

School Board Meeting Agenda
Tuesday, March 16, 2019
5:00 pm
AAHS Classroom 122

Present: Amy Charpentier, Jill Heroff, Josh MacLachlan, Katie Siewert, Rachael McNamara, Eric Hove, David Massey, LeAnn Lindusky, Dean Walczak (business manager, ex-officio), AAHS TPS Representative (ex-officio)

Absent:

Agenda

1. Call to Order
2. Conflict of Interest Check
3. Approval of April 16, 2019 Agenda
4. Approval of March 19, 2019 Minutes
5. Public Comments
6. Financial Report
 - a. Update on February 2019 Disbursements
 - b. Approval of March 2019 Financial Report
 - c. Approval of March 2019 Disbursements
7. TPS Report
 - a. Enrollment:
 - b. ADM:
 - c. School Events:
 - d. TPS Accountability Manager:
 - e. Staffing:
 - f. Committees:
 - i. TPS:
 - ii. PerCom:
 - iii. Evaluation Task Force:
 - iv. Curriculum:
 - v. Financial:
 - vi. PLC Committee:

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Tuesday, April 16, 2019

- vii. ESSA Task Force:
 - g. Requests from the Board to TPS:
 - i. Results of the Nutrition Audit
 - ii. Copy of the response furnished to ACNW in response to the complaint letter dated March 14, 2019
 - iii. Proposals for vendors/ consultants for curriculum improvement as suggested by ACNW.

- 8. 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; 02/19/2019; and 03/19/2019 meetings)

- 9. Student Data Report – Katie Siewert

- 10. Search Committee for Business Manager/Chief Financial Officer Services
 - a. Update

- 11. Committee to Evaluate Contract with EdVisions
 - a. Update

- 12. Strategic Items
 - a. Policy Review:
 - i. 4.4 through 4.6 – First Reading
 - ii. 4.1 through 4.3 – Second Reading
 - iii. 3.21 through 3.26 – Third Reading
 - b. Board Bylaws Review: None
 - c. RACI Team Update

- 13. Action Items
 - a. Dissolution of Committee to Recommend Methodology or Processes to Evaluate TPS Governance
 - b. Approval of Revisions to Policy 3.16 through Policy 3.20
 - c. Approval of Revisions to Policy 3.3 and Policy 3.4
 - d. Approval of Revisions to Policy 3.11

- 14. Adjourn

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.

SCHOOL NAME:

Academic Arts High School

Month ending

Mar-19

| Description | General Fund 01 | Food Service Fund 02 | Total Funds |
|---|-------------------|----------------------|-------------------|
| ASSETS | | | |
| Cash - checking | \$ 275,177 | \$ (17,021) | \$ 258,156 |
| Cash - savings | \$ - | | \$ - |
| Investments | \$ - | | \$ - |
| Accounts Receivable - due from MDE | \$ 126,718 | | \$ 126,718 |
| Accounts Receivable - due from other | \$ 8,808 | | \$ 8,808 |
| Prepays | \$ - | | \$ - |
| Other (specify and add rows as needed) | | | |
| TOTAL ASSETS | \$ 410,703 | | \$ 410,703 |
| LIABILITIES & FUND BALANCE | | | |
| Liabilities | | | |
| Accounts Payable | \$ - | \$ - | \$ - |
| Payroll Liabilities | \$ (115,397) | \$ - | \$ - |
| Deferred Revenue | \$ - | \$ - | \$ - |
| Due to Other | \$ - | \$ - | \$ - |
| Short Term Debt | \$ - | \$ - | \$ - |
| Total Liabilities | \$ - | \$ - | \$ - |
| Fund Balance | | \$ - | |
| Unassigned Fund Balance - Previous YE | \$ 322,859 | \$ - | \$ 322,859 |
| Net Income/(Loss) - Current YTD | \$ 192,218 | \$ (14,327) | \$ 177,891 |
| Total Fund Balance | \$ 515,077 | \$ (14,327) | \$ 500,750 |
| TOTAL LIABILITIES & FUND BALANCE | | | \$ 500,750 |

Financials are unaudited and should be used for management purposes only.

SCHOOL NAME:

Academic Art High School

Month Ending:

3/31/2019

75%

Mar transactions

| GENERAL FUND - 01 | Approved Budget - Rev Nov18 | Year -to-Date Activity | Percent of Budget | | |
|---|--------------------------------|------------------------|----------------------|----|---------|
| REVENUES | | | | | |
| State Revenues | | | | | |
| General Education Aid | \$ 844,109 | \$ 736,123 | 87.2% | \$ | 27,814 |
| Facilities Lease Aid | \$ 149,796 | \$ 67,707 | 45.2% | \$ | - |
| Special Education Aid | \$ 628,663 | \$ 561,329 | 89.3% | \$ | 82,419 |
| Other misc - student receipts | \$ - | \$ 2,927 | | \$ | 500 |
| Total State Revenues | \$ 1,622,568 | \$ 1,368,086 | 84.3% | | |
| Federal Revenues | | | | | |
| Title 1 | \$ 1,832 | \$ - | 0.0% | | |
| Title II | \$ 2,084 | \$ - | | | |
| Fed special Education | \$ 20,000 | \$ 26,882 | 134.4% | | |
| Food Service | \$ - | \$ - | | | |
| Total Federal Revenues | \$ 23,916 | \$ 26,882 | 112.4% | | |
| Local Revenues | | | | | |
| Student Activity | \$ 5,400 | \$ - | 0.0% | | |
| Gift | \$ 1,000 | \$ - | 0.0% | | |
| interest | \$ 100 | \$ - | | | |
| Miscellaneous (specify and add rows as needed) | \$ 1,000 | \$ - | 0.0% | | |
| Total Local Revenues | \$ 7,500 | \$ - | 0.0% | | |
| TOTAL REVENUES | \$ 1,653,984 | \$ 1,394,968 | 84.3% | \$ | 110,733 |
| EXPENDITURES | | | | | |
| Administration | | | | | |
| Salaries | \$ 64,538 | \$ 41,990 | 65.1% | \$ | 6,306 |
| Benefits | \$ 36,236 | \$ 14,746 | 40.7% | \$ | 3,227 |
| Purchased Services | \$ 73,444 | \$ 76,202 | 103.8% | \$ | 5,866 |
| Other | \$ 19,800 | \$ 12,934 | 65.3% | \$ | 51 |
| Total Administration | \$ 194,018 | \$ 145,872 | 75.2% | | |
| District Support Services | | | | | |
| Salaries | \$ - | \$ - | 0.0% | | |
| Benefits | \$ - | \$ - | 0.0% | | |
| Purchased Services | \$ - | \$ - | 0.0% | | |
| Supplies and Materials | \$ - | \$ - | 0.0% | | |
| Capital Expenditures | \$ - | \$ - | 0.0% | | |
| Total District Support Services | \$ - | \$ - | 0.0% | | |
| Elementary and Secondary Regular Instruction | | | | | |
| Salaries | \$ 247,351 | \$ 183,425 | 74.2% | \$ | 19,320 |
| Benefits | \$ 77,446 | \$ 57,156 | 73.8% | \$ | 6,559 |
| Purchased Services | \$ 27,296 | \$ 19,256 | 70.5% | \$ | 2,728 |
| Supplies and Materials | \$ 14,000 | \$ 8,806 | 62.9% | \$ | 434 |
| Capital Expenditures | \$ - | \$ - | 0.0% | | |
| Other Expenditures | \$ - | \$ - | 0.0% | | |
| Total Elementary and Secondary Regular Instruction | \$ 366,093 | \$ 268,643 | 73.4% | | |
| State Special Education | | | | | |
| Salaries | \$ 491,773 | \$ 380,302 | 77.3% | \$ | 51,639 |
| Benefits | \$ 167,089 | \$ 118,453 | 70.9% | \$ | 14,433 |
| Purchased Services | \$ 12,000 | \$ 11,028 | 91.9% | \$ | 7,914 |
| Supplies and Materials | \$ 4,320 | \$ 62 | 1.4% | | |
| Total State Special Education | \$ 675,182 | \$ 509,845 | 75.5% | | |
| Federal Special Education | | | | | |
| Salaries | \$ - | \$ - | 0.0% | | |
| Benefits | \$ - | \$ - | 0.0% | | |
| Purchased Services | \$ 10,000 | \$ 9,300 | 93.0% | \$ | 7,500 |
| Supplies and Materials | \$ 10,000 | \$ 6,759 | 67.6% | \$ | 145 |
| Total Federal Special Education | \$ 20,000 | \$ 16,059 | 80.3% | | |

| | | | |
|---|---------------------|------------------------|-----------------|
| Title I | | | |
| Salaries | | | 0.0% |
| Benefits | | | 0.0% |
| Purchased Services | \$ 1,832 | \$ - | 0.0% |
| Supplies and Materials | | \$ - | 0.0% |
| Title Programs | \$ 1,832 | \$ - | 0.0% |
| Title II | | | |
| Salaries | | \$ - | 0.0% |
| Benefits | | | 0.0% |
| Purchased Services | \$ 2,084 | \$ 2,834 | 0.0% |
| Supplies and Materials | | | 0.0% |
| Other Federal Programs | \$ 2,084 | \$ 2,834 | 0.0% |
| Instructional Support Services | | | |
| Salaries | | | 0.0% |
| Benefits | | | 0.0% |
| Purchased Services | \$ - | \$ 265 | #DIV/0! |
| Supplies and Materials | | | 0.0% |
| Total Instructional Support Services | \$ - | \$ 265 | #DIV/0! |
| Pupil Support Services | | | |
| Salaries | \$ 30,426 | \$ 8,033 | 26.4% |
| Benefits | \$ 10,555 | \$ 1,752 | 16.6% |
| Purchased Services | \$ 54,390 | \$ 50,274 | 92.4% |
| Supplies and Materials | | \$ 1,349 | 0.0% |
| Pupil Support Services | \$ 95,371 | \$ 61,408 | 64.4% |
| Sites and Buildings | | | |
| Salaries | \$ - | \$ - | 0.0% |
| Benefits | \$ - | \$ - | 0.0% |
| Facilities Lease | \$ 219,332 | \$ 145,235 | 66.2% |
| Purchased Services (Repairs, maintenance, u | \$ 72,260 | \$ 44,840 | 62.1% |
| Supplies and Materials | \$ 2,000 | \$ 116 | 5.8% |
| Capital Expenditures | | \$ - | 0.0% |
| Total Sites and Buildings | \$ 293,592 | \$ 190,191 | 64.8% |
| Fiscal and Other Fixed Costs | | | |
| Purchased Services | \$ 9,500 | \$ 7,633 | 80.3% |
| Interfund Transfer | | | |
| Total Fiscal and Other Fixed Costs | \$ 9,500 | \$ 7,633 | 80.3% |
| TOTAL EXPENDITURES | \$ 1,657,672 | \$ 1,202,750 | 72.6% |
| GENERAL FUND 01 - NET INCOME | \$ (3,688) | \$ 192,218 | -5212.0% |
| FOOD SERVICE FUND - 02 | | | |
| | Approved Budget | Year -to-Date Activity | |
| REVENUES | | | |
| State Revenues | | | 0.0% |
| Federal Revenues | \$ 8,000 | \$ 2,710 | 33.9% |
| Sale of Lunches and Other Local Revenue | | | |
| Transfer from General Fund | | | |
| TOTAL REVENUES | \$ 8,000 | \$ 2,710 | 33.9% |
| EXPENDITURES | | | |
| Salaries | \$ - | \$ - | 0.0% |
| Benefits | \$ - | \$ - | 0.0% |
| Purchased Services | \$ - | \$ - | 0.0% |
| Supplies and Materials | \$ 20,000 | \$ 17,037 | 85.2% |
| Other | \$ - | \$ - | 0.0% |
| TOTAL EXPENDITURES | \$ 20,000 | \$ 17,037 | |
| FOOD SERVICE FUND 02 - NET INCOME | \$ (12,000) | \$ (14,327) | |
| Fund Balance at Beginning of Year | \$ 322,859 | \$ 322,859 | |
| Net Income Year to Date | \$ (15,688) | \$ 177,891 | |
| Ending Fund Balance | \$ 307,171 | \$ 500,750 | |

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| Feb | |
|------------------------|--------------|
| Year -to-Date Activity | |
| | |
| | |
| \$ 708,309 | \$ (27,814) |
| \$ 67,707 | \$ - |
| \$ 478,910 | \$ (82,419) |
| \$ 2,427 | \$ (500) |
| \$ 1,257,353 | \$ (110,733) |
| | \$ - |
| | \$ - |
| \$ - | \$ - |
| \$ - | \$ - |
| \$ 26,882 | \$ - |
| \$ - | \$ - |
| \$ - | \$ - |
| \$ 26,882 | \$ - |
| | \$ - |
| \$ - | \$ - |
| \$ - | \$ - |
| \$ - | \$ - |
| \$ - | \$ - |
| \$ - | \$ - |
| \$ - | \$ - |
| \$ 1,284,235 | \$ (110,733) |
| | \$ - |
| | \$ - |
| | \$ - |
| \$ 35,684 | \$ (6,306) |
| \$ 11,519 | \$ (3,227) |
| \$ 70,336 | \$ (5,866) |
| \$ 12,883 | \$ (51) |
| \$ 130,422 | \$ (15,450) |
| | \$ - |
| | \$ - |
| \$ - | \$ - |
| \$ - | \$ - |
| \$ - | \$ - |
| \$ - | \$ - |
| \$ - | \$ - |
| \$ - | \$ - |
| \$ - | \$ - |
| \$ - | \$ - |
| \$ 164,105 | \$ (19,320) |
| \$ 50,597 | \$ (6,559) |
| \$ 16,528 | \$ (2,728) |
| \$ 8,372 | \$ (434) |
| \$ - | \$ - |
| \$ - | \$ - |
| \$ 239,602 | \$ (29,041) |
| | \$ - |
| | \$ - |
| \$ 328,663 | \$ (51,639) |
| \$ 104,020 | \$ (14,433) |
| \$ 3,114 | \$ (7,914) |
| \$ 62 | \$ - |
| \$ 435,859 | \$ (73,986) |
| | \$ - |
| | \$ - |
| \$ - | \$ - |
| \$ - | \$ - |
| \$ 1,800 | \$ (7,500) |
| \$ 6,614 | \$ (145) |
| \$ 8,414 | \$ (7,645) |
| | \$ - |

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Academic Arts
Disbursement Listing
Ending March 2019

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| Check # | Type | Date | Vendor | Amount | Description | Category |
|----------|------|--------------------|------------------------------|---------------|-----------------------------|-----------------------------|
| 6215 | CH | 3/8/2019 00:00:00 | Century Link | \$ 316.63 | telephone | admin- purchased services |
| 6216 | CH | 3/8/2019 00:00:00 | CKC Good Food | \$ 1,764.20 | lunch, breakfasts | Food Service |
| 6217 | CH | 3/8/2019 00:00:00 | Comcast | \$ 150.92 | internet 34 to 43 | admin- purchased services |
| 6218 | CH | 3/8/2019 00:00:00 | DEAN WALCZAK | \$ 2,975.00 | Fin Mgmt feb 2019 | admin- purchased services |
| 6219 | CH | 3/8/2019 00:00:00 | DESIGNS FOR LEARNING | \$ 190.00 | speech contracted | Sped - purchased services |
| 6220 | CH | 3/8/2019 00:00:00 | METRO TRANSIT | \$ 5,000.00 | bus tokens | Gen Ed - Transport |
| 6221 | CH | 3/8/2019 00:00:00 | QUILL CORPORATION | \$ 50.88 | supplies | Admin - supplies |
| 6222 | CH | 3/8/2019 00:00:00 | Scott's Home Delivery | \$ 103.00 | milk | Food Service |
| 6223 | CH | 3/8/2019 00:00:00 | Tamera Pulver | \$ 15,000.00 | Sped Director | Gen Ed - Purchased services |
| 6224 | CH | 3/8/2019 00:00:00 | Teachers on Call | \$ 1,215.50 | sub - ss + science | Gen Ed - Purchased services |
| 6225 | CH | 3/8/2019 00:00:00 | US Bancorp Equipment Finance | \$ 198.78 | copier lease | Gen Ed - Purchased services |
| 6226 | CH | 3/12/2019 00:00:00 | Booth Law Group | \$ 26.50 | telephone conference | Gen Ed - Purchased services |
| 6227 | CH | 3/12/2019 00:00:00 | CKC Good Food | \$ 826.30 | lunch | admin - purchased services |
| 6228 | CH | 3/12/2019 00:00:00 | Dick's Sanitation | \$ 56.46 | compost | Facilities |
| 6229 | CH | 3/12/2019 00:00:00 | Hennepin Healthcare | \$ 224.00 | nursing services | admin - purchased services |
| 6230 | CH | 3/12/2019 00:00:00 | Holiday Gas Station | \$ 193.32 | holiday gas card | sped - Transportation |
| 6231 | CH | 3/12/2019 00:00:00 | Metro Sales | \$ 164.96 | copier contract | admin - purchased services |
| 6232 | CH | 3/12/2019 00:00:00 | Premium Water Inc | \$ 74.78 | water | Gen Ed - Supplies |
| 6233 | CH | 3/12/2019 00:00:00 | Teachers on Call | \$ 442.00 | sub- math | Gen Ed - Purchased services |
| 3012019 | WX | 3/31/2019 00:00:00 | Ford | \$ 601.40 | sped van lease | sped - Transportation |
| 3042019 | WX | 3/31/2019 00:00:00 | Sherwin Williams | \$ 49.51 | paint - open house | Gen Ed - Supplies |
| 3052019 | WX | 3/31/2019 00:00:00 | Amazon | \$ 21.99 | microphone | Gen Ed - Supplies |
| 3062019 | WX | 3/31/2019 00:00:00 | Amazon | \$ 12.99 | camera tripod | Gen Ed - Supplies |
| 3132019 | WX | 3/31/2019 00:00:00 | Schmitt and Sons Bus Company | \$ 290.00 | bus for field trip | Gen Ed - Purchased services |
| 3142019 | WX | 3/31/2019 00:00:00 | Play it Again Sports | \$ 33.11 | exercise equipment | Gen Ed - Supplies |
| 3152019 | WX | 3/31/2019 00:00:00 | UNITED STATES POSTAL SERVICE | \$ 111.80 | mailing stamps | Admin - supplies |
| 3182019 | WX | 3/31/2019 00:00:00 | EDVISIONS COOPERATIVE | \$ 104,728.31 | payroll March 2019 | Payroll |
| 3192019 | WX | 3/31/2019 00:00:00 | Shawnee Scientific Press | \$ 145.00 | Behavior analytic curricula | Gen Ed - Supplies |
| 3212019 | WX | 3/31/2019 00:00:00 | Walgreens | \$ 7.07 | language arts - polo | Gen Ed - Supplies |
| 3222019 | WX | 3/31/2019 00:00:00 | CUB FOODS | \$ 23.00 | Supplies | Gen Ed - Supplies |
| 3252019 | WX | 3/31/2019 00:00:00 | UGA Continuing Education | \$ 699.00 | English/Spanish interpre | Gen Ed- Purchased services |
| 3292019 | WX | 3/31/2019 00:00:00 | Ford | \$ 1,163.71 | sped van lease | sped - Transportation |
| 20191689 | CH | 3/31/2019 00:00:00 | Ducky Screen Printing LLC | \$ 126.25 | ducky screen printing | Gen Ed - supplies |
| 20191690 | CH | 3/31/2019 00:00:00 | Mallery Hammers | \$ 87.69 | staff dev lunch | Gen Ed - supplies |
| 30120192 | WX | 3/31/2019 00:00:00 | Ford | \$ 591.40 | van lease | sped - Transportation |
| 30120193 | WX | 3/31/2019 00:00:00 | Ford | \$ 461.38 | van lease | sped - Transportation |
| 30420192 | WX | 3/31/2019 00:00:00 | YMCA Greater St. Paul | \$ 38.00 | student | Gen Ed- Purchased services |
| 30520193 | WX | 3/31/2019 00:00:00 | Goodwill | \$ 46.30 | Shirts | Gen Ed - supplies |
| 30620193 | WX | 3/31/2019 00:00:00 | Chipotle | \$ 98.27 | para appreciation day | Gen Ed - supplies |
| 31520192 | WX | 3/31/2019 00:00:00 | CUB FOODS | \$ 25.96 | Supplies | Gen Ed - supplies |
| 32220192 | WX | 3/31/2019 00:00:00 | Walgreens | \$ 2.83 | project supplies/photo c | Gen Ed - supplies |
| 32920192 | WX | 3/31/2019 00:00:00 | Ford | \$ 461.38 | van lease | sped - Transportation |
| 32920193 | WX | 3/31/2019 00:00:00 | Old National Bank | \$ 23.89 | bank fee | admin - purchased services |

ACITION ITEM: REIVISIONS TO POLICY 3.16-3.20

3.16 SAFETY

EdVisions Cooperative provides information to the schools/staff members about workplace safety and health issues through regular internal communication such as:

- Training sessions
- Team meetings
- Bulletin board postings
- Memorandums
- Other written communications

Each staff member is expected to obey safety rules and exercise caution and common sense in all work activities. Staff members must immediately report any unsafe conditions to a TPS committee member. Staff members who violate safety standards, cause hazardous or dangerous situations, or fail to report, or where appropriate, remedy such situations, may be subject to disciplinary action including termination of employment.

In the case of an accident that results in injury, regardless of how insignificant the injury may appear, staff members should notify the Personnel Committee.

First Reading: 01/15/2019
Second Reading: 02/19/2019
Third Reading: 03/19/2019

3.17 HEALTH-RELATED ISSUES

Staff members, who become aware of any health-related issue, including pregnancy, should give notice to the Administrative Manager of health conditions and/or restrictions. This policy has been instituted strictly to protect the staff member.

A written “permission to work” from the staff member’s doctor may be required at the time or shortly after notice has been given and, in some cases, may be required before returning to work if the absence is more than 3 days. The doctor’s note should specify whether the staff member is able to perform regular duties as outlined in their job description.

A leave of absence may be granted on a case-by-case basis. If the need arises for a leave of absence, staff members should notify the Personnel Committee.

First Reading: 01/15/2019
Second Reading: 02/19/2019
Third Reading: 03/19/2019

3.18 BUILDING SECURITY

All staff members who are issued keys to the schools are responsible for their safekeeping. The last staff member, or a designated staff member, who leaves the school at the end of the business day assumes the responsibility to ensure that all doors are securely locked, and all appliances and lights are turned off with exception of the lights normally left on for security purposes.

First Reading: 01/15/2019
Second Reading: 02/19/2019
Third Reading: 03/19/2019

3.19 INSURANCE ON PERSONAL EFFECTS

All staff members should be sure that their own personal insurance policies cover the loss of anything occasionally left at or missing from the school or school property. EdVisions Cooperative/Academic Arts High School assumes no risk for any loss or damage to personal property.

First Reading: 01/15/2019
Second Reading: 02/19/2019
Third Reading: 03/19/2019

3.20 IMMIGRATION LAW COMPLIANCE

EdVisions Cooperative employs only United States citizens and those non-U.S. citizens authorized to work in the United States in compliance with the Immigration Reform and Control Act of 1986.

Each new staff member, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former staff members who are rehired must also complete the form.

First Reading: 01/15/2019
Second Reading: 02/19/2019
Third Reading: 03/19/2019

ACTION ITEM: REVISIONS TO POLICY 3.3 and 3.4

3.3 NEW STAFF MEMBER ORIENTATION

Orientation is a welcoming process that is designed to make the new staff member feel comfortable, informed about the Cooperative and School, and prepared for their position. New staff member orientation is conducted by the TPS Committee, and includes an overview of the Cooperative and School history, an explanation of the Cooperative core values, vision, and mission, goals and objectives as well as School policies and procedures. In addition, the new staff member will be given an overview of benefits, tax, and legal issues, and complete any necessary paperwork provided.

Staff members are presented with all codes, keys, and procedures needed to navigate within the workplace. The TPS Committee will introduce the new staff member to staff at Academic Arts High School, review their job description and scope of position, explain the Cooperative's evaluation procedures, and help the new staff member get started on specific functions. The new staff member will be able to learn about all aspects of Academic Arts High School by asking questions of tasks directly to the staff member responsible for that task.

3.4 INTRODUCTORY PERIOD

The introductory period for regular full-time and regular part-time staff members lasts up to 12 months from date of hire or the date of new position. During this time, staff members have the opportunity to evaluate our Cooperative model, school and position and management has its first opportunity to evaluate the staff member. During this introductory period, both the staff member and the TPS Committee have the right to terminate employment without advance notice. Each staff member participates in a yearly review at the end of each school year. The status of introductory staff members will be addressed at this time. All staff members, regardless of classification or length of service, are expected to meet and maintain Cooperative standards for job performance and behavior (See Section 4, Standards of Conduct). Staff members and the TPS Committee will follow the notice requirements in Sec. 3.14 Employment Termination. Completion of the Introductory Period does not change employment status nor is it a promise or contract of continued employment.

Second Reading: 02/18/2019

Third Reading: 03/19/2019

FIRST READING: POLICY 4.4-4.6

4.4 HARASSMENT, INCLUDING SEXUAL HARASSMENT

Academic Arts High School and EdVisions Cooperative are committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated.

If you believe you have been the victim of harassment, or know of another employee who has, report it immediately. Employees can raise concerns and make reports without fear of reprisal.

Any staff member who becomes aware of possible harassment should promptly advise the Personnel Committee who will handle the matter in a timely and confidential manner.

Academic Arts High School has adopted a Harassment and Violence Policy. It is the policy of Academic Arts to maintain a learning and working environment that is free from religious, racial, sexual, or any other type of harassment and violence. This policy refers to staff and to staff harassment.

Policy Against Sexual Harassment, Harassment, and Sexual Violence.

Policy: Harassment is defined as verbal or physical contact, which has the intent or effect of unreasonably interfering with an individual's or group's work performance, which creates an intimidating, hostile or offensive work environment. Verbal and/or physical contact is defined as harassment when:

- Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or education; or
- Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education or creating an intimidating, hostile, or offensive employment/educational environment

Harassment could be based on gender, race, religion, sexual preference, sexual orientation, national origin, disability, marital status, and status with regard to public assistance. These are the legally protected areas. However, Academic Arts High School's policy prohibits all forms of harassment, not just those covered by law. Discrimination, sexual harassment, and sexual violence are all against the law. It is the policy of Academic Arts to enforce a "Zero Tolerance" with regard to such behavior and to abide by all federal and state laws which prohibit harassment. Academic Arts will attempt to maintain an employment atmosphere free of harassment, intimidation, and coercion. Supervisory and management personnel of Academic Arts are responsible for implementing this policy and their success in their jobs depends, in part, on a successful implementation.

Procedure: Any employee who feels that he/she is being subjected to harassment, sexual harassment, or violence in any form or he/she has witnessed sexual harassment, harassment, or sexual violence with regard to an employee, should contact his/her immediate supervisor. If the employee is uncomfortable or unwilling to contact his/her immediate supervisor he/she should contact the Lead Teacher or Board Chair.

The following procedure will be used by Academic Arts in each reported case of an incident of sexual harassment, harassment, or sexual violence. In all reported incidents, a prompt, thorough, and fair investigation will take place, giving careful consideration to protect the rights and dignity of all people involved. In addition, appropriate disciplinary action will be taken when it is determined that individuals have violated this policy.

NO RETALIATION OF ANY KIND WILL OCCUR BECAUSE YOU HAVE REPORTED AN INCIDENT OR SUSPECT SEXUAL HARASSMENT, HARASSMENT, OR SEXUAL VIOLENCE. WE ENCOURAGE YOU TO HELP US KEEP ACADEMIC ARTS HIGH SCHOOL FREE OF HARASSMENT AND SEXUAL VIOLENCE.

In summary, it is the belief of Academic Arts that most employees conduct themselves in a professional manner. However, if harassment or sexual violence occurs, Academic Arts is confident that the procedures outlined above will assist the employee in better understanding how to deal with this issue.

4.5 TELEPHONE USE

Academic Arts High School's telephones are intended for the use of serving our students and in conducting the School's business.

Personal usage during business hours is discouraged except for extreme emergencies. All personal telephone calls should be kept brief to avoid congestion on the telephone line.

To respect the rights of all members and avoid miscommunication in the school, members must inform family members and friends to limit personal telephone calls during working hours.

If a member is found to be deviating from this policy, he/she will be subject to disciplinary action (See Section 3.13, Corrective Action).

4.6 PUBLIC IMAGE

Dress code for Academic Arts employees follows the same policy as students. Academic Arts High School encourages students, parents/guardians, staff and community members to dress appropriately for school activities and in keeping with community standards. When a member of the community is offended by another's clothing, that individual should call for a mediation to discuss how to resolve the issue. It is not the intent of this policy to abridge the rights of staff to express political, religious, philosophical or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene,

defamatory or profane. Understanding that student dress is not always appropriate for employees to wear, any concerns about dress can be addressed through the previously stated process.

First Reading: 04/16/2019

SECOND READING – POLICY 4.1 THROUGH 4.3

4.1 Work Rules and Standards

The work rules and standards of conduct for EdVisions Cooperative/Academic Arts High School are important, and the Cooperative regards them seriously. All staff members are urged to become familiar with these rules and standards. In addition, staff members are expected to follow the rules and standards faithfully in doing their own jobs and conducting the School's business. Please note that any staff member who deviates from these rules and standards will be subject to corrective action, up to and including termination of employment (see Section 3.13, Corrective Action).

While not intended to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of rule infractions or misconduct that may result in disciplinary action, including termination of employment.

- Theft or inappropriate removal or possession of property;
- Falsification of timekeeping records ~~(See Section 5.2, Timekeeping);~~
- Working under the influence of alcohol or illegal drugs ~~(See Section 4.7, Substance Abuse);~~
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace ~~(See Section 4.7, Substance Abuse);~~
- Fighting or threatening violence in the workplace;
- Boisterous or disruptive activity in the workplace;
- Negligence or improper conduct leading to damage of Cooperative-owned or customer-owned property;
- Insubordination or other disrespectful conduct;
- Violation of safety or health rules;
- Smoking in the workplace;
- Sexual or other unlawful or unwelcome harassment ~~(See Section 4.4, Harassment, Including Sexual Harassment);~~
- Excessive absenteeism or any absence without notice ~~(See also, Section 4.2 Attendance/Punctuality and 4.3, Absence without Notice);~~
- Unauthorized use of telephones, or other School-owned equipment ~~(See Section 4.5, Telephone Use);~~
- Using school equipment for purposes other than business (i.e. playing games on computers or personal Internet usage);
- Unauthorized disclosure of student records or confidential information;
- Violation of personnel policies; and
- Unsatisfactory performance or conduct.

4.2 ATTENDANCE/PUNCTUALITY

Academic Arts High School expects that every staff member will be regular and punctual in attendance. This means being in the school, ready to work, at their starting time each day. Absenteeism and tardiness places a burden on other staff members and on the School.

If ~~you are~~ staff member is unable to report for work for any reason, they should notify a direct supervisor or ~~office manager~~ the Administrative Manager via telephone and email and other team members before regular starting time. ~~You are~~ The staff member is responsible for speaking directly with a direct supervisor or ~~office manager~~ Administrative Manager regarding ~~your~~ their own absence. It is not acceptable to leave a message on a voice-mail, except in extreme emergencies. In the case of leaving a voice-mail message, a follow-up call must be made later that day.

Should undue tardiness become apparent, disciplinary action may be required.

4.3 ABSENCE WITHOUT NOTICE

When ~~you are~~ staff member is unable to work owing to illness or an accident, the staff member please-must notify a direct supervisor or ~~office manager~~ the Administrative Manager. This ~~will allow~~ allows the school to arrange for temporary coverage of ~~your~~ the absent staff member's duties, ~~and helps other members to continue work in your~~ absence. If ~~you do not~~ a staff member does not report for work and the school is not notified of ~~your~~ that staff member's status, it will be assumed after two consecutive days of absence that ~~you have resigned~~ the absent staff member has resigned, and ~~you will~~ that staff member shall be removed from the payroll.

If ~~you become~~ a staff member becomes ill while at work or must leave the office for some other reason before the end of the workday, ~~be sure~~ the staff member must to inform another member of the ~~Teacher Professional Partnership~~ TPS committee or their direct supervisor of the situation.

First Reading: 03/19/2019

Second Reading: 04/16/2019

THIRD READING-POLICIES 3.21-3.26

3.21 CRIMINAL BACKGROUND CHECK

A criminal background check will be conducted on all school ~~members~~staff members and independent contractors working on the premises. Volunteers may also be required to complete a background check depending on frequency, student contact and/or duties. Employees ~~will~~may be required to pay this cost.

3.22 PARKING

~~Staff m~~Members must park their cars in areas designated and provided by the School.

3.23 VISITORS IN THE WORKPLACE

To provide for the safety and security of staff members, visitors, and the facilities, only authorized visitors are allowed in the school/workplace and will be required to sign in. Restricting unauthorized visitors helps ensure security, decreases insurance liability, protects confidential information, safeguards ~~member~~staff welfare, and avoids potential distractions and disturbances.

All visitors must enter through the main reception area. Authorized visitors will be escorted to their destination and should be accompanied by a staff member at all times. Confidential information should not be in the viewing area of the visitor. All staff are empowered to inquire about the status of a visitor if unsure whether the visitor is authorized. All staff are responsible to take notice and acknowledge the presence of a visitor.

3.24 SUPPLIES; EXPENDITURES; OBLIGATING THE COOPERATIVE

Each staff member is responsible for knowing the amount allocated in the general budget and grants to their area of duties, specifically related to purchasing. Purchases must pertain to the purchaser's area of expertise and budget, and all purchases ~~over \$150.00~~ must be approved by the financial committee. Staff may not purchase beyond the amount allocated for their area and any expense made beyond this limit does not bind EdVisions Cooperative or Academic Arts High School to cover the purchase.

3.25 EXPENSE REIMBURSEMENTS AND STIPENDS

~~All reimbursement requests and stipends must be approved by the financial committee prior to reimbursement or payment.~~
RESCINDED.

3.26 WHISTLEBLOWER

A whistleblower as defined by this policy is an employee of EdVisions Cooperative who reports an activity that ~~he/she~~they considers to be illegal or dishonest to one or more of the parties specified in this Policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact his/her immediate supervisor at their site or to the EdVisions Cooperative's Administrator if complaint is not resolved. The ~~employee-staff member~~ must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The ~~Company-School~~ will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes ~~he/she is~~they are being retaliated against must contact their immediate supervisor or the EdVisions Cooperative's Administrator immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to the school site's director or school board who is responsible for investigating and coordinating corrective action.

~~Employees-Staff members~~ with any questions regarding this policy should contact the EdVisions Cooperative's Administrator.

First Reading: 02/19/2019

Second Reading: 03/19/2019

Third Reading: 04/16/2019

3.11 Professional Growth and Evaluation System

The AAHS TPS Staff Evaluation Plan is built upon three foundations: practice and feedback, student engagement, and student growth culminating in an individually presented portfolio. The system meets all requirements of Mn State Statute 122A.41 Subd. 5. Where appropriate - the statute section is referenced in *italics*.

(2) must establish a three-year professional review cycle for each teacher that includes an individual growth and development plan, a peer review process, and at least one summative evaluation performed by a qualified and trained evaluator such as a school administrator.

The AAHS system exceeds this requirement as each TPS staff member completes a full cycle of activities each year. AAHS professional development activities and Professional Learning Community topics are based on needs established through the system.

(4) must coordinate staff development activities under sections 122A.60 and 122A.61 with this evaluation process and teachers' evaluation outcomes; (6) may include job-embedded learning opportunities such as professional learning communities.

Individual Growth Plan:

All TPS members will complete the individual growth plan (IGP) in the fall and present to evaluator for feedback and to the TPS in final form. Individual commits to following through on all aspects of the IGP; and will meet with the evaluator to finalize and present a summary of growth at year end to TPS.

Observation and Evaluation Meeting:

The individual is observed and evaluated twice a year using the adapted Danielson rubric. A qualified evaluator will observe and evaluate each TPS staff year and will conduct walkthroughs to gather ongoing data on the domains of planning, environment and instruction. After each observation, the evaluator gives feedback in the form of noticing's and wondering's. After the second observation, the evaluator and staff member meet to collaborate and determine rubric scores. The goal is to come to consensus. If the two do not come to consensus, it is appropriate for each to put a different score. Staff members will use this data as portfolio evidence in their self-assessment.

(3) must be based on professional teaching standards established in rule.

(11) must require qualified and trained evaluators such as school administrators to perform summative evaluations and ensure school districts and charter schools provide for effective evaluator training specific to teacher development and evaluation;

** In replacement of the observations, the behavior lead and administrative manager will complete self-evaluations co-created with the evaluator.

Peer Observation Cycle Completion:

Individuals will complete one peer observation of another TPS staff member; and also, has a peer

observe his/her practice. Peer observers use a learning walk protocol where staff members will identify their own area of practice to be observed by the peer observer. The peer observer will use a protocol to provide feedback to the individual.

(5) may provide time during the school day and school year for peer coaching and teacher collaboration.

****** In replacement of the peer observations, elected TPS staff members will complete peer surveys for the behavior lead and administrative manager based on their job descriptions.

Student Engagement:

Staff members will provide evidence of student engagement.

(10) must use longitudinal data on student engagement and connection and other student outcome measures explicitly aligned with the elements of curriculum for which teachers are responsible, including academic literacy, oral academic language, and achievement of English learners;

Student Achievement or Growth:

As required by statute, 35 percent of the formal evaluation rating will focus on student learning and achievement, referred to as "student growth." Student growth is measured by Northwest Evaluation Association Measures of Academic Progress (NWEA MAP). Since all teachers contribute to improving reading instruction, the selected growth goal for all students will be: "50% of all AAHS students will meet their expected growth target as measured by fall to spring administration of the NWEA MAP in reading."

(9) must use data from valid and reliable assessments aligned to state and local academic standards and must use state and local measures of student growth and literacy that may include value-added models or student learning goals to determine 35 percent of teacher evaluation results.

Portfolio Presentation:

The staff member presents an end of year portfolio to TPS. It represents a summary of their own performance for the year, including highlights such as Peer and Evaluator Observations, Self Evaluation, Peer Student Engagement, Peer Surveys and the Individual Growth Plan. It culminates with the individual describing goals for next year.

(8) must include an option for teachers to develop and present a portfolio demonstrating evidence of reflection and professional growth, consistent with section 122A.18, subdivision 4, paragraph (b), and include teachers' own performance assessment based on student work samples and examples of teachers' work, which may include video among other activities for the summative evaluation;

TPS staff Improvement Plans and Consequences:

If any of the three following conditions exist, an Improvement Plan (IP) is required:

1. A staff member does not adequately participate in their evaluation process (as determined by

- feedback from peers, observers or the trained evaluator).
2. A staff member does not complete any of the required elements of the TPS Staff Evaluation System.
 3. A staff member is rated "Developing" in 4 of the 7 rubric areas observation evaluation rubric by the trained evaluator.

The purpose of the IP is to serve as a notice to the staff member that they must be able to demonstrate progress in the area(s) of concern within a reasonable timeframe agreed upon by the Evaluation Task Force. The IP will include very specific goals and action steps that the individual plans to take, as well as supports that the school will either provide or connect the staff member to. Progress will be evaluated by TPS and the trained evaluator. If TPS determines that inadequate progress has been made:

- The individual will be notified by Human Resources that the school is searching for candidates to fill their position. In this case, the staff member is expected to continue to perform the duties of their job and continue to strive to achieve the goals of the IP. If the individual does make satisfactory progress toward the goals of the IP during the time that the school is searching for a replacement, the administration will consider not replacing that individual.

Or

- The staff member will be notified by Human Resources that their contract is terminated.

(12) must give teachers not meeting professional teaching standards under clauses (3) through (11) support to improve through a teacher improvement process that includes established goals and timelines; and

(13) must discipline a teacher for not making adequate progress in the teacher improvement process under clause (12) that may include a last chance warning, termination, discharge, nonrenewal, transfer to a different position, a leave of absence, or other discipline a school administrator determines is appropriate.

Yearly Review:

Each staff member has a Yearly Review meeting at the end of each school year. This involves staff, parent, and student evaluations, the completed Professional Development Plan, and a discussion of any outstanding work or corrective action that occurred throughout the year.

Compensation Review:

When all Yearly Reviews have taken place, the full staff will complete a compensation review together in which changes in salary will be discussed. The outcome of the Yearly Review and the status of the school budget will play major roles in the salary discussions.