

Highland Academy  
Academic Policy Committee Minutes  
April 18, 2017

1. Determination of Quorum and Call to Order-- *called to order at 6:04 with a Quorum. Absent members include Laura Hilger. With Alex Tatum and Adam Robinson calling in remotely, Vice-Chair John Trampush chaired the meeting.*
2. Approval of Minutes
  - a. February minutes--*motion to approve by Brenda Bidwell, second by Alex Tatum. Passed unanimously.*
3. Public comment on agenda items (2 minutes per participant)
  - a. *Adding items to the agenda --motion to approve by Brenda Bidwell, second by John Trampush*
    - i. *Student Handbook*
    - ii. *PEAKS Testing*
    - iii. *Board representative at Highland Graduation*
4. Student Presentation – Teen Council
  - a. *Explanation of Teen Council, their purpose and role in the Anchorage School District, and encouraging students to use their voice.*
5. Board Development
  - a. Board evaluation
    - i. *Proposed final meeting of the year, Dr. Shapiro will send out a doodle to gauge which date in late May/early June would work best.*
  - b. New members
    - i. *Currently have six voting members, work on recruiting two parent members and one unaffiliated from the school and/or district for August. By-laws indicate nine voting members.*
6. Principal Report (Information)
  - a. Budget update
    - i. *Accessing our prior funds--can we just roll that money forward? We are waiting to hear back from the Municipality and the school district.*
    - ii. *Carry over \$50,000-\$150,000--exact number will be communicated at the next APC meeting.*
    - iii. *ASD Board agreed to keep our lower rental rate for two years (through SY 2017-2018)*
    - iv. *What is our building situation like for next year?*
      1. *Charter School Campus--the idea is being floated around the district*
      2. *Rilke Schule building is still available*
  - b. Technology update (Information)
    - i. *All Highland teachers are getting new laptops through the district refresh. We will put the old Macbooks into a laptop cart for student use.*
    - ii. *All wireless access points were updated and we now have more.*
  - c. Student Handbook
    - i. *Document prepared by Dr. Shapiro and Mrs. Johnson will be available for the APC to review at the August meeting.*

- d. PEAKS Testing
  - i. *Testing is operating smoothly, no technology issues to report.*
  - ii. *Students in 6<sup>th</sup> – 10<sup>th</sup> grade being tested in math, English-language arts. 8<sup>th</sup> and 10<sup>th</sup> grade also take science.*
  
- e. Academic overview (Information)
  - i. Progress Reports staff analysis (Information)
    - 1. *Teachers were asked--what patterns are emerging?*
      - a. *Work Completion: significant gap between middle and high school work completion, middle school students are completing work consistently, consistency in work submission in Social Environments,*
        - i. *Focus on the decline: How do we scaffold for middle school students? How do we build the bridge between middle and high school?*
        - ii. *Focus on helping students prioritize and organize*
      - b. *Proficiency: middle school students are turning in proficient work more often than high school students, higher level of proficiency in science and social environments, high school humanities students are consistently having students earn proficient or higher, big shift in science between middle and high school*
        - i. *Concentrate on pushing students that are highly proficient to earn advanced at the middle school students. Will that commitment translate into high school?*
      - c. *Low level of proficiency=low level turn in rate, High level of proficiency=higher level turn in rate*
    - 2. *Teachers were asked --what is one action I (teacher) will take to help students improve on work completion?*
      - a. *Continue to seek feedback from students on their needs*
    - 3. *This feedback led to conversations about recruiting and retaining students.*

Laura Hilger joins meeting remotely at 6:45.

## 7. Meeting the mission of the Charter

- a. By-Laws review and recommendations Articles III - VII (Action)
  - i. *Revise Article III, Section 3*
    - 1. *Moved language from the duties of the Chair, to duties of the officers as a whole.*
    - 2. *Adding, "The Chair will, along with the Principal (ex officio), determine the agenda for each meeting, allowing for input from the members of the APC. The Chair will represent the APC, along with the Principal, at any district-mandated events including, but not limited to, ASD Board Meetings, administrative disciplinary hearings, etc."*
    - 3. *The treasurer will, "when necessary, meet with the principal prior to the APC meetings to prepare updates."*
  - ii. *Revise Article IV*
    - 1. *"Open Meetings Act"*
  - iii. *Motion to approve changes to the bylaws by Brenda Bidwell, second by John Trampush. Approved unanimously.*

b. Marketing/Recruitment

i. KSKA ad (Information)

1. *Ad was run and heard, no confirmation that it brought anyone to the door*

ii. Recruitment Open House (Information)

1. *May 3rd, 2017 - 6:30 pm*

2. *20 copies of the flyer promoting the open house went to elementary and middle schools around the district, including various charter programs around the district*

3. *General welcoming session*

4. *Parents, teachers and possible students talking with new or potentially new parents*

iii. How we market (Information/Discussion)

1. *Utilizing the "Next Door" app to advertise and promote Highland*

2. *Bring back our marketing committee to help develop marketing strategies to help promote Highland and find our niche.*

3. *How can we connect better with elementary feeder schools? Hosting an elementary project? Bring in teachers and counselors for tours and opportunities to learn about Highland?*

8. Public Comment (2 minutes per participant)

a. *Shelly Morgan, parent--promoting the use of AKCIS in Highland, setting up workshops where a representative from AKCIS can walk students through the process.*

*Motion to adjourn Alex Tatum, second by Brenda Bidwell. Passed unanimously. Meeting adjourned 7:04.*