

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

Present: Josh MacLachlan, Eric Hove, LeAnn Lindusky, Katie Siewert, David Massey, Amy Charpentier, Mallery Hammers (AAHS TPS Representative, ex-officio)

Absent: Jill Heroff, Rachael McNamara, Dean Walczak (business manager, ex-officio).

Minutes

1. Call to Order
 - Amy Charpentier calls the meeting to order at 5:01 pm.
2. Conflict of Interest Check
 - a. Amy Charpentier calls for a conflict of interest check. None noted.
3. Approval of March 19, 2019 Agenda
 - a. Josh MacLachlan motions to approve the agenda for March 19, 2019. David Massey seconds.
 - b. Discussion: None
 - c. Motion passes: Unanimous.
4. Approval of February 19, 2019 Minutes
 - a. Katie Siewert motions to approve the February 19, 2019 meeting minutes. Amy Charpentier seconds.
 - b. Discussion: None.
 - c. Motion passes: Unanimous.
5. Public Comments
 - a. None noted.
6. Financial Report
 - a. Updates from Josh MacLachlan regarding the following:
 - i. What are the business manager's quality control processes?
 1. Josh was unable to obtain a clear answer from Dean regarding his quality control processes.
 - ii. Clarification regarding the following disbursements from January 2019:
 1. Copier Payments:
 - a. The school leases the copier machine and also purchases toner.
 2. SPED van charges

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- a. Josh MacLachlan will provide additional information regarding this payment at the April 2019 Board Meeting.
- 3. Water charges
 - a. Bottled water provided for staff and students.
- 4. Missing lease payment
 - a. Payment was mailed but returned to sender. The landlord came and picked it up and confirmed the mailing address.
- b. Josh MacLachlan informed the Board that he received an email from Dean Walczak where Dean stated that he will not be serving as the School's business manager after the expiration of the current contract in June 2019.
- c. Approval of December 2018 Financial Report
 - i. Josh motions to approve the December 2018 Financial Report. David Massey seconds.
 - ii. Discussion: Corrections previously requested by the Board have been made per Josh MacLachlan and Katie Siewert.
 - iii. Motion passes: Unanimous.
- d. Approval of January 2019 Financial Report
 - i. Josh MacLachlan motions to approve the January 2019 Financial Report. Amy Charpentier seconds.
 - ii. Discussion: Revisions and corrections previously requested by the Board have been made.
 - iii. Motion passes: Unanimous.
- e. Approval of February 2019 Financial Report
 - i. Josh motions to approve the February 2019 Financial Report. Amy Charpentier seconds.
 - ii. Discussion:
 - 1. 67% through the fiscal year and total expenditures at 64.3% of annual budget indicating expenditures are on track.
 - 2. Purchased services are high due to contracts with a therapist and speech language pathologist.
 - 3. Dean Walczak began including a footer to the Financial Report that reads: "Financials are unaudited and should be used for management purposes only." Presumably this note is to account for any future typographical errors.
 - iii. Motion passes: Unanimous.
- f. Approval of February 2019 Disbursements
 - i. Amy Charpentier motions to approve the February 2019 Disbursements. Katie Siewert seconds.
 - ii. Discussion:
 - 1. There are separate payments to Ford for SPED van rental because each of these leases began on different dates.
 - 2. The two voided payments were for the wrong period.

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iii. Motion passes: Unanimous.

7. TPS Report

- a. Enrollment: Currently at 98 students.
- b. ADM: 91.3 students out of the budgeted ADM of 95 students.
- c. School Events:
 - i. There was an open house last month. Unfortunately, it occurred during a snow storm. Five families did show, and two new students enrolled.
 - ii. Parent teacher conferences held on March 6 and March 7. A third of families attended.
 - iii. A “Conversations Day” for the staff was held on March 8.
- d. TPS Accountability Manager: No update.
- e. Staffing: No update.
- f. Committees:
 - i. TPS: No update.
 - ii. PerCom: No update.
 - iii. Evaluation Task Force: No update.
 - iv. Curriculum: No update.
 - v. Financial: No update.
 - vi. PLC Committee: No update.
 - vii. ESSA Task Force: No update.
- g. Requests from the Board to TPS:
 - i. Results of the Nutrition Audit
 - 1. The State has not yet provided the school with the results of their nutrition audit.
 - ii. Clarification on the “framework” suggested to TPS by ACNW
 - 1. ACNW is encouraging the school to deploy some of the fund balance to improve curriculum offerings. TPS is currently researching options and will provide recommendations to the Board at the April 2019 board meeting.
 - iii. Quarterly report on the Environmental Learning Plan (ELP)
 - 1. Item later in the agenda.
 - iv. Evaluation of the reading proficiency probe data
 - 1. TPS member Danyelle will be speaking with Newslea to discuss ways to better interpret data. Language arts classes will be doing reading interventions in the upcoming quarters.
 - v. Schedule for the math proficiency probes
 - 1. Probe 2 scheduled for April 4 and April 5.
 - 2. Probe 3 on May 13 through May 17.
 - vi. An action plan to guarantee that attendance is being properly taken
 - 1. TPS Manager Sam Kvilhaug is ensuring all teachers are taking attendance and has corrected errors in the attendance log.

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2. It was noted that the school's attendance metric will likely get worse.
- vii. Update regarding NWEA Data (Josh MacLachlan)
 1. Josh MacLachlan attended a two-hour training with a contractor hired by ACNW regarding the NWEA data.
 2. ACNW will not be updating the NWEA metrics from those specified in their contract with AAHS.
 3. ACNW's contractor wanted Josh MacLachlan to further clean up the NWEA data so he is still doing that.
8. Quarterly Environmental Learning Plan (ELP) Report—Josh MacLachlan
 - a. To assess awareness and knowledge, the students took a quiz about the principles of Leave No Trace (LNT).
 - b. 76% of students know all seven principles of LNT.
 - c. To assess attitudes, students go on three “overnight experiences.” One has been completed and two more are upcoming: a trip to the Will Steger center and the ACNW center.
 - d. To assess skills there are several class projects for environmental issues.
 - e. Still working on compiling action data.
9. Charter School Updates and Training
 - a. Brief History of AAHS's Adoption of the TPS Governance Model (tabled from 12/18/2018; 01/15/2019; and 02/19/2019 meetings)
 - i. Josh MacLachlan motions to table. Katie Siewert seconds.
 - ii. Motion passes: Unanimous.
10. Student Data Report – Katie Siewert
 - a. Fund balance currently at 32.7%
 - b. Presentation Quality – meeting the standard specified in the ACNW contract at 73.1%
11. Committee to Recommend Methodology or Processes to Evaluate TPS Governance
 - a. Update: None. A vote on the recommendation proffered last meeting is a later agenda item.
12. Search Committee for Business Manager/Chief Financial Officer Services
 - a. Update and discussion:
 - i. Started drafting a rubric of criteria that will be incorporated in the request for proposal.
 - ii. Josh MacLachlan has inquired with ACNW and they will not recommend anyone, but Josh has been inquiring with other schools.
 - iii. The Board must resolve this matter before the June 2019 meeting when Dean's contract expires.

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13. Strategic Items

- a. Policy Review:
 - i. 4.1 through 4.3 – First Reading
 - 1. The Board requests the following revisions:
 - a. Change instances of “member” or “members” to “staff” or “staff members”.
 - b. Remove cross references to other policies.
 - c. Resolve pronoun shift in 4.3 to be third-person.
 - d. Replace “Teacher Professional Partnership” in 4.3 with “TPS or one’s direct supervisor.”
 - ii. 3.21 through 3.26 – Second Reading
 - 1. The Board requests no further revisions.
 - iii. 3.16 through 3.20 – Third Reading
 - 1. The Board requests no further revisions.
 - iv. 3.3 and 3.4 – Third Reading
 - 1. The Board requests no further revisions other than formatting.
 - v. 3.11 – Fourth Reading—(tabled from 02/19/2019 meeting)
 - 1. The Board requests no further revisions.
- b. Board Bylaws Review:
 - i. Article VIII – Second Reading
 - 1. No revisions have been requested after two readings; a third reading not scheduled.
 - ii. Article IX – Second Reading
 - 1. No revisions have been requested after two readings; a third reading not scheduled.
 - iii. Article X – Second Reading
 - 1. No revisions have been requested after two readings; a third reading not scheduled.
- c. RACI Team Update: None.
- d. Review of ESSA Submission made 03/01/2019
 - i. TPS submitted this document to the ESSA representatives on March 1, 2019.
 - ii. TPS acknowledges the need to further invest in curriculum development.

14. Action Items

- a. Approval of Revisions to Policy 3.1 (“Non-Discrimination”)
 - i. Josh MacLachlan motions to approve Revisions to Policy 3.1. Katie Siewert seconds.
 - ii. Discussion: None.
 - iii. Motion passes: Unanimous.
- b. Approval of Revisions to Policy 3.2 (“Non-Disclosure/Confidentiality”)
 - i. Katie Siewert motions to approve Revisions to Policy 3.2. Amy Charpentier seconds.

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- ii. Discussion: None.
 - iii. Motion passes: Unanimous.
- c. Approval of TPS Evaluation Rubric and Process
 - i. Katie Siewert motions to approve the TPS Evaluation Rubric and Process. Amy Charpentier seconds.
 - ii. Discussion: None.
 - iii. Motion passes: Unanimous.
- d. Approval of Revised Annual Report
 - i. Josh MacLachlan motions to approve revisions to the Annual Report. Amy Charpentier seconds.
 - ii. Discussion: ACNW has requested several revisions to the annual report and Josh has been working with them to make sure the revised report is sufficient.
 - iii. Motion passes: Unanimous.
- e. Approval of Insurance Policy from Hanover Insurance Company
 - i. Amy Charpentier motions to approve the renewal of the Insurance Policy from Hanover Insurance Company. Josh MacLachlan seconds.
 - ii. Discussion:
 - 1. Policy offers the same coverage except the deductible for the vehicles has increased.
 - 2. \$9,592.42 is the annual premiums
 - iii. Motion passes: Unanimous.
- f. Approval to Create Committee to Evaluate Contract with EdVisions
 - i. Josh MacLachlan motions to create a committee to evaluate the contract with EdVisions. Eric Hove seconds.
 - ii. Discussion:
 - 1. EdVisions provides payroll, benefits (i.e. health insurance), and HR services.
 - 2. The Board notes that EdVisions is expensive and remains unclear as to the advantages EdVisions offers over other payroll/HR service vendors.
 - 3. The committee will consist of the following members: Katie Siewert, David Massey, Josh MacLachlan, Ty Cody (ex-officio), and Heather Fjelstad (ex-officio).
 - iii. Motion passes: Unanimous.
- g. Approval of Response to ACNW Regarding Complaint Letter dated March 14, 2019
 - i. Eric Hove motions to acknowledge the receipt of the letter from ACNW dated March 14, 2019. Katie Siewert seconds.
 - ii. Discussion:
 - 1. Staff member was unhappy with the TPS decision regarding behavioral response as noted in the letter dated March 14, 2019
 - 2. The school has been in regular communication with EdVisions and the school's insurance representative.

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3. TPS will furnish responses to items 1 thru 4 in the letter dated March 14, 2019, to the Board and ACNW by March 22, 2019.
- iii. Motion passes: Unanimous.

15. Adjourn

- a. Katie Siewert motions to adjourn the meeting at 6:31pm.