

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.