

School Board Meeting Minutes  
Tuesday, October 16, 2018  
5:00 pm  
AAHS Classroom 122

Present: Amy Charpentier, Jill Heroff, Josh MacLachlan, Katie Siewert, Eric Hove, Shoua Yang (ex-officio)

David Massey and Rachael McNamara arrived at 5:12 pm, during the financial report, prior to the vote.

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

Minutes

1. Amy Charpentier calls the meeting order at 5:03 pm.
2. Approval of October 2018 Agenda
  - a. Josh MacLachlan motions to approve the October 2018 Agenda with revisions. Eric Hove seconds.
  - b. Revisions to the October 2018 Agenda were proposed as follows:
    - i. Removal of Action Item D (approval of Revised 2018-2019 Budget) to table the matter to the November 2018 Board Meeting.
    - ii. Addition of Action Item H (Approval of AAHS Teacher Professional Development Plan).
  - c. Motion passes as amended: Unanimous
3. Approval of September 2018 Minutes
  - a. Katie Siewert motions to approve the September 2018 Minutes. Josh MacLachlan seconds.
  - b. Discussion: None.
  - c. Motion passes: Unanimous
4. Public Comments
  - a. No comments
5. Financial Report—
  - a. Approval of September 2018 Financial Report
    - i. Amy Charpentier motions to approve the September 2018 Financial Report. Jill Heroff seconds.
    - ii. Discussion:
      1. Josh MacLachlan discussed changes to the financial report in response to meeting with representatives from Audubon Center of the North

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Woods (ANCW). ACNW had a template and finance committee decided to implement it.

2. Board continues to express questions regarding formatting. Board requests zeroes and nulls be inserted in the necessary places.
  3. Board questioned the amount shown in General Fund 01 of \$171,107.00 and the composition of that revenue. Josh MacLachlan said he would contact Dean for clarification.
  4. Board questioned the total expenditures shown—21.2% of the way through the budgeted amount. Some members of the Board thought this seemed low. Josh MacLachlan said he would contact Dean for clarification.
  5. Board requested that Dean attend the November 2018 to give a thorough walkthrough of the financial report.
  6. Josh MacLachlan reported that Dean suggested that AAHS should seek terms on a potential line of credit soon (when the cash-on-hand balance is ample) to avoid a potential liquidity crunch. Josh said he would inquire with Dean about steps that need to be taken to accomplish this.
- iii. Motion fails: Unanimous. September 2018 Financial Report was not approved by the Board and will be revisited at the November 2018 Board Meeting.

b. Approval of September 2018 Disbursements

- i. Katie Siewert motions to approve the September 2018 Disbursements. Amy Charpentier seconds.
- ii. Discussion:
  1. Several purchases without a purchase order (PO). Josh reported that most of those were attributable to a single staff member. That staff member has been retrained on the PO process.
  2. Josh stated that he and the other members of the TPS finance committee will figure out the remaining missing POs.
  3. Josh will set up scheduled dates with Dean to pick up financial documentation from his mailbox.
  4. The Board suggested revisions to the disbursement report including an additional column showing what budget item each purchase aligns with (a category column).
  5. A question was raised about \$1,163.71 spent on a replacement key to the SPED van. Board wondered about the circumstances around the loss of the original key, and what steps will be taken to prevent such loss in the future. No answer immediately available.
- iii. Motion fails: Unanimous. September 2018 Disbursements was not approved by the Board and will be revisited at the November 2018 Board Meeting.

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6. TPS Report—
  - a. Enrollment: 97
  - b. ADM: 85
  - c. School Events: Halloween Party will be held on 10/26/2018
  - d. TPS Accountability Manager:
  - e. Staffing: Monica has personal leave until mid-November; Elana is subbing. Maria hired for long term art and music. Contracted through December. Staff will be observed three times—once by peer; twice by Rod
  - f. Committees:
    - i. TPS:
    - ii. PerCom:
    - iii. Evaluation Task Force:
    - iv. Curriculum:
    - v. Financial:
    - vi. PLC Committee: Jessica from NWEA to provide training to AAHS staff on how to interpret NWEA testing data.
    - vii. ESSA Task Force: A meeting has been scheduled with AAHS's ESSA field representatives for 11/09/2018. There is a school improvement plan due by March 1, 2019.
  
7. Student Data—Katie Siewert
  - a. Presentation of data dashboard and summary of data for:
    - i. Presentation quality (8.2)
      1. One presentation. At 100%.
    - ii. Overnight experiences quality (8.3)
      1. First overnight experience will be in early November
    - iii. Attendance rate (10.1)
      1. 88.6%
    - iv. Individual attendance (10.2) measures
      1. 60.02% have been in school 90% of the time
    - v. Q1 attendance (same as 10.2)
  - b. Discussion:
    - i. Katie created a dashboard in ClickSense, a data visualization platform. Katie will send a screenshot of data to Eric Hove when she has new items to show the Board. Katie is also distributing access to this dashboard to the staff so they may utilize it as a resource and update information as needed.
  
8. Strategic Items
  - a. Policy Review:
    - i. 3.5 through 3.11 – First Reading

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1. Minor edits suggested to 3.5 School Hours, to include:
    - a. Friday hours: 7:30am to 2:35pm
  2. Minor edits suggested to 3.6 Lunch Periods, to include:
    - a. “Students have an open campus lunch from 11:25am – 11:55am.”
    - b. Revise the appropriate sentence to read: “Some staff may be scheduled to work during the lunch period, but all staff will get a duty-free lunch.”
  3. Minor edits to 3.7 Break Periods, to include:
    - a. Removal of the last sentence: “Any abuse of this break policy will fall under the Corrective Action Policy.”
  4. Minor edits to 3.8 Personnel Files, to include:
    - a. Change occurrences of “Office Manager” to “Administrative Manager.”
    - b. Board wondered if staff should also be allowed to obtain a copy of their personnel file.
  5. Minor edits to 3.9 Personnel Data Changes, to include:
    - a. Change occurrences of “Office Manager” to “Administrative Manager.”
  6. Discussion of edits to 3.10 Inclement Weather/Emergency Closings, to include:
    - a. TPS will draft an updated version of this policy for the Board’s consideration.
    - b. The Board proposed the policy read as follows:

“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.”
  7. TPS will provide a revised version of 3.11 Professional Development Plan and Peer Evaluation that reflects current practice.
- ii. 7.3 Procedures for Handling Complaints – Second Reading
    1. The Board had no further edits. A vote was scheduled for November 2018.
  - iii. Bylaw Review: Section IV – Second Reading

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1. The Board had no further edits. A vote was scheduled for November 2018.
  - b. Review of Board Self-evaluation Results
    - i. Discussion:
      1. Josh MacLachlan presented the results of the Board self-evaluation and the evaluation of the Board completed by members of the TPS committee. Primary reflections included: a need by the Board to focus on training and improving communication with the TPS committee.
  - c. RACI Team Update
    - i. No update.
9. Action Items
- a. Approval of revisions to Policy 7.1 (Staff Meetings)
    - i. Eric Hove motions to approve revisions to Policy 7.1 (Staff Meetings). David Massey seconds.
    - ii. Discussion: none.
    - iii. Motion passes: Unanimous
  - b. Approval of revisions to Policy 7.2 (Email)
    - i. Josh MacLachlan motions to approve revisions to Policy 7.2 (Email). Jill Heroff seconds.
    - ii. Discussion: none.
    - iii. Motion passes: Unanimous.
  - c. Certification of List of Candidates for Annual School Board Election
    - i. Eric Hove motions to certify the list of candidates for the annual school board election. Amy Charpentier seconds.
    - ii. Discussion:
      1. Members of the executive committee (Josh MacLachlan, Amy Charpentier, and Eric Hove) confirmed that no one else had contacted any of them to express a desire to stand for election to the Board and that they had no additional names to add.
      2. No member of the public proposed their own candidacy.
    - iii. Motion passes: Unanimous.
  - d. Approval of Revised Budget for 2018-2019
    - i. Tabled to November 2018 as noted above.
  - e. Approval of Calendar Changes requested by TPS
    - i. Katie Siewert motions to approve calendar changes requested by TPS. Amy Charpentier seconds. Calendar changes considered are:
      1. Student half-days for the following dates: 11/01/2018, 12/10/2018, 01/22/2019, 02/21/2019, 03/21/2019, 04/25/2019, and 05/31/2019.
      2. Rescheduling of conferences to 11/20/2018 and 11/21/2018
    - ii. Discussion:

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1. Some members of the Board expressed concern with when the proposed student half-days were scheduled to occur.
2. TPS plans to use these student half-days to provide uninterrupted grading time prior to report cards going out to families, and to provide professional development.
- iii. Katie Siewert rescinds her motion, and then motions to approve calendar changes proposed for November [student half-day for 11/01/2018 and conferences dates to 11/20/2018 and 11/21/2018] only with a request for more clarification on other dates from TPS. Amy Charpentier seconds.
- iv. Motion passes: Unanimous.
- f. Approval of AAHS School Leader Qualifications Policy
  - i. Josh MacLachlan motions to approve AAHS School Leader Qualifications Policy. Katie Siewert seconds.
  - ii. Discussion:
    1. Board proposed the following changes:
      - a. Replace “minimum 3 years relevant experience” under 1(c) and 1(d) with “preferred 3 years relevant experience”
      - b. Tasked Josh MacLachlan with adding some preferred qualifications under 1(a).
    - iii. Josh MacLachlan rescinds his original motion, and then motions to approve the AAHS School Leader Qualifications Policy with the changes proposed by the Board. Katie Siewert seconds
    - iv. Motion passes: Unanimous
- g. Approval of Annual Report
  - i. Josh MacLachlan motions to approve the Annual Report. Katie Siewert seconds
  - ii. Discussion:
    1. The report is due by 11/01/2018.
    2. Several Board members expressed concerns approving a document that still appeared to be a working draft.
  - iii. Josh MacLachlan rescinded his original motion and proposed to table approval of the Annual Report to November 2018 pending further review. Katie Siewert seconds.
- h. Approval of AAHS Teacher Professional Development Plan
  - i. Josh MacLachlan motion to approve the AAHS Teacher Professional Development Plan. Jill Heroff seconds.
  - ii. Discussion: None.
  - iii. Motion passes: Unanimous.

10. Adjourn

- a. Rachael McNamara motions to adjourn meeting at 7:05pm.