

Highland Academy
Academic Policy Committee
August 24, 2016
6:00p -7:30p

1. Determination of Quorum and Call to Order--*called to order at 6:02 pm with a Quorum. Absent members include Laura Hilger, Gretchen Kenney and Kristen Dehaven.*
2. Approval of Minutes
 - a. May minutes--*motion to approve by Brenda Bidwell, second by John Trampush. Passed unanimously.*
3. Public Comment (2 minutes per participant) - *None*
4. Board Development
 - a. Officer election
 - i. *Alex Tatum to remain chair voted on unanimously. Gretchen Kenney to remain vice-chair, voted on unanimously (with her consent). Brenda Bidwell to remain treasurer, voted on unanimously. Nicole Crosby to become new secretary, voted on unanimously.*
 - b. Membership 2016-17 (Discussion)
 - i. *Welcoming new members: Laura Hilger and Nicole Crosby. Outside recruitment encouraged -- law, technology, etc. Should we look to former Highland graduates (Mr. Trampush will inquire with those students he is currently in touch with)? Highland teacher on leave, Diana Burbank's husband, Winston (Dr. Shapiro will touch base with Winston Burbank)?*
 - ii. *Open Meetings Act Training September 22nd 6:30 PM, ASD Board Room*
5. Compliance (Information)
 - a. 2015-16 Board Self-Evaluation
 - i. *Completed last May -- evaluation will now be published by Dr. Shapiro, to include a brief narrative regarding accomplishments and areas of growth.*
 - ii. *Mostly in the Satisfactory and Excellent range, but there were some areas of growth: Board's visibility and marketing.*
 - iii. *Mr. Trampush moves to adopt the Board self-evaluation. Seconded by Mr. Robinson. Discussion-- when should we do the work session about Board visibility, as outlined in the self-evaluation? Dr. Shapiro will put out a Doodle with potential dates in mid-September.*
6. Principal Report (Information)
 - a. Budget overview
 - i. 2016-17 (Information)
 1. *Budget has not been finalized due to state funding changes.*
 2. *Per the rent reduction, additional money will go to staff for extra duties, part time Spanish teacher.*
 3. *Carrying over \$155,000 from last year (could be used for teaching supplies, bills, etc.)*
 4. *\$46,000 returned to Highland based on Special Ed. budgeting -- this money will go toward Professional Development (out of district travel and conferences)*
 5. *Four new staff members should cost us less than last year's staff.*

6. *Enrollment--first time since 2010-2011 we are starting the school year with more students than we ended with. Starting the school year with 170 students. We lost much fewer students this year, as compared to past years.*
 - a. *Graduating class is looking good! 25 seniors in the graduate advisories.*

b. Academic overview (Information)

i. Benchmarks and presentations for 2016-17

1. *Student data--what kind of data is the Board looking for?*

- a. *Possible student presentation in October.*
- b. *Data Dashboard? Where is it? We can't find it...*
- c. *Numbers of students that are in classes above, at and below grade level. At the end of the year, see where students are -- did they complete the amount of standards necessary to move up the grade level?*

c. Staffing 2016-17 (Information)

i. *Four new staff members (all experienced teachers)*

1. *Jack Klauschie -- Middle School Humanities*
2. *Erin Schneider -- High School Science*
3. *Nora Matell -- High School Math and Science*
4. *Susan Loraine -- Special Ed. Coordinator*

ii. *Meg Mueller has officially resigned from her position. Mr. Simon will resign at the semester, but will be student teaching with Adam Robinson. We will look to fill his position before the end of the semester.*

iii. *Focus of the staff retreat:*

1. *What is the staff focus for the year?*

- a. *Feedback (teachers to students, students to teachers, administrative team to teachers, parents to the school)*
 - i. *Could the student presentations to the Board be similar to group PSS Advancements? --what have we learned about this year? What has Highland taught us?*
- b. *Health/Fitness -- PTSO will provide free breakfast for the students. Staff will model the promotion of health and fitness. PE and Yoga classes are available to students.*
- c. *Professional Development -- understanding, learning and mastering "the model". Dr. Shapiro is working with Laura Hilger to set up some trainings for credit.*

7. Meeting the mission of the Charter

a. Committee Reports

i. Re-Branding and Name change (Information)

1. District-wide name change

- a. *Name change is out there, press release in July. Systems and documents have been updated.*

2. Signage

- a. *Agreement signed with Signco to take down our old sign (to be saved for seniors). After patching and painting is completed by J&L Properties, Signco will come back and install the new sign. Cost is \$8,500 for removal and hanging the new sign.*
- b. *Dr. Shapiro is working with ASD to change the sign on Northern Lights to read Highland Academy (not Highland Tech High).*

3. Advertising

- a. *Handbook has been updated to reflect changes. Printing is in the process (200) and all families will have a handbook in their hands.*
- b. *The teachers would like post cards that can be sent to parents to celebrate successes and the cool things that are happening during the school day. Those will be ordered following the handbook order.*
- c. *Do we want to do some advertising now?*
 - i. *Lawn signs to promote available seats -- what would it cost? David Taylor will design the signs for free. Each sign would/could cost around \$5, but we would need a quote.*
 1. *Motion to buy lawn signs by Brenda Bidwell, second by Adam Robinson. Passed unanimously.*
 - ii. *ADN online/newspaper ad campaign was considered, as well.*

4. Highlandtech.org

- a. *Keeping for Google management purposes.*
- b. *Our old site has a link to our new website: highlandacademy.asdk12.org.*

8. Executive Session

- a. *John Trampush votes to move go into executive session, Brenda Bidwell seconds. Passed unanimously.*

9. Return to Open Session for adjournment--*motion to return to Open Session by Brenda Bidwell, second by Adam Robinson. Passed unanimously.*

Motion to adjourn by Brenda Bidwell, second by Adam Robinson. Passed unanimously. Meeting adjourned at 7:08 pm.