

Highland Academy
Academic Policy Committee Minutes
October 11, 2016

1. Determination of Quorum and Call to Order--*called to order at 6:09 pm with a Quorum. Laura Hilger and Alex Tatum attended via phone. Absent members include Nicole Crosby, Adam Robinson and Kristen Dehaven.*

Approval of Agenda--motion to approve by David Taylor, second by Laura Hilger. Passed unanimously.

2. Approval of Minutes
 - a. August minutes--*motion to approve by Alex Tatum, second by David Taylor. Passed unanimously.*
3. Public Comment (2 minutes per participant) – *Eric Anderson, parent, attended. Introductions made. No comments.*
4. Student Presentation—*PSS Level 2 Advancement presentation given by Highland student Robert Hollowood.*
5. Board Development
 - a. Work session product
 - i. *Board member bios need to be sent to David Taylor. No pictures. Pictures will be taken at a later date.*
 - b. Board presence at S.L. Conferences
 - i. *Mingle and introduce ourselves to parents versus having a table.*
 - ii. *The Board decided that since there was no critical information needed at this point it will wait to survey parents until the spring conferences.*
 - iii. *Dr. Shapiro will introduce Board members when they make an appearance at school and PTSO events.*
6. Compliance (Information)
 - a. Open Meetings Acts Training
 - i. *Between last year and the current training almost 100% of the Board has attended training.*
 - ii. *APC is in compliance with the Open Meetings Acts.*
7. Principal Report (Information)
 - a. Budget update
 - i. Impact of new staffing
 1. *4 new staff members. The part-time tech position went away. Now have a part-time Spanish teacher. An additional TA position may be added.*
 2. *The financial impact of new staffing was a net gain of approximately \$20,000 in the budget.*
 - ii. 2015-2016 carryover funds
 1. *Carrying over approximately \$200,000 from last year.*
 2. *BYOD culture changed and fewer students are bringing their own devices to school for classwork. Between Chromebooks, Macbooks, the computer lab, and BYOD, the school is virtually a 1-1 school, but Dr. Shapiro would like to use some of the carryover funds to make us truly 1-1.*

3. *Logistics of where Chromebooks are stored and how they're checked out/assigned to students will have to be put into place. Students could take the Chromebooks from class to class if they had a carrying case*
4. *Motion to purchase 2 more carts, 40 more chrome books, and neoprene carrying cases with the new Highland Academy logo made by John Trampush, seconded by David Taylor. Passed unanimously.*

iii. Anticipated OASIS count

1. *Last year estimated 195 students, during count had 165 students. This year estimated 180 students, currently one week into the count there are 178 students.*
2. *Dr. Shapiro and Ms. Johnson's plan to project next years numbers:*
 - a. *Number of grads, number likely to move on, project number of new students*
 - b. *60 new students this year: 21-22 6th graders, multiple upperclassmen*
3. *Suggestions for recruiting:*
 - Do presentations at other charter schools*
 - Get into K-5 schools*
 - Do face to face vice just emails with elementary schools*
 - Possible PTA to PTA for enrollment*
4. *Discuss further at December's meeting*

b. Open House Feedback from Parents

- i. *30% of the parents responded to the requested survey, which is a good percentage in survey terms.*
- ii. *Questions in the survey included:*
 1. *Attendance*
 2. *New to the school or returning*
 3. *If returning, did you like the Open House better then the BBQ held in the past?*
- iii. *Looking into if it will be feasible to do both the BBQ and the Open House next year, either together or as separate events, without putting too much burden on the staff.*

c. Academic overview (Information)

i. Presentation on student academic levels

1. *Power Point presentation given by Dr. Shapiro on all Highland students. The presentation showed the #/% of students at, below, or above grade level in all of their core academic courses. It also showed the # of seniors on track for graduation in the spring. The percentages varied from grade level to grade level and between core classes. Dr. Shapiro projects Highland's largest graduating class in many years.*
2. *For December's meeting he will present the Board with the "Now What" that comes out of the October 28th in-service and how the new staff members are adjusting to the Highland instructional approach.*

8. Meeting the mission of the Charter

a. Committee Reports

i. Re-Branding and Name change (Information)

1. Signage (above school)
 - a. *A rebid was done. Now Broadway will be taking care of the sign and it will cost about \$3,000 less. Ms. Mahoney's class wants the old sign to make a sculpture. Dr. Shapiro believes the new sign will be up in late October/early November.*
2. Signage (N.Lights)
 - a. *The bid to replace the small signs on the ASD Northern Lights sign is for \$2400. The Board did not approve the cost. Dr. Shapiro will investigate other options.*
3. Advertising
 - a. *Parents will be asked to remove the lawn signs they have been displayed this fall. They will be asked to put them out again in February in time for the lottery.*
4. School Business Partnerships
 - a. *When a business agrees to be a business partner with the school, the Board member should pass the point of contact information to Dr. Shapiro. The business will be signing a contract with Dr. Shapiro.*

Question from the public:

The students who are doing really well, what have they done differently? How?

The students entrance essays – take bullet points from them concerning why they want to attend Highland and use them.

9. Executive Session

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

10. Return to Open Session for adjournment--*motion to return to Open Session by David Taylor, second by John Trampush. Passed unanimously.*

Motion to adjourn by David Taylor, second by Laura Hilger. Passed unanimously. Meeting adjourned at 7:39 pm.