

School Board Meeting Agenda
Tuesday, August 21, 2018
5:00 pm
AAHS Classroom 121

Present: ☒ Amy Charpentier, ☒ Deah Ehalt, ☒ Jill Heroff, ☒ Josh MacLachlan, ☐ Rachael McNamara, ☒ Katie Siewert, ☐ Michael Levitz, ☒ Eric Hove, ☐ Dean Walczak (business manager), ☒ Ty Cody (ex-officio)

Agenda

1. Call To Order
 - a. Amy Charpentier calls meeting to order at 5pm
2. Approval of August 2018 Agenda and July 2018 Minutes
 - a. Katie Siewert motions to approve August 2018 agenda. Eric Hove seconds.
 - i. Discussion
 - ii. Motion passes: unanimous
 - b. Amy Charpentier motions to approve July 2018 minutes. Deah Ehalt seconds.
 - i. Discussion:
 - ii. Motion passes: unanimous
3. Public Comments
4. Financial Report – Dean Walczak
 - a. Approval of July 2018 Financial Report
 - i. Katie Seiwert motions to approve July 2018 Financial Report. Jill Heroff seconds.
 - ii. Discussion:
 1. 8% of way through fiscal year. 6% of budget used. 5% of revenues received.
 2. Expenses higher than revenues
 3. Board wants trending data for specific months
 - iii. Motion passes: Unanimous
 - b. Approval of July 2018 Disbursements
 - i. Deah Ehalt motions to approve July 2018 disbursements. Amy Charpentier seconds.
 - ii. Discussion:
 1. Need extra columns in report. Columns should match respective category and subcategory of financial report. (Example: ACT - General Education - Standardized testing). Board should be able to see that disbursement sums equal what is seen in financial report.
 2. No purchases unaccounted for.
 - iii. Motion Passes: Unanimous
 - c. Update on Formatting of Financial Documents
 - d. Update on PO protocol
5. TPS Report – Ty Cody
 - a. Enrollment: Current ADM at 76, lower than normal at this point in year. Getting ~4 new enrollments per day. Most new enrollments say they found school through internet search.
 - b. ADM: 76
 - c. School Events:
 - i. Back to school orientation on evening of August 30
 - ii. Added PD day on August 21
 - iii. PD week
 - d. TPS Accountability Manager
 - e. Staffing:
 - i. Seeking paraprofessional positions
 - f. Committees:
 - i. TPS:
 - ii. PerCom:
 - iii. Evaluation task force:
 - iv. Curriculum:

- v. Financial:
- vi. PLC Committee:
- vii. ESSA task force:
 - 1. Met advocates at meeting on August 21

6. Student Data - Josh MacLachlan

- a. Spring NWEA results
- b. Update on strategic Planning Committee meeting from August 1 Parent info night

7. Strategic Items

- a. Review Board Self Evaluation examples from Green Isle Community School -
 - i. Amy Charpentier motions to table review until September Meeting. Josh MacLachlan seconds.
 - ii. Discussion: board will review after more examples have been evaluated
 - iii. Motion Passes: Unanimous
- b. Policy Review
 - i. 6.8 - PTO - Third Reading
 - 1. PTO policy has been taken advantage of in the past
 - 2. PTO is an employee benefit. Not paying out PTO is not the norm
 - 3. Considerations
 - a. Potentially losing unused PTO encourages staff to use it even if they don't necessarily need it.
 - b. Paying out PTO address this issue
 - ii. 7.1 - Staff Meetings - First Reading
 - 1. Suggested change: "Staff meetings to respective meeting titles"
 - iii. 7.2 - Email - First Reading
 - 1. Suggested changes:
 - a. remove first sentence
 - b. Add: verbiage about staff communicating with parents and students via school email
 - iv. 7.3 - Procedure for Handling Complaints - First Reading
 - 1. May be redundant with 3.15 "AAHS conflict resolution policy"
 - 2. Will review 3.15 at september meeting to compare with 7.3
- c. RACI Team Update
 - i. RACI chart started
 - ii. Julie Peterson will consult with Andrea Harder at EdVisions to develop plan for HR services in context of
- d. Trello - Katie
 - i. Trello is a free software teams use to track tasks
 - ii. Katie has listed all tasks to be done throughout the year

8. Action Items

- a. Acknowledgment of Resignation of board member - Michael Levitz
- b. Appointment of new board member - David Massey
 - i. Josh MacLachlan motions to appoint David Massey as a community board member. Amy Charpentier seconds.
 - ii. Discussion:
 - 1. David Massey resigned from the school in mid August
 - 2. Still wants to be part of the school
 - iii. Motion passes: Unanimous
- c. Approval of updated PTO policy
 - i. Josh MacLachlan motions to approve the updated PTO policy. Amy Charpentier seconds.
 - ii. Discussion:
 - 1. Time is a factor Andrew Ng's PTO concerns addressed in previous meeting minutes and communications with the board.
 - 2. Board wants to separate separate Mr. Ng's situation from proposal.
 - iii. Josh MacLachlan rescinds motion and re-motions to payout unused PTO to Andrew Ng at a rate of \$50/8 hours of PTO. Amy Charpentier seconds.
 - iv. Discussion:
 - 1. Board will offer this to other staff in same circumstances (i.e. resigning after

2. Payment for Mr. Ng would be \$937.50
3. PTO policy needs to be clearly defined as to avoid situations like this in the future.

- ## 9. Adjourn

- a. Amy Charpentier motions to adjourn at 6:48
- b. David Massey reopens meeting at 6:49
 - i. Landlord has informed David that rent checks have been consistently late
 - ii. David, Katie, and Josh will inquire with Business Manager and Administrative Manager to identify root cause of issue.
- c. David Massey motions to adjourn at 6:56