 2018-2019
 - i. Josh motions to approve a Revised Budget for 2018-2019 using an ADM of 95 students and contracting a long-term art education substitute through June 2019 (end of school year). Amy Charpentier seconds.
 - ii. Discussion:
 1. Josh MacLachlan briefly discussed the four options drafted by the Finance Committee.

School Board Meeting Minutes
Tuesday, November 20, 2018

- a. Option 1: ADM of 95 students and contracting a long-term art education substitute through June 2019 (end of school year).
 - b. Option 2: ADM of 95 students and contracting a long-term art education substitute through December 2018.
 - c. Option 3: ADM of 100 students and contracting a long-term art education substitute through June 2019 (end of school year).
 - d. Option 4: ADM of 100 students and contracting a long-term art education substitute through December 2018.
2. Josh MacLachlan stated the Finance Committee's recommendation was Option 1 (item motioned) because it seemed a conservative target for ADM, TPS is drafting a recruitment plan to achieve or exceed this ADM target, and it is important to the school's educational mission to provide an art program for the remainder of the school year.
 3. The Projected EOY Fund Balance under Option 1 is 17.75% which is still quite healthy; though not the 20% ANCW prefers.
 4. Board determined that maintaining an art education curriculum is critical to fulfill the mission of the school.
 5. AAHS has applied for a credit line to prepare for any potential cash flow issues.
- iii. Motion passes: Unanimous.
- d. Approve student half-days for staff professional development, curriculum development, staff training, and grading on the following dates: December 11, 2018; January 23, 2019; February 22, 2019; March 22, 2019; April 26, 2019; May 3, 2019; and June 3, 2019.
 - i. Josh MacLachlan motions to approve student half-days for staff professional development, curriculum development, staff training, and grading for the dates above. Amy Charpentier seconds.
 - ii. Discussion:
 1. TPS clarified that these half-days correspond to the existing student presentation days. These days will be used for staff professional development, curriculum development, staff training, and grading.
 - iii. Motion passes: Unanimous.
- e. Approve transfer of \$20,000.00 from Fund 1 to Fund 2 for Food Service.
 - i. Josh MacLachlan motions to approve transfer of \$20,000.00 to Fund 2 for Food Service. Katie Siewert seconds.
 - ii. Discussion: Required by the State to have separate funds available for Food Service. Transfers of this size must be approved by the Board.
 - iii. Motion passes: Unanimous.

11. Adjourn

- a. Rachael McNamara motions to adjourn at 7:18pm.

Budget Summary

		2018-2019
Administration		\$ 194,018
	Salaries	\$ 64,537
	benefits	\$ 36,236
	Purchased Services	\$ 73,444
	Supplies	\$ 6,800
	Equipment	\$ -
	Dues	\$ 13,000
	Financing	
Instructional		\$ 366,093
	Salaries	\$ 247,351
	benefits	\$ 77,446
	Purchased Services	\$ 27,296
	Supplies	\$ 14,000
	Equipment	\$ -
	Dues	\$ -
Fed Title 1		\$ 1,832
	Salaries	\$ -
	benefits	\$ -
	Purchased Services	750.00
	Supplies	\$ 1,082
Fed Title 2		\$ 2,084
	Purchased Services	2084.00
Fed Special Education		\$ 20,000
	Salaries	\$ -
	benefits	\$ -
	Purchased Services	\$ 10,000
	Supplies	\$ 10,000
	Equipment	\$ -
	Dues	
State Special Education		\$ 675,181
	Salaries	\$ 491,773
	benefits	\$ 167,089
	Purchased Services	\$ 12,000
	Supplies	\$ 4,320
	Equipment	
	Dues	
Instructional Support		\$ -
	Salaries	
	benefits	
	Purchased Services	\$ -
	Supplies	
	Equipment	
	Dues	
Student Support		\$ 95,371
	Salaries	\$ 30,426
	benefits	\$ 10,555
	Purchased Services	\$ 54,390
	Supplies	\$ -
	Equipment	
	Dues	
Lease and Maintenance		\$ 303,092
	Purchased Services	\$ 72,260
	Lease	\$ 219,332
	Supplies	\$ 2,000
	Equipment	
	Financing	
	Insurance	\$ 9,500
	Reserve	\$ -
transfer		
total		\$ 1,657,671
Revenue		
Gen Ed Aid	101 Adm	\$ 825,209
Gen Ed endowment		\$ 3,852
Gen Ed facilities		\$ 15,048
Lease Aid	95 ADM	\$ 149,796
Special Education Aid	90% of state exp	\$ 607,663
Sped Ed Transport		\$ 21,000
misc		\$ 1,100
Gifts		\$ 1,000
student activity		\$ 5,400
Fed SPED		\$ 20,000
Fed Title 1		\$ 1,832
Fed Title 2		\$ 2,084
total		\$ 1,653,984

Food Service		\$ 20,000
	salaries	
	benefits	
	purchased	\$ -
	supplies	\$ 20,000
	equipment	
	dues	
Total Revenue		\$ 8,000
Revenue		\$ 8,000
transfer		
Lunch Program net		\$ (12,000.00)
Total expense all funds		\$ 1,677,671
Total revenue all funds		\$ 1,661,984
Total Net		\$ (15,687)

SCHOOL NAME:

Academic Art High School

Month Ending:

11/30/2018

42%

GENERAL FUND - 01	Approved Budget - Rev Nov18	Year -to-Date Activity	Percent of Budget
REVENUES			
State Revenues			
General Education Aid	844,109	478,199	56.7%
Facilities Lease Aid	149,796	56,076	37.4%
Special Education Aid	628,663	289,233	46.0%
Other misc - student receipts	-	548	
Total State Revenues	1,622,568	824,056	50.8%
Federal Revenues			
Title 1	1,832	-	0.0%
Title II	2,084	-	
Fed special Education	20,000	17,825	89.1%
Food Service	-	1,977	
Total Federal Revenues	23,916	19,802	82.8%
Local Revenues			
Student Activity	5,400	-	0.0%
Gift	1,000	-	0.0%
interest	100	-	
Miscellaneous (specify and add rows as need	1,000	-	0.0%
Total Local Revenues	7,500	-	0.0%
TOTAL REVENUES	1,653,984	843,858	51.0%
EXPENDITURES			
Administration			
Salaries	64,538	21,675	33.6%
Benefits	36,236	7,982	22.0%
Purchased Services	73,444	46,131	62.8%
Other	19,800	12,199	61.6%
Total Administration	194,018	87,987	45.3%
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	102,942	41.6%
Benefits	77,446	29,718	38.4%
Purchased Services	27,296	7,035	25.8%
Supplies and Materials	14,000	7,034	50.2%
Capital Expenditures	-	-	0.0%
Other Expenditures	-	-	0.0%
Total Elementary and Secondary Regular Instruction	366,093	146,729	40.1%
State Special Education			
Salaries	491,773	188,219	38.3%
Benefits	167,089	62,762	37.6%
Purchased Services	12,000	-	0.0%
Supplies and Materials	4,320	-	0.0%
Total State Special Education	675,182	250,981	37.2%
Federal Special Education			
Salaries	-	-	0.0%
Benefits	-	-	0.0%
Purchased Services	10,000	1,800	18.0%
Supplies and Materials	10,000	6,019	60.2%
Total Federal Special Education	20,000	7,819	39.1%

Dif fiscal yrs

Audit - upfront costs
 Audobon - upfront cost:

up front costs

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	-	165	#DIV/0!
Supplies and Materials			0.0%
Total Instructional Support Services	-	165	#DIV/0!
Pupil Support Services			
Salaries	30,426	4,369	14.4%
Benefits	10,555	907	8.6%
Purchased Services	54,390	17,024	31.3%
Supplies and Materials		559	0.0%
Pupil Support Services	95,371	22,859	24.0%
Sites and Buildings			
Salaries	-	-	0.0%
Benefits	-	-	0.0%
Facilities Lease	219,332	108,177	49.3%
Purchased Services (Repairs, maintenance, u	72,260	33,630	46.5%
Supplies and Materials	2,000	66	3.3%
Capital Expenditures			0.0%
Total Sites and Buildings	293,592	141,873	48.3%
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	666,046	40.2%
GENERAL FUND 01 - NET INCOME	(3,688)	177,812	-4821.4%
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	8,925	44.6%
Other	-	-	0.0%
TOTAL EXPENDITURES	20,000	8,925	
FOOD SERVICE FUND 02 - NET INCOME	(12,000)	(6,948)	
Fund Balance at Beginning of Year	322,859	322,859	

upfront costs

Net Income Year to Date	(15,688)	170,864	
Ending Fund Balance	307,171	493,723	

SCHOOL NAME:

Academic Arts High School

Month ending

Nov 30 2018

Description	General Fund 01	Food Service Fund 02	Community Service Fund 04	Total Funds
ASSETS				
Cash - checking	268,735	(3,799)	0.00	264,936
Cash - savings	-		0.00	0
Investments	-		0.00	0
Accounts Receivable - due from MDE	76,070		0.00	76,070
Accounts Receivable - due from other	8,808		0.00	8,808
Prepays	-		0.00	0
Other (specify and add rows as needed)				
TOTAL ASSETS	353,613			353,613
LIABILITIES & FUND BALANCE				
Liabilities				
Accounts Payable	-	-	0.00	0
Payroll Liabilities	(125,594)	-	0.00	0
Deferred Revenue	-	-	0.00	0
Due to Other	-	-	0.00	0
Short Term Debt	-	-	0.00	0
Total Liabilities	-	-	0.00	0
Fund Balance				
Unassigned Fund Balance - Previous YE	322,859	-		322,859
Net Income/(Loss) - Current YTD	177,812	(6,948)		170,864
Total Fund Balance	500,671	(6,948)		493,723
TOTAL LIABILITIES & FUND BALANCE				493,723

Academic Arts
 Disbursement Listing
 Ending Nov 2018

page 7

Check #	Type	Date	Vendor	Amount	Description
6142	CH	11/7/2018	Abdo Eick and Meyers	\$ 7,600	Audit FY 18
6143	CH	11/7/2018	Century Link	\$ 313	phones
6144	CH	11/7/2018	CKC Good Food	\$ 3,618	lunches
6145	CH	11/7/2018	cmERDC	\$ 1,088	Smartfinance
6146	CH	11/7/2018	Comcast	\$ 151	internet
6147	CH	11/7/2018	DEAN WALCZAK	\$ 2,975	Fin mgmt Oct 2018
6148	CH	11/7/2018	DESIGNS FOR LEARNING	\$ 425	speech language
6149	CH	11/7/2018	Dick's Sanitation	\$ 57	composting
6150	CH	11/7/2018	Metro Sales	\$ 446	copies
6151	CH	11/7/2018	Premium Water Inc	\$ 150	supplies
6152	CH	11/7/2018	Scott's Home Delivery	\$ 186	milk
6153	CH	11/7/2018	Teachers on Call	\$ 1,281	substitute
6154	CH	11/7/2018	Tech Rescue	\$ 90	network diagram
6155	CH	11/7/2018	Tierney	\$ 380	sped white board
6156	CH	11/7/2018	US Bancorp Equipment Finance	\$ 222	copier lease
6157	CH	11/27/2018	Audubon Center - North Woods	\$ 5,572	Authorizer Fee
6158	CH	11/27/2018	CKC Good Food	\$ 1,323	breakfast
6159	CH	11/27/2018	DESIGNS FOR LEARNING	\$ 2,064	program support
6160	CH	11/27/2018	Dick's Sanitation	\$ 57	compost
6161	CH	11/27/2018	JAMIE WILLIAMS	\$ 100	Staff Development
6162	CH	11/27/2018	Metro Sales	\$ 213	copier - toner
6163	CH	11/27/2018	Premium Water Inc	\$ 118	supplies - water
6164	CH	11/27/2018	QUILL CORPORATION	\$ 266	office supplies
6165	CH	11/27/2018	Southview Office CenterLLC	\$ 24,348	lease
6166	CH	11/27/2018	Teachers on Call	\$ 442	substitutes
11202018	WX	11/30/2018	Ford	\$ 98	sped van
11262018	WX	11/30/2018	Ford	\$ 1,164	sped van
11302018	WX	11/30/2018	ANCHOR BANK	\$ 23	bank fee
20181671	CH	11/30/2018	Holiday Gas Station	\$ 213	sped fuel
20181672	CH	11/30/2018	Bureau Criminal Apprehension	\$ 8	background check
20181673	CH	11/30/2018	Elena Lavorato	\$ 945	receptionist sub 1029 to 1112
20181674	CH	11/30/2018	Teachers on Call	\$ 884	substitutes
112020182	WX	11/30/2018	EDVISIONS COOPERATIVE	\$ 109,430	payroll nov 2018
112020183	WX	11/30/2018	CUB FOODS	\$ 307	Thanksgiving feast - go fund me
112020184	WX	11/30/2018	Culvers	\$ 8	Holiday feast - go fund me
112620182	WX	11/30/2018	Ford	\$ 461	sped van

POLICY REVIEW 3.1-3.4 (FIRST 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 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 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,
- Student/Personnel/Payroll records, and
- Business/school conversations between any persons associated with the Cooperative and/or its members.

Members, 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

3.3 NEW MEMBER ORIENTATION

Orientation is a welcoming process that is designed to make the new member feel comfortable, informed about the Cooperative and School, and prepared for their position. New member orientation is conducted by a Peer Partner, and includes an overview of the Cooperative and School history, an explanation of the Cooperative core values, vision, and mission, goals and objectives as well as School policies and procedures. In addition, the new member will be given an overview of benefits, tax, and legal issues, and complete any necessary paperwork by the Office Manager.

Members are presented with all codes, keys, and procedures needed to navigate within the workplace. A Peer Partner will introduce the new member to staff at Academic Arts High School, review their job description and scope of position, explain the Cooperative's evaluation procedures, and help the new member get started on specific functions. New employees, in addition to the orientation given by their peer partner, will be offered the "staff duty" document. The new member will be able to learn about all aspects of Academic Arts High School by asking questions of tasks directly to the staff member responsible for that task.

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

3.4 INTRODUCTORY PERIOD

The introductory period for regular full-time and regular part-time members lasts up to 12 months from date of hire or the date of new position. During this time, members have the opportunity to evaluate our Cooperative model, school and position and management has its first opportunity to evaluate the member. During this introductory period, both the member and the Teacher Professional Partnership have the right to terminate employment without advance notice.

Each staff member participates in a yearly review at the end of each school year. The status of introductory members will be addressed at this time. All members, regardless of classification or length of service, are expected to meet and maintain Cooperative standards for job performance and behavior (See Section 4, Standards of Conduct). Members and the Teacher Professional Partnership will follow the notice requirements in Sec. 3.14 Employment Termination. Completion of the Introductory Period does not change employment status nor is it a promise or contract of continued employment.

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

3rd READING – ORIGINAL/NO CHANGES YET MADE

3.11 PROFESSIONAL DEVELOPMENT PLAN AND PEER EVALUATION

Professional Development Plan: Each staff member is required to have a Professional Development Plan (PDP) for the school year (the forms and process will be provided for new staff). PDP's are completed by staff in the same project format that students follow. All staff act as the project team and must approve all PDP's before they begin. Completion of the PDP will be a significant piece of the Yearly Review for each staff member. All staff will act as the evaluation team for each project.

Peer Evaluation: Each staff member has a Peer Partner (some partners are off-site). Partners have monthly meetings to review PDP's, address concerns and questions, and to promote communication between staff. Peer partners also assist each other in preparation for the Yearly Review meeting. The peer partner is both an advocate for the staff member as well as a means to address concerns before they become too large.

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.

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

3.12-3.14 (SECOND 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.

BOARD BYLAW REVIEW – 2ND READING

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 ~~of~~ these bylaws.

Section 7. Removal of Office: Any officer ~~who~~ 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 ~~shall~~ 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.

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.

3.5-3.10 POLICY UPDATES – ACTION ITEMS

3.5 SCHOOL HOURS

Academic Arts High School is open from 7:30 a.m. to 3:45 p.m., Monday – Thursday and 7:30 a.m. to 2:35 p.m. Friday when school is in session (see school calendar). Advisors will maintain a staggered schedule to fill these hours.

The standard work week is 40 hours of work (see Section 5.3, Overtime). In the computation of various member benefits, the member work week is considered to begin on Sunday (starting at 12:01 a.m.) through Saturday (ending at 12:00 a.m.), unless the Teacher Professional Partnership makes prior other arrangements with the member.

First Reading: 10/16/2018
Second Reading: 11/20/2018

3.6 LUNCH PERIODS

Students have an open campus lunch from 11:25a.m. – 11:55a.m. If a staff member would like to take lunch off campus, they must ensure a minimum of three other staff members will remain on campus during the lunch period. Some staff may be scheduled to work during the lunch period, but all staff will get a duty-free lunch. Staff is to keep an understanding that lunches are a great opportunity to interact with students outside of academic work and that certain emergencies may require staff involvement.

First Reading: 10/16/2018
Second Reading: 11/20/2018

3.7 BREAK PERIODS

Staff are expected to be available for students during the school day. Breaks can be taken as needed with the understanding that extended time away from students is not meeting the advising duties required of all staff.

First Reading: 10/16/2018
Second Reading: 11/20/2018

3.8 PERSONNEL FILES

Member 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 member 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.

Members who wish to review their own file should contact the Administrative Manager. With reasonable advance notice, the 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

3.9 PERSONNEL DATA CHANGES

It is the responsibility of each member to promptly notify the Administrative Manager of any changes in personnel data such as:

- Mailing address,
- Telephone numbers,
- Name and number of dependents, and
- Individuals to be contacted in the event of an emergency.

A member's personnel data should be accurate and current at all times.

It is the responsibility of each member to maintain and update the license/certification required for their position.

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

3.10 INCLEMENT WEATHER/EMERGENCY CLOSINGS

At times, emergencies such as severe weather, fires, or power failures can disrupt School operations. If any of St. Paul, Minneapolis, or Mendota Heights school districts are closed due to inclement weather, the school will also be closed. For all other emergency closings, when the decision is made to close, members will receive official notification via email or text.

Time off from scheduled work due to emergency closings will be unpaid for all *non-exempt* members. However, if members would like to be paid, they are permitted to use paid-time-off, if it is available to them.

First Reading: 10/16/2018
Second Reading: 11/20/2018