

School Board Meeting Minutes
Tuesday, February 19, 2019
5:00 pm
AAHS Classroom 122

Present: Josh MacLachlan, Katie Siewert, Rachael McNamara, Eric Hove, Jill Heroff, and Danyelle Bennett (TPS Representative, ex-officio)

Absent: Amy Charpentier, David Massey, LeAnn Lindusky, and Dean Walczak (business manager, ex-officio)

Minutes

1. Call to Order
 - a. Rachael McNamara calls the meeting to order at 5:05 am. The Board appoints Rachael McNamara to serve as Chair in Amy Charpentier's absence.
2. Conflict of Interest Check
 - a. Rachael McNamara calls for a conflict of interest check. None noted.
3. Approval of February 19, 2019 Agenda
 - a. Katie Siewert motions to approve the February 19, 2019 Agenda with changes. Rachael McNamara seconds.
 - b. Discussion:
 - i. The Board decides to reschedule item 11.b.v. since an updated draft of the revised Policy 3.11 could not be provided to the Board prior to the meeting. The Fourth Reading of Policy 3.11 will occur at the March 2019 meeting.
 - ii. The Board decides to table item 11.e. since David Massey is not in attendance to speak to the matter.
 - c. Motion to approve the February 19, 2019, Agenda with the above changes passes unanimously.
4. Approval of January 15, 2019 Minutes
 - a. Josh MacLachlan motions to approve the January 15, 2019, Minutes. Eric Hove seconds.
 - b. Discussion: None.
 - c. Motion passes: Unanimous.
5. Public Comments
 - a. None noted.
6. Financial Report
 - a. Updates Regarding SmartFinance and YTD Totals on Financial Report – Josh MacLachlan

School Board Meeting Agenda
Tuesday, February 19, 2019

- i. SmartFinance is an account the school has to pay for as required by the MN Department of Education for financial reporting. Per the business manager's contract, approved expenses are covered.
 - ii. The YTD totals on the prior month's financial report were a mistake on the business manager's part and will be corrected.
 - iii. The Board would like to understand the business manager's quality control processes. Josh MacLachlan stated he would inquire and report back at the March 2019 meeting.
 - b. Approval of December 2018 Financial Report
 - i. Eric Hove motions to approve the December 2018 Financial Report. Jill Heroff seconds.
 - ii. Discussion:
 - 1. The business manager corrected the line item that was in dispute at the prior meeting of the Board.
 - 2. Katie Siewert noted that the facilities lease aid figure is different from the prior version of the December 2018.
 - 3. Katie Siewert stated that she noted additional discrepancies and stated that she will forward those notes to Josh MacLachlan for further review with business manager.
 - 4. Concerns were voiced that transactions year-to-date do not appear to reconcile. Year-to-date activity has changed from the prior version of this report submitted for the Board's consideration.
 - iii. Motion fails: Unanimously.
 - c. Approval of January 2019 Financial Report
 - i. Katie Siewert motions to approve to January 2019 Financial Report. Josh MacLachlan seconds.
 - ii. Discussion:
 - 1. Katie Siewert noted that the revenues appeared correct, but that there appear to be copy and paste errors elsewhere in the report.
 - iii. Motion fails: Unanimously.
 - d. Eric Hove motions to revisit both failed motions (re: December 2018 and January 2019 Financial Reports) at the March 2019 Board meeting. Josh MacLachlan seconds. Motion passes: Unanimous.
 - e. Approval of January 2019 Disbursements
 - i. Josh MacLachlan motions to approve January 2019 Disbursements. Katie Siewert seconds.
 - ii. Discussion:
 - 1. The Board questioned the absence of a building lease payment; two copier-related payments within a week; the reason for the payments to Ford for the SPED van (another lost key?); and reason for payments to Premium Water Inc. Josh MacLachlan stated he would inquire and report his finding to the Board.

School Board Meeting Agenda
Tuesday, February 19, 2019

- 2. Josh MacLachlan noted that the payments made for taxi services (SPED student transport) were less than normal due to fewer school days.
- iii. Motion passes: Unanimous.

7. TPS Report

- a. Enrollment: Currently at 98 students.
- b. ADM: 91.24 students out of the 95 budgeted.
- c. School Events: An Open House will be held on Saturday, February 23.
- d. TPS Accountability Manager: No notes
- e. Staffing: Some staff members out on maternity leave.
- f. Committees:
 - i. TPS: No notes.
 - ii. PerCom: No notes.
 - iii. Evaluation Task Force: No notes.
 - iv. Curriculum: No notes
 - v. Financial: No notes.
 - vi. PLC Committee: Shifting from ESSA-related tasks back to interpreting the NWEA to inform professional development objectives.
 - vii. ESSA Task Force:
- g. Requests from the Board to TPS:
 - i. Update on creation of a Data Task Force
 - 1. The Data Task Force was created and is already providing data to Katie Siewert for incorporation into the dashboard.
 - ii. Revisions (if any) to Policy 3.3
 - 1. Provided to the Board.
 - iii. Revisions (if any) to Policy 3.4
 - 1. Provided to the Board.
 - iv. Additional proposed revisions to Policy 3.11
 - 1. As noted, they were provided and will be discussed at the March 2019 meeting.
- h. Other Discussion:
 - i. Rhiannon from ACNW observed the SPED classes. She suggested that AAHS pursue a curriculum framework to help meet the academic goals, even if it means hiring an outside consultant and depleting the fund balance. The Board requested. The Board requested that TPS obtain clarification from Rhiannon about what exactly a “curriculum framework” entails.
 - ii. Josh MacLachlan stated that he will report to the Board on ACNW’s interpretation of the NWEA data following a meeting scheduled with ACNW in March.
 - iii. Danyelle Bennett informed the Board that a nutrition audit from the state is underway. The goal is to more accurately count lunches. She’s hoping the

School Board Meeting Agenda
Tuesday, February 19, 2019

state will provide suggestions on a better system to track food supply and procedures to prepare for any future nutrition audit. The Board will need to consider a wellness policy. The Board requested a recap of the nutrition audit's findings at the March 2019 meeting.

8. Charter School Updates and Training
 - a. Discussion of ACNW Board Observation Feedback of January 15, 2019 Meeting.
 - i. The Board wished to make note of a discrepancy found in the ACNW Board Observation Feedback of the January 15, 2019, Meeting: 7 out of 8 Board Members were present at that meeting; not the 7 out of 7 noted on the ACNW Board Observation Feedback.
 - ii. The Board concurred with ACNW's suggestion that the meetings should include periodic reports on the Environmental Learning Plan (ELP). It was decided to make this a quarterly agenda item beginning in March 2019.
 - iii. ACNW requested to receive a copy of the Board Packet at the same time it is sent to the Board prior to meetings. The Board will comply with this request.
 - iv. ACNW requested a copy of approved changes to the Bylaws. Eric Hove furnished those revisions to ACNW prior to this meeting.
 - v. Overdue Epicenter tasks noted on the feedback were submitted and addressed prior to this meeting.
 - vi. As suggested by ACNW, the Board will continue to track enrollment data on its dashboard tool.
9. Student Data Report – Katie Siewert
 - a. Q3 Measures
 - i. Fund balance at 26.3%. 20% is the ACNW recommended goal.
 - ii. Discussion about whether the reading proficiency growth metric is measuring what we think it should be. The Board requested further evaluation of the reading proficiency probe and data gathering procedures.
 - iii. The Board requested that TPS provide a schedule when the remaining math probes will be conducted at the March 2019 meeting.
 - iv. Katie Siewert noted that AAHS will likely not meet the Individual Attendance metric for the year.
 - v. Katie Siewert noted that AAHS will likely not meet Overall Attendance metric for the year. The Board requested TPS present an action plan to guarantee attendance is being properly taken at the March 2019 meeting.
10. Committee to Recommend Methodology or Processes to Evaluate TPS Governance
 - a. Update and Review of Draft TPS Evaluation Rubric
 - i. Discussion:
 1. Katie Siewert provided the update and presented a draft rubric for discussion. The revised rubric took last year's collaborative

School Board Meeting Agenda
Tuesday, February 19, 2019

governance document as a template. Included “value” goals or ideals statements. The schedule of the evaluation was also updated.

2. The Board decided to add approval of the TPS Evaluation Form/Rubric as an action item at the March 2019 meeting.

11. Strategic Items

- a. Update from AAHS’s legal counsel regarding questions on expulsions – David Massey
 - i. David Massey wasn’t present so Eric Hove summarized the email David forwarded from legal counsel informing the Board that an pursuing an Expulsion Hearing at this point would be futile; but an Exclusion Hearing could be used, if necessary.
- b. Policy Review:
 - i. 3.21 through 3.26 – First Reading
 1. Discussion:
 - a. General: Change “members” to “staff” or “staff members” in all instances.
 - b. Policy 3.21: Suggestion that last sentence be changed from “Employees will be required...” to “Staff members may be required...”
 - c. Policy 3.22: No changes suggested.
 - d. Policy 3.23: Suggestions to rewrite the last sentence were offered.
 - e. Policy 3.24: Changes suggested to acknowledge current practice that all purchases must be approved by the financial committee.
 - f. Policy 3.25: Board suggested rescinding this section.
 - g. Policy 3.26: Suggestion to alter gendered pronouns to “they” to better reflect the School’s values.
 - ii. 3.16 through 3.20 – Second Reading
 1. Discussion:
 - a. General: Change “members” to “staff” or “staff members” in all instances.
 - b. Policy 3.16: No further changes suggested.
 - c. Policy 3.17: Suggestion to alter gendered pronouns to “they” to better reflect the School’s values.
 - d. Policy 3.18: No further changes suggested.
 - e. Policy 3.19: No further changes suggested.
 - f. Policy 3.20: No further changes suggested.
 - iii. 3.3 and 3.4 – Second Reading – TPS revisions
 1. Discussion:
 - a. General: Change “members” to “staff” or “staff members” in all instances.

School Board Meeting Agenda
Tuesday, February 19, 2019

- b. Policy 3.3: No further changes suggested.
- c. Policy 3.4: No further changes suggested.
- iv. 3.1 and 3.2– Third Reading
 - 1. Discussion:
 - a. Policy 3.1: Change “Teacher Powers Schools” to “Teacher Powered School.
 - b. Policy 3.2: No further changes noted.
- v. 3.11 – Fourth Reading—TPS revisions (reschedule to March 2019 meeting as previously noted)
- c. Board Bylaws Review:
 - i. Article VIII – First Reading
 - 1. Discussion: No changes suggested. Will persist for a Second Reading at the March 2019 meeting.
 - ii. Article IX – First Reading
 - 1. Discussion: No changes suggested. Will persist for a Second Reading at the March 2019 meeting.
 - iii. Article X – First Reading
 - 1. Discussion: No changes suggested. Will persist for a Second Reading at the March 2019 meeting.
- d. RACI Team Update: No update provided
- e. Brief History of AAHS’s Adoption of the TPS Governance Model (reschedule for March 2019 meeting as noted previously)

12. Action Items

- a. Creation of Search Committee for Business Manager/Chief Financial Officer Services (tabled from 01/15/2019)
 - i. Katie Siewert motions to approve the creation of a Search Committee for Business Manager/Chief Financial Officer Services. Rachael McNamara seconds.
 - ii. Discussion:
 - 1. The Board would like to draft an RFP for these services as it has been some time since AAHS has issued an RFP for these services.
 - 2. The following Board members shall serve on the committee: Katie Siewert, Josh MacLachlan, and Eric Hove.
 - 3. The Search committee hopes to have a draft RFP to the Board by the April 2019 meeting.
 - iii. Motions passes: Unanimous.
- b. Approval of Revisions to Policy 3.12 through 3.14
 - i. Approval of Revisions to Policy 3.12
 - 1. Josh MacLachlan motions to approve revisions to Policy 3.12. Katie Siewert seconds.
 - 2. Discussion: None

School Board Meeting Agenda
Tuesday, February 19, 2019

- 3. Motion passes: Unanimous
 - ii. Approval of Revisions to Policy 3.13
 - 1. Katie Siewert motions to approve revisions to 3.13. Jill Heroff seconds.
 - 2. Discussion: None.
 - 3. Motion passes: Unanimous.
 - iii. Approval of Revisions to Policy 3.14
 - 1. Katie Siewert motions to approve revisions to Policy 3.14. Rachael McNamara seconds.
 - 2. Discussion: None.
 - 3. Motion passes: Unanimous.
- c. Dissolution of Committee to Draft Policy Regarding the Presence of Infants at Board Meetings
 - i. Josh MacLachlan motions to dissolve the Committee to Draft Policy Regarding the Presence of Infants at Board Meetings. Rachael McNamara seconds.
 - ii. Discussion: As discussed at the January 2019 meeting, compliance with current law provides adequate guarantee that infants may be present at meetings of the Board.
 - iii. Motion passes: Unanimous.

13. Adjourn

- a. Jill Heroff motions to adjourn at 7:15pm.