

**School Board Meeting Agenda**  
**Tuesday, July 17, 2018**  
**5:00 pm**  
**AAHS Classroom 121**

Present: X Amy Charpentier, X Deah Ehalt,  Jill Heroff,  Josh MacLachlan,  Rachel McNamara, XKatie Siewert,  Michael Levitz, X Eric Hove,  Dean Walczak (business manager), X Mallery Hammers (ex-officio)

**Agenda**

1. Call To Order.
  - a. 5:16 Amy Charpentier calls the meeting to order
2. Approval of July 2018 Agenda and June 2018 Minutes.
  - a. Deah Ehalt motions to approve the July 2018 Agenda. Amy Charpentier seconds.
    - i. Discussion
    - ii. Motion passes: Unanimous
  - b. Eric Hove motions to approve the June 2018 minutes. Amy Charpentier seconds.
    - i. Discussion
      1. Rachael McNamara did attend the June 2018 meeting; her name needs to be checked in the header.
    - ii. Motion passes: Unanimous
3. Public Comments
4. Financial Report – Dean Walczak
  - a. Approval of June 2018 Financial Report
    - i. Amy motions to approve the financial report for June 2018. Eric Hove seconds.
    - ii. Discussion
      1. 100% through the year and 106% of the budget spent. Business Manager noted that there were extra, old lease CAM costs that were charged to the school in June 2018. David Massey should communicate with David Langer (landlord) regarding these charges.
      2. 85% of the budget's revenue totalling \$1,310,884 has been received during the 2017-18 school year. Revenue received including holdback from 2016-17 school year totals \$1,497,587. The school is still awaiting funds from the state.
    - iii. Motion passes: Unanimous
  - b. Approval of June 2018 Disbursements
    - i. Deah Ehalt motions to approve the June 2018 Disbursements. Amy Charpentier seconds.
    - ii. Discussion
      1. 0 transactions unaccounted for.
    - iii. Motion passes: Unanimous
  - c. Update on Formatting of Financial Documents
    - i. Dean made several minor changes to some of the reports, and he was waiting to make large changes until after the fiscal year ended last month. Katie Siewert will work with Dean in the coming months to improve each report.
5. TPS Report – Mallery Hammers
  - a. Enrollment: approximately 70; 22 seniors graduated last year. Enrollment committee is doing a Facebook add and sending out postcards to district 197 to increase enrollment.
  - b. ADM: unknown
  - c. School Events:
    - i. Parent Info Night is August 1st.
    - ii. Back to School Night is the Thursday before school starts
  - d. TPS Accountability Manager:
    - i. There is no update, because the RACI team kickoff meeting was postponed. Defer until August meeting.
  - e. Staffing:
    - i. 3 interviews were held, and 3 new teachers were hired:
      1. Language Arts: Danyelle Bennett

- 2. Math: Caley Vikerman
- 3. Social Studies: Ryan Bauer
- f. Committees:
  - i. TPS:
    - 1. Two full day development sessions held on July 9th and 10th. Very productive.
    - 2. Advisors are updating student credit documents.
  - ii. PerCom:
    - 1. This committee is being split into two entities:
      - a. Hiring task force:
        - i. Duties: job postings, hiring agreements, interviews
      - b. Accountability task force:
        - i. Duties: handle staff complaints, conflict/resolution, documentation of incidents and bringing issues to TPS if needed.
        - ii. Ty Cody and Julie Peterson will be the members of this committee
        - iii. Accountability flowchart
          - 1. There had been a previous iteration of this flowchart, but the updated version is more clear about who is accountable for what.
  - iii. Evaluation task force:
    - 1. Will be working alongside Rod Haenke and RACI team to develop evaluation systems for individual staff members and TPS as a team.
    - 2. Mallery will be contacting other schools to collaborate on evaluations
  - iv. Curriculum:
    - 1. Met for much of the 2nd development day to draft a class schedule for the year.
    - 2. Meeting again on August 1st to finalize class layout and start to schedule students.
  - v. Financial:
    - 1. Working on making purchase orders into a Google form to streamline process and ensure better compliance. When using the purchase request Google form, approved purchase requests will have a completed PO generated automatically.
  - vi. PLC Committee:
    - 1. Developing structures and schedule for training for weekly meetings.

## 6. Student Data

- a. Parent Survey Results - table these for next month's meeting
- b. Spring NWEA results - table these for next month's meeting
- c. Strategic Planning Committee will meet at the August 1 Parent info night

## 7. Strategic Items

- a. Review Board Self Evaluation examples from Green Isle Community School - table these for next month's meeting
- b. Policy Review
  - i. PTO - Second Reading
    - 1. Examples of policies of other schools (Andrea Harder - from Edvisions)
      - a. Andrea did confirm that were schools that allowed for staff members to be paid out for their PTO in amounts of \$50-\$100 per 8 hours.
      - b. Deah Ehalt will contact Josh MacLachlan and Andrea Harder to follow up on policy examples from other schools.
    - 2. Updates to the current language of the policy:
      - a. Clarify the various definitions of "resign" and "terminated".
        - i. No PTO paid out if:
          - 1. Resignation: staff member chooses to leave before the end of the school year
          - 2. Termination: staff member is fired during the school year
        - ii. PTO paid out if:
          - 1. Voluntary non-renewal: staff member completed the school year but chooses not to return the following year when given the option
          - 2. Involuntary non-renewal: staff member completed the school year and is not given the option to return the following school year
  - b. Add language about how much money should be offered per 8 hour days for

staff members who are leaving who will be paid out.

- c. For future school years, create incentive to not take PTO during the school year by paying out PTO at the end of the year.
  - i. It will not be feasible to have enough examples and analysis done in time for the 3rd reading of this policy next month.
- 3. After the board reads examples of other schools' policies, we will update the language in the policy to reflect a and b above to have the final language for the third reading of this policy at next month's meeting.
- c. RACI Team Update
  - i. Evaluation of TPS Committee and Review of Evaluation Process (0.2.3) - the RACI team kickoff meeting was postponed due to inclement weather.
  - ii. Review at August 2018 board meeting

#### 8. Action Items

- a. Approval of contract with business manager
  - i. Eric Hove motions to approve the contract with the business manager. Amy Charpentier seconds.
  - ii. Motion passes: Unanimous
- b. Appointment of new Parent Board Member - Leann Lindusky
  - i. Deah Ehalt motions to appoint Leann Lindusky as a new parent board member. Amy Charpentier seconds.
  - ii. Motion passes: Unanimous

#### 9. Adjourn at 6:43 pm.