

Highland Tech Charter School
Academic Policy Committee
December 9, 2015
6:00p -7:30p

1. Determination of Quorum and Call to Order (Called to order at 6:01)
 - a. Attendees:
 - i. Gretchen Kenney
 - ii. Alex Tatum
 - iii. Brenda Bidwell
 - iv. Michael Welge
 - v. Adam Robinson
 - vi. Michael Shapiro
 - vii. Kristen Dehaven
 - b. Absent
 - i. David Taylor
 - ii. John Trampush
2. Approval of Minutes
 - a. October minutes
 - i. **Motion to approve by Bidwell, Seconded by Robinson – Unanimously approved**
3. Public Comment (2 minutes per participant)
4. Board Development
 - a. Board Training – January (Information)
 - b. Board Membership
 - i. M. Shapiro initiated conversation about needing to increase the number of board members to comply with the bylaws
 1. Board discussed specific potential candidates to be approached. M. Shapiro will also be sending out an email to parents to solicit participation.
5. Compliance (Information)
 - a. Treasurer Report
 - b. Discretionary spending
 - i. M. Shapiro shared the complete accounting of HTC's discretionary spending. M. Shapiro also informed the board that Highland will be spending much more than anticipated on substitutes based two long-term teacher leaves.
6. Principal Report (Information)
 - a. Budget overview
 - i. Enrollment impact
 1. Highland's enrollment is less than projected and will result in having to return funds to ASD. The official amount is yet to be determined.

2. M. Shapiro and the admin staff is currently working on a budget for the next school year and will base it on an enrollment projection of 180 students.
 - a. This is an optimistic projection based on planned marketing strategies for the coming months.

b. Academic overview

i. AMP Scores (Information)

1. M. Shapiro showed test data compared to district and state performance.
 - a. M. Shapiro argues that standardized math testing will always be an area that our school performs lower than expected due to the fact that students who are not in a “grade level” math course have not been exposed to the material our state tests them on.
 - b. Overall, HTC’s literacy scores are significantly higher than both the state and district. This trend has always been true of HTC students.

ii. 10th Grade Challenges (Information)

1. 10th grade student data has been closely monitored by HTC’s admin team. M. Shapiro has identified the fact that when our 10th and 11th grade students are still in lower levels (middle school content), graduation becomes very unlikely.
 - a. 7 of the most at risk 10th graders are being brought in for a conference with administration.

iii. The Charter, Mastery, Retention (Action)

1. M. Shapiro presented on historical enrollment data that showed, with the exception of 2 years, HTC has had declining enrollment every year.
2. After exploring the reasons students/families leave Highland, the admin team has learned that very few move on because they are not happy
 - a. Most leave because, even though they love the school, the academic program is too rigorous
3. M. Shapiro argued that in order to increase retention, “mastery” will have to be redefined.
 - a. STAFF/ADMIN PROPOSAL: If 51% or more of a level is proficient (with all other standards being proficient), than the student will be promoted to the next level
 - i. **Motion to approve by B. Bidwell, seconded by G. Kenney. Unanimously approved.**

c. Gift to the Students from the PTSO (Information)

- i. The PTSO will be using the proceeds from the winter auction to pay for 30 meals a day for students in need.

d. NASSP Conference (Information)

- i. M. Shapiro will be presenting at the conference in February on mastery learning.

7. Meeting the mission of the Charter

a. Committee Reports (Information/Possible Action)

- i. Building situation

1. M. Shapiro has been working to build relationships across the district, specifically with middle school principals.
 - a. A relationship between HTC and Central Middle School led to a proposal to ASD to share the current CMS building that would potentially allow HTC access to a “normal” school facility.
 - i. Ultimately, it was determined that for logistical reasons, this is not currently an ideal fit.
 - ii. Marketing Committee report (Information)
 1. Marketing materials
 2. Name change (Action)
 - a. **Motion to initiate a name change campaign that will engage all stakeholders. 3-5 potential names will be brought before the board for a final decision during the February board meeting. Motion by M. Welge, seconded by B. Bidwell. Unanimously approved.**
 - b. Communication (Information)
 - i. Website
 1. The new HTC website will roll out in January.
8. Executive Session (minutes recorded in separate, board-access-only file)
 - a. **Motion to enter by B. Bidwell, seconded by G. Kenney.**
 - b. **Motion to exit by G. Kenney, seconded by A. Robinson**
9. Return to Open Session for adjournment
 - a. **Motion to compensate each of our principals with a \$1,000.00 December bonus. This is to honor the fact that all contracted district principals (and teachers and TOTEM employees) also received bonuses this year. Motion by B. Bidwell, seconded by G. Kenney. Unanimously approved.**
 - b. **Motion for the APB treasurer and president to contact ASD about how other charter principals are compensated. This is to make sure that our practices are consistent with other similar programs. Motion by B. Bidwell, seconded by G. Kenney. Unanimously approved.**
 - c. **Motion to adjourn by M. Welge, seconded by G. Kenney. Unanimously approved.**

1. Executive Session (12-9-2015)

- a. The high school LA teacher, K. Daugherty is expected to return from medical leave in January.
- b. M. Mueller, one of HTC's SPED assistants will be missing the rest of the school year due to a medical leave.
- c. The board reviewed administrator pay and how HTC's principals have been compensated compared to the rest of the district.