

Highland Academy  
Academic Policy Committee  
Meeting Minutes for May 24, 2017  
6:00p -7:30p

1. Determination of Quorum and Call to Order--*called to order at 6:08 with a Quorum. All present, Laura Hilger calling in remotely.*
2. Approval of Minutes
  - a. April minutes--*motion to approve by Brenda Bidwell, second by John Trampush. Passed unanimously.*
3. Public comment on agenda items (2 minutes per participant)
  - a. *No public comments*
4. Student Presentation – None
5. Board Development
  - a. Board evaluation (Action)
    - i. *The Board completed its' self-evaluation in Executive Session, but is holding off on voting on the evaluation until narrative has been completed and reviewed by the Board.*
  - b. New members (Discussion)
    - i. *Three people have expressed interest in becoming voting members, bringing our total number of voting members to 9, meeting our bylaw guidelines.*
    - ii. *After vetting in Executive Session during the August meeting, seating would happen during the meeting.*
    - iii. *New staff board representative will be introduced at the August meeting.*
    - iv. *Action Item: Dr. Shapiro will get information out to the public requesting information about potential members prior to the August meeting. There may be more "candidates" than seats.*
6. Principal Report
  - a. Budget update (Information)
    - i. *Dr. Shapiro anticipates that the school will carry over just under \$100,000 -- last of the House Bill 278 money.*
    - ii. *Current budget issues will have an impact on us in some capacity, but it will not impact our number of staff members.*
    - iii. *Security Update (Information/Action)*
      1. *Proposals from Dr. Shapiro:*
        - a. *Utilize a swipe card and buzz in system. Cost is approximately \$12,000.*
        - b. *Turn the front conference room into an Administrative Assistant office.*
        - c. *Total cost for the two projects would be approximately \$15,000*
      2. *Adam Robinson asked if J&L Properties can springload the outside "cage" doors so that they are more secure?*
    - iv. *Motion to approve spending \$15,000 on security improvements by Brenda Bidwell, second John Trampush, two abstentions. Passed unanimously.*
  - b. Academic overview (Information)--*Vice-president John Trampush chairs the meeting*
    - i. *PEAKS and MAP testing*

1. *Students took the first administration of the new state test, PEAKS. It will provide baseline data for the first year and the cut scores may change from the first to the second year. The test won't provide good, usable data for a few years.*
  2. *Highland experienced no logistical issues with testing.*
  3. *6th, 7th, and 8th graders will begin MAP (Measures of Academic Progress) testing next year*
    - a. *Goal is to show student growth*
    - b. *Given 3 times a year*
    - c. *Additional data to show student growth*
    - d. *While often Highland students struggle to earn standards, MAP test will show if they're learning, despite not earning.*
- c. *Climate and Connectedness Survey*
- i. *In most areas Highland is scoring above the district and state. Dr. Shapiro will present the data to the Board at the August meeting.*
- d. *Staffing (Information)*
- i. *ASD budget impacts us in that all first year teachers have been released from the district. Even though Highland teachers were released, the teaching positions still exist at Highland.*
- e. *Student Handbook (Information)*
- i. *Dr. Shapiro and Ms. Johnson are working on a draft which will be available for the Board during the August Board meeting.*
- f. *Increase in Physical Education*
- i. *A bill was approved by the state legislature that would increase the amount of PE middle school students take during the day.*
  - ii. *54 minutes a day of physical activity would be required for middle school students. This will present some challenges to scheduling at Highland given our limited access to indoor space, but Dr. Shapiro supports the spirit of the bill.*
- g. *Highland Recognition through ASD*
- i. *Highland Academy was recognized at the May 22nd ASD Board Meeting for making the "Getting Smart" 100 Schools Worth Visiting list for the 3rd consecutive year. Superintendent, Dr. Deena Bishop recognized Highland during the Board's Focus on Staff and Students initiative. Dr. Shapiro attended along with Assistant Principal Ayme Johnson and Highland APC members Nicole Crosby, Adam Robinson, and John Trampush.*

## 7. Meeting the mission of the Charter

- a. *By-Laws review and recommendations (None)*
- b. *Marketing/Recruitment*
  - i. *Recruitment Open House (Information)*
    1. *May 3rd, 2017*
    2. *Small, but enthusiastic showing*

- a. *Approximately 7 families attended*
    - b. *We're optimistic that most if not all were interested in enrolling.*
  - 3. *Advertisements went out to local elementary schools and some of the other middle and charter schools.*
  - 4. *Administrative, teacher, and student presentations, as well as a student led tour*
  - 5. *Open Houses will continue in the future, need to host one before the first lottery in the Spring*
  - 6. *Feedback from one of the students that was interested--more one on one time with students would be beneficial.*
- ii. *Marketing/Recruitment Committee (Information/Discussion)*
  - 1. *Standing committee is a necessity, potentially meeting on a monthly basis*
  - 2. *Committee will be established in August*
  - 3. *Reunion committees forming--former graduates*
    - a. *Utilize quotes, testimonials, and videos*
  - 4. *15 anniversary celebration?*
    - a. *Vinyl banners*

8. Public Comment (2 minutes per participant)

- a. *Shelly Morgan, parent--comments relating to the buzzing system, even though it might not be fun when starting, it really works well. Marketing--becoming more active in STEM nights. Connect with elementary schools through classes and projects (usually happens in April).*
- b. *Kevin Masterson, parent--interested in potentially joining the board. A buzzer on the second door might be a more inviting environment.*
- c. *Anne Masterson, parent--Administrative Assistant needs her own space, but where will the activities that were hosted in the room go? Coats can go behind the Administrative Assistant's desk. This year has been a challenging year for the family. It feels as though some staff members have increased the workload beyond high school level requirements and moved away from "earning standards" and provided the time to complete their work (whether that means more or less time).*

*Motion to adjourn meeting by Adam Robinson, second by Brenda Bidwell. Passed unanimously. Meeting adjourned at 6:56.*