

**School Board Meeting Agenda**  
**Tuesday, June 19, 2018**  
**5:00 pm**  
**AAHS Classroom 121**

Present:  Amy Charpentier,  Deah Ehalt,  Jill Heroff,  Josh MacLachlan,  Rachel McNamara,  Katie Siewert,  Dean Walczak (business manager),  Ty Cody (ex-officio)

**Agenda**

1. Call To Order
  - a. 5:01 Amy Charpentier Calls meeting to order
2. Approval of June 2018 Agenda and May 2018 Minutes
  - a. Amy Charpentier motions to approve June 2018 Agenda. Katie Siewert seconds.
    - i. Discussion
    - ii. Motion Passes: Unanimous
  - b. Katie Siewert motions to approve May 2018 Minutes. Jill Heroff seconds.
    - i. Discussion
    - ii. Motion Passes: Unanimous
3. Public Comments
4. Financial Report – Dean Walczak & Josh MacLachlan
  - a. Approval of May 2018 Financial Report
    - i. Josh MacLachlan motions to approve financial report for May 2018. Amy Charpentier seconds.
    - ii. Discussion
      1. 100% of way through budget. Should be at 92%. Unexpected payments for special education transportation account for this.
      2. 52% of special education revenues have been paid. State funds have not been paid to school yet.
    - iii. Motion Passes: Unanimous
  - b. Approval of May 2018 Disbursements
    - i. Amy Charpentier motions to approve May 2018 disbursements. Katie Siewert seconds.
    - ii. Discussion:
      1. 8 transactions unaccounted for. This is significantly more than expected.
      2. Is there a gap in training/process? How do we make sure that this never happens?
        - a. Part of a performance discussion?
        - b. We should have a specific person responsible for tracking this. Suggest Heather Fjelstad and another member of finance committee.
        - c. Finance committee will reevaluate process and, if needed, retrain staff at July and August staff developments.
        - d. Cash withdrawals should be using petty cash instead. Is there any change? Finance committee will develop protocol withdrawing and reconciling cash (e.g. “Amount withdrawn, used, amount returned to petty cash fund”).
      3. Motion Passes: Unanimous
  - c. Review Formatting of Financial Documents - To be implemented by July 2018 board meeting
    - i. Katie with correspond directly with Dean.
5. TPS Report – Ty Cody
  - a. Enrollment: 90 as of last day of school
  - b. ADM: 99? - Need to verify with enrollment committee
  - c. School Events:
    - i. Parent info night scheduled for August 1
    - ii. Back to school night - thursday before school starts
  - d. Summer PD -
    - i. June 11
      1. Plus/Delta: What went well? What was not sustainable
      2. Collaborative governance chart

- 3. School calendar/schedule
    - 4. RACI team being identified
      - a. Heather, Julie, Rachael\*, Katie\*, Josh\*
    - ii. July 9-10
  - e. TPS Accountability Manager
    - i. Staff member responsible for overseeing tasks and task completion
    - ii. Will work with RACI team to develop scope of role
  - f. Staffing: Two positions to be filled
    - i. Interviews being held on June 19-20
    - ii. Hope to offer positions ASAP after interviews are complete
  - g. In future, board would like summary of committee work for the month
- 6. Student Data – Josh MacLachlan
  - a. Student Survey Results - Reviewed
  - b. Parent Survey Results - Tabled until July Board meeting
  - c. Spring NWEA results - Tabled until July Board meeting
  - d. Strategic Planning Committee will meet at the August 1 Parent info night
    - i. Josh will collaborate with the Lindusky's to develop questions and summary of data
- 7. Strategic Items
  - a. Policy Review
    - i. PTO - First Reading
      - 1. Resignation/termination definitions are unclear. Need definition for “resignation”, “termination”, “voluntary non-renewal”, and “involuntary non-renewal”
      - 2. Contradictory definitions of how to approve an absence
      - 3. 240 bankable hours is excessive
      - 4. Not allowing staff to get paid out encourages use of PTO that is not needed: May call for “end of year buyback”.
      - 5. Blackout period may not be necessary
      - 6. School wants to encourage staff to be at school rather than use PTO that they would otherwise lose.
      - 7. Personnel committee will collaborate with Michael Levitz and Andrea Harder to develop definitions.
      - 8. Andrea harder will give examples of policies of other schools for review at July board meeting.
      - 9. Relevant to 2017-2018 staff?
  - b. RACI Team Update
    - i. “Responsible, Accountable, Consulted, and Informed”
    - ii. Heather and Josh met with consultant (Rod Haenke)
      - 1. Three main areas for clarity
        - a. Professional complaints
        - b. Evaluations
        - c. Hiring firing
      - 2. Clarification on school's relationship with EdVisions
    - iii. RACI team will choose template
    - iv. Rod will schedule meeting for week of June 25
    - v. What is Rod's role on the RACI team? He has impartial perspective and tons of experience. He is necessary at the beginning of this process. He will be involved heavily at beginning and serve more as a consultant as the process continues.
  - c. Review tasks on Exhibit S
    - i. Policy Review Cycle (F.1.2)- to be completed at August 2018 Board meeting
      - 1. Katie will create policy review calendar. Will report back at July board meeting.
    - ii. Board Self Evaluation (O.2.1) - to be reviewed at August 2018 board meeting
      - 1. Amy will collaborate with Andrea from EdVisions to research and develop evaluation processes for the board. Will report back at July board meeting.
    - iii. Define specific strategic goals for TPS committee (O.2.2) - to be reviewed at August 2018 board meeting
      - 1. Staff retention / satisfaction
      - 2. Continual contact with graduates
        - a. Who got into post-secondary programs?

- b. Who have full-time jobs?
    - c. Who got scholarships, academic or otherwise?
  - 3. Calendar for reporting on progress of contractual goals. Katie will develop this calendar with collaboration with TPS
  - 4. Josh will send the school's evaluation from ACNW to board members and post it on the school's website.
- iv. Evaluation of TPS Committee and Review of Evaluation Process (0.2.3)- to be reviewed at August 2018 board meeting
  - 1. Josh will get update from Rod by July meeting.
- d. Epicenter Accounts for Board/Staff
  - i. A school account would be \$1900 per year
  - ii. Trello seems like a better option

## 8. Action Items

- a. Approval of ACNW FY18 Contract
  - i. Josh M motions to approve ANCW contract. Amy C seconds.
  - ii. Discussion
  - iii. Motion Passes: Unanimous
- b. Approval of Edvisions Contract - Andrea Harder
  - i. Katie S motions to approve Edvisions contract. Deah seconds.
  - ii. Discussion
    - 1. "Employer of record"
      - a. EdVision serves as an employer for tax purposes
      - b. EdVisions takes on liability for compliance
    - 2. Accountability
      - a. MNCS and Avalon are examples to reference
    - 3. Autonomies
      - a. Board gives autonomies to school
      - b. Meant to be a discussion so board/school leadership all have same understanding
        - i. We need to define these expectations for ourselves
    - 4. Services provided by EdVisions
      - a. Payroll
        - i. Tax documents
        - ii. WorkComp
        - iii. Etc.
      - b. HR
        - i. PTO tracking
        - ii. Hiring/Firing/Non-renewal
          - 1. School can define what our policy for Hiring / Firing / Non-renewal is.
      - c. Benefits
    - 5. Contract with EdVisions:
      - a. What rights does school have to not renew contract at end of year?
    - iii. Motion Passes: Unanimous
- c. Approval of 2018-2019 Budget (F.3.1)
  - i. Josh M motions to approve FY19 budget with expenses of \$1,694,051, revenues of \$1,694,107 and an ADM of 101. Jill H seconds
  - ii. Discussion
    - 1. Teacher salaries could affect this budget - will likely save some money on this
    - 2. Setting budget of 101 may be ill advised since last year's ADM was 99
    - 3. If setting 101 as ADM would recommend increasing cap to 110
    - 4. Board and business manager will reassess budget in July meeting once salaries for new staff are known.
  - iii. Motion Passes: Unanimous
- d. Approval of 2018-2019 School Calendar
  - i. Deah E motions to approve 2018-2019 school calendar that meets 172 days and 1045.76 hours. Amy C seconds.

- ii. Discussion
  - 1. Changing from 4 days every other week to 5 days every week
    - a. Have been meeting required hours (1020)
    - b. Attendance, planning, student buy-in were continual issues for half-day Fridays
    - c. Student population can benefit from more academic time
    - d. Finance committee will work with business manager to address issue of extra lunches.
- iii. Motions Passes: Unanimous
- e. Approval of Daily Schedule
  - i. Josh M motions to approve a daily schedule of 8-2:35 for students and 7:30-3:35 for staff. Amy seconds.
  - ii. Discussion:
    - 1. Shorter day for students to account for jobs
    - 2. Provides for more time for staff collaboration
    - 3. How will this communicated to parents and students?
      - a. Website
      - b. Emails
      - c. Newsletter
      - d. Social media
      - e. Mailings?
    - 4. Policy questions for future meetings: Para schedule? Are they there during non-student contact hours? Are paras guaranteed 40 hours per week? Are paras part of committees?
  - iii. Motion Passes: Unanimous
- f. Appointment of new Community Board Member - Eric Hove
  - i. Josh M motions to appoint Eric Hove as a community board member. Amy C seconds.
  - ii. Discussion
  - iii. Motion Passes: Unanimous
- g. Appointment of new Parent Board Member - Michael Levitz
  - i. Jill H motions to appoint Michael Levitz as a parent board member. Amy C seconds.
  - ii. Discussion
  - iii. Motion Passes: Unanimous

## 9. Adjourn