

Highland Tech Charter School
Academic Policy Committee
April 12, 2016
6:00p -7:30p

1. Determination of Quorum and Call to Order (called to order at 6:02 pm)

In Attendance:

- Gretchen Kenney
- Brenda Bidwell
- John Trampush
- Alex Tatum
- David Taylor
- Adam Robinson
- Michael Welge
- Kristen Dehaven
- Michael Shapiro

2. Approval of Minutes

a. February minutes

- i. One change was suggested to reflect that the lunches provided to the students by the PTSO are provided at no cost to the school or the students, but are being paid for by PTSO and not donated by Wooden Spoons Alaska.*
- ii. Motion to approve minutes by Brenda Bidwell, seconded by Adam Robinson. Unanimously approved.*

3. Public Comment (2 minutes per participant)

4. Board Development

a. Review of 2015 Retreat Commitments (Information/Discussion)

i. Dr. Shapiro reviewed the Board's work during last year's winter retreat and work session.

1. Multiple members shared that the HTC Board is still not as visible in the school community.
 - a. Multiple simple and easy to implement ideas were brainstormed.
2. The Board also discussed the need to identify what kinds of student achievement data is needed from the principal in order assess follow-through with school goals.
3. The Board agreed that at least one work session is needed in order to move forward in the above areas. A future date and venue will be set for this special work session, likely to occur in the fall.

5. Compliance (Information)

a. Treasurer Report

b. Discretionary spending

- i. All discretionary spending reports were provided to the Board.

c. District vs. Personal email (Discussion/Action)

- i. Board members were reminded that if they use a personal email account for Board communications should there be an incident or investigation, all of the Board members' personal email would be subject to subpoena. There was consensus around Board members not adopting ASD emails and trusting on good judgment and prudence.

6. Principal Report (Information)

a. Budget overview

i. 2015-16 enrollment impact (Information)

1. Over \$370,000 must be returned to the district due to not meeting enrollment projections for the year. This will be covered primarily by funds encumbered during the 2014-15 school year.

ii. 2016-17 Budget w/ Lease Adjustment (Information/Action)

1. ASD has approved HTC's request for a \$75,000 rent reduction for this school year. This is a reduction of \$75,000 from the current cost.
2. However, due to a change in the way retirement benefits are paid for, Highland may be responsible to pay nearly \$60,000 in additional TRS starting next year.

b. Academic overview

i. AMP

1. AMP testing for the 2015-16 school year has been cancelled.

ii. ACT Results

1. 20 students tested. 12 scored in the average range. 4 scored above the average range, 4 were below. Half of the students scored at the 50th percentile or above.

iii. Graduation Requirements (Action)

1. ***Motion by J. Trampush to adopt "green track" for graduation, seconded by Brenda Bidwell. Unanimously approved.***

c. Spring Lottery (Information)

- i. Administration has presented to many of the ASD charter elementary programs. Over 40 students have applied already for this year's lottery (a large improvement over last year).
- ii. The Board discussed what kinds of marketing could be explored during the spring lottery season.

1. ***Motion by G. Kenney to have D. Taylor and M. Shapiro meet to create a targeted marketing campaign with an initially approved budget of \$2,000, seconded by D. Taylor. Unanimously approved.***

iii. Other ideas included

1. Signage
2. Radio spots
3. Youtube video

d. Graduation (Action)

- i. The board agreed that J. Trampush would represent the Board at HTC's graduation.

7. Meeting the mission of the Charter

a. Committee Reports

i. Re-Branding and Name change (Action)

1. The Board discussed feedback received during public comment on a school name change during the February meeting.
2. **Motion by B. Bidwell to change the name of HTC to "Highland Academy", seconded by D. Taylor. Unanimously approved.**
3. Dr. Shapiro has contacted the ASD administration to figure out what the next steps should be to make the name change official.

b. By-Laws (Discussion)

- i. Item postponed until next meeting.

8. Executive Session

- a. **Motion to enter E.S. by D. Taylor, seconded by A. Robinson. Unanimously approved.**
- b. **Motion to exit E.S. by G. Kenney, seconded by D. Taylor. Unanimously approved.**

9. Return to Open Session for adjournment

- a. **Motion to adjourn by G. Kenney, seconded by D. Taylor. Unanimously approved.**

Executive Session Minutes:

Board discussed how to appropriately compensate our administration.

- The board discussed giving our principal an extra 15 “flex days” as an alternative to a pay increase.
 - ***G. Kenney motioned that M. Shapiro present a proposed schedule of how he would use an additional 15 flex days, with a focus on minimizing impact on students. The board will also speak with Highland’s assistant principal to gauge the impact on the other administrative staff. Seconded by D. Taylor. Unanimously approved.***