## Highland Academy Academic Policy Committee Meeting Minutes December 13, 2017 6:00p -7:30p

- 1. Determination of Quorum and Call to Order called to order at 6:01 with a Quorum. John Trampush, Kelly Daugherty absent.
- 2. Motion to approve the agenda
  - a. Motion to approve by Brenda Bidwell, second by Kevin Masterson. Passed unanimously.
- 3. Approval of Minutes
  - a. October minutes approval of the minutes will take place at our January meeting
- 4. Public comment on agenda items (2 minutes per participant)- none
- 5. Student Presentation TBA
  - a. Cali Hall and Sera Lega presenting on issues affecting Alaska, focusing on suicide prevention.
  - b. Members John Trampush and Kelly Daugherty now present.
- 6. Board Development
  - a. None
- 7. Principal Report
  - a. Budget update (Information)
    - i. 2018-19 Enrollment Projection (Information)
      - 1. Highland has over-projected for the previous seven years.
      - 2. Conservative projection of 167 students for 2018-2019 based on patterns of attrition and deep analysis of current student enrollment.
      - 3. The question was raised whether we should we poll students and families in November? Possibly use this to make a more informed projection and address the needs of those on the fence.
      - 4. Budget Considerations
        - a. We need to staff 7 levels of 4 content areas plus special education
        - b. Over 30 special education students, majority requiring in-class support
        - c. New teachers this year, cost more than the teachers they replaced
        - d. All full-time staff receive approximately \$30,000/year in benefits
        - e. Principal salary still \$7000 below the APA scale
        - f. Assistant Principal on the salary scale just now on the APA scale
        - g. Principal and Assistant Principal Why do we need two?
          - i. Our administrative team takes on the responsibilities of the registrar, secretary, counselor, instructional coach, BPO, SRO, etc.
      - 5. FY18 Adjusted Budget \$1,926,710 (gave back \$178,000 to the district)
      - 6. FY19 projected budget \$1,980,578
        - a. >\$10,000 for supplies, non-committed costs, \$0 for added duties, marketing, conferences, equipment

- b. \$158,770 short to meet committed costs
- 7. Anticipated rollover \$115,000 (still short \$43,770)
- 8. Solutions/Options
  - a. Eliminate part-time Spanish teacher (\$20,000)
  - b. No health insurance costs for administrators (savings of nearly \$40,000)
  - c. Elimination of a TA Position (approx. \$58,000)
  - d. Further rent reduction from ASD?
  - e. Re-Consider Sentry Drive property?
- ii. 2018-19 Budget (Action)
  - 1. Motion to approve the budget by Shelly Morgan, second by Kelly Daugherty. Passed unanimously.
  - 2. Building space 2018-19 (Information)
    - a. Next steps:
      - i. Board members need to tour the Sentry Drive building
      - ii. Dr. Shapiro continues discussion with the District
      - iii. Set date for January meeting to discuss further
- b. Academic overview (Information)
  - i. Winter MAP Assessment Middle school students took the MAP assessment, providing us with data over two testing cycles. Teachers will dive into the data to be shared out in February.
- c. Highland Google Accounts (Information)
  - i. Highland Google accounts violate ASD policy, our Highland Google accounts will be migrating to asdk12.net Google accounts.
- 8. Meeting the mission of the Charter
  - a. By-Laws review and recommendations
    - i. None at this time
  - b. Marketing/Recruitment
    - i. Marketing/Recruitment Committee (Information/Discussion)
      - 1. Communicating with elementary school nearby reaching out with Highland students that previously attended the local elementary schools. Letters will be sent to the principals of elementary schools, requesting presentations to their 5th graders by our students.
  - c. Charter Revision (Information/Action)
    - i. January meeting for comment (Action)
      - 1. Additional meeting on the calendar to talk about moving and revising the educational section of our charter. -- Wednesday, January 17th, 6:00 PM
- 9. Public Comment (2 minutes per participant) -none

  Motion to adjourn meeting by Shelly Morgan, second by Kevin Masterson. Pass unanimously.