

School Board Meeting Agenda
Tuesday, December 19, 2017
5:00 pm
AAHS Classroom 121

Present: Amy Charpentier, Courtney Finn, Josh MacLachlan, Linnea Morgen,
 Andrew Ng, Dean Walczak (ex-officio),
 Heather Fjelsted (ex-officio)

Agenda

1. Call To Order
 - a. Amy Charpentier calls the meeting to order at 5:00 p.m.
2. Approval of December 2017 Agenda and November 2017 Minutes
 - a. December 2017 Agenda approved with additions. Unanimous.
 - i. Add: "School Calendar Change"
 - b. November 2017 Minutes approved. Unanimous.
3. Public Comments
4. Financial Report – Dean Walczak & Josh MacLachlan
 - a. Courtney Finn moves to approve the December 2017 Financial Report. Andrew Ng Seconds.
 - i. Actual vs budget YTD
 1. YTD Expenses: \$ 633,155, 41% of proposed budget
 - a. 42% through the year, slightly under-budget for the year
 - i. 123% spent of budget for Federal Funds (ex. SpEd, Title 1, F/R funds)
 - ii. Student transportation slightly higher than expected due to SpEd vans, not budgeted for. Will need a revision to the budget
 - iii. Both will be reimbursed by Fed Funds
 - iv. Lunch expenses continue to be higher than revenue
 2. YTD Revenue \$541, 496, 35% of revenue received
 - ii. Cash Flow
 1. Beginning Cash on Hand: \$349,578
 - a. Disbursements of \$148,870, Net deficit \$42,972
 - b. Net Cash Ending: \$306,606
 - iii. December 2017 Financial Report is approved. Unanimous.
 - b. Josh MacLachlan moves to accept December 2017 Disbursements. Courtney Finn seconds.
 - i. Check #1599 not in disbursements. Dean and the Financial Committee will look into it and report on the next meeting.

- ii. Receipts are not getting in for Amazon purchases. Board requests that Amazon account only usable by
- iii. December 2017 Disbursements are approved. 3 - Ayes; Andrew Ng abstains.

5. TPS Report – Heather Fjelsted

- a. ADM at 102
- b. Audubon site visit 12/4/17
 - i. Feedback: Need to work on academics, very impressed with level of inclusiveness. Goals proposed, but will not make permanent until contract approved.
 - 1. Operations and Financial Eval Framework provided that Audubon will be using to evaluate Board meetings
 - ii. Heather attended Leadership Retreat at Audubon. Sessions included info on what charter schools need to know to function effectively
 - iii. Testing committee creating ELL plan
 - iv. Epicenter items should be higher quality. ACNW wants us to emphasize quality over deadlines.
 - v. Typical ACNW schools have 12% SpEd. Our school has around 40% SpEd.
 - vi. TPS extends invitation for Amy Charpentier and Courtney Finn to attend MAAP conference with TPS staff.
 - vii. Hired new paraprofessional. Hoping to hire another paraprofessional to fill open position by end of week.
 - viii. Should have a director eval by second semester. Thus, TPS committee should be evaluated by second semester.

<p style="text-align: center;">EFFECTIVE COMMUNICATION (Due: Dec. 19)</p>	<p style="text-align: center;">TPS Individual/Committee Responsible</p>
<p>Effective Staff Meetings: plan, schedule, focus, outcomes</p>	<p>Board Chair Observation (Board suggestion)</p>
<p>Staff/Student/Family Surveys: outcomes used for growth</p>	<p>TPS - Develop goals/measures & provide these to the Board</p> <ul style="list-style-type: none"> ● Better parent communication needed <ul style="list-style-type: none"> ○ Board suggestions: <ul style="list-style-type: none"> ■ automated phone calls via Infinite Campus, ■ connect parents with Internet Essentials from Comcast ■ Have LNT and Comcast booth at open houses and conferences

Crisis Management and Communication	Crisis Team - Provide Board with roles & procedures <ul style="list-style-type: none"> ● Updated policies submitted to the board and epicenter ● Procedures not submitted to epicenter
Newsletters: frequency, methods vary	Ambassadors will produce Questions for Board: How often? What type of info? <ul style="list-style-type: none"> ● Board Response <ul style="list-style-type: none"> ○ Frequency: Once per month ○ Content: <ul style="list-style-type: none"> ■ Alumni feature ■ Upcoming events/trips ■ Project features ■ Important dates ■ Students of month (4 students of week)
Social Media/Website: oversight, updates	Board Member Review <ul style="list-style-type: none"> ● Board will generate/gather checklist of compliance needs so non-staff board members can easily verify compliance.
Student Engagement: SEARCH Survey, set goals; STAR Data	TPS - Develop goals/measures & provide these to the Board <ul style="list-style-type: none"> ● Board expects plan for new SEARCH survey by next board meeting
Conferences: parent attendance	Approximately 40/101 students had parents attend. We did not specifically take a count in Nov. Will specifically track in January. Question for the Board: Is there a specific goal you would like us to meet? <ul style="list-style-type: none"> ● Board proposed goal: 51% of parents attend or are contacted directly via phone or email.
Teacher Contact with Parents: phone calls, class news, emails	Goal: Every staff member will make 10 contacts per block & log in Infinite. Balance + and - calls.

6. Student Data – Andrew Ng & Josh MacLachlan

- a. Academic Data
- b. EE Data

7. Strategic Items

- a. Policy Reviews - 2nd Reading
 - i. Bereavement (Taken from St. Paul Public Schools)
 - 1. New: ISD #197 Funeral Leave
 - ii. Children At The Workplace
 - 1. Board is concerned about children at work at all (liability, productivity, etc.) and special circumstances (seems as though special circumstance prevents TPS from developing fair and effective policy).
 - 2. Questions for TPS: Is bringing children to work an absolute necessity for employee with special circumstance?
 - iii. Salary Lane Changes
 - 1. Options
 - a. Salary changes as soon as degree documentation is given to verify change in degree
 - b. 3 set dates at which salary can increase based on degree
 - i. Jan 1
 - ii. June 1
 - iii. Sept 1
 - c. If pre-approved prior to next year's budget approval, salary changes as soon as degree documentation is given to fincom, otherwise salary changes happen on set dates (Dec 21, May 21, Aug 21)
 - b. Policy Review - Initial Reading
 - i. PTO
 - 1. Current policy only covers up to 10 years.
 - 2. AAHS now has an 11-year employee
 - 3. Proposal: Change last step ("7-10") to "7+".
 - c. ANCW Governance Performance Overview
 - i. Reviewed
 - ii. Need to setup annual board training (through edvisions).
 - iii. Review 1 section of this document monthly
 - d. 2017 Election Outcomes
 - i. Board Chair: Amy Charpentier
 - ii. Board Seat A: Linnea Morgen
 - iii. Board Seat B: Andrew Ng
 - iv. Board Seat C: Courtney Finn
 - v. Board Seat D: Josh MacLachlan
8. Action Items
- a. Audit report review – Bonnie Schwieger from Abdo, Eick and Meyers
 - i. Brad Falteysek presents in place of Bonnie Schwieger
 - ii. Offer an unmodified or “clean” opinion.
 - iii. Internal control findings for FY17:
 - 1. More invoices than expected were paid without proper approval. Invoices should have prior approval before being paid.

- iv. Discusses estimates for state revenue
- v. General Fund Findings FY17
 - 1. Revenue: \$40K over
 - 2. Expenditures: \$40K over
 - 3. Reduction in fund balance of 3% down to a fund balance of 18%
- vi. ADM findings FY17
 - 1. ADM 93, slightly down from FY17
- vii. Expense Findings
 - 1. Special Ed makes up majority of expenses for school
- viii. Andrew Ng motions to accept the audit report. Courtney Finn seconds.
Unanimous
- b. School Calendar Change - proposed cancellation of school on February 7 for professional development.
 - i. Josh Maclachlan moves to approve the cancellation of school on Feb 7, 2018 for professional development. Amy Charpentier seconds.
 - 1. Discussion: Board members are concerned that the calendar has been sent to families and it looks unprofessional to change during the school year.
 - 2. Board proposes to hold professional development on Fridays that are already scheduled to be non-contact.
 - ii. Motion denied. Unanimous.

9. Adjourn

- a. Amy Charpentier moves to adjourn at 7:40 p.m. Adjourned.