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| **Board Meeting of Kaleidoscope APC** | | | | | | | | | | | |
| Date: Aug. 19, 2019 | | | | | Location: Kaleidoscope Library | | | | | | |
| Attendance Log: | | |  | |  | |  | | |  |  | |
| **Board Members** | | | | | | | | | **Staff** | | |
| X | Liz Burck | | | | | X | | Tony Munter |  | | Dawn Grimm, Mary Blossom, Kelli Stroh, Jan Darch, Kim Daniels, Joy Harper, Kelsey Short, Katie Abraham (4:15pm), Ryan Martin (4:20pm) |
| X | Crista Cady | | | | | X | | Nicole Shelden |  | |  |
| X | Rinna Carson | | | | | X | | Stacy Tronnier | Guests | | |
| X | Julie Laker | | | | |  | | Vacant (Comm. Rep.) |  | | Linda Hibberd, Susie Metteer, Jodi Dura, Cindy Durst |
| Legend: X - present E - excused absence T - teleconference V - video conference | | | | | | | | | | | |  | |  |  |  |  |
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| **Topic** | | | | | | **Information - Finds - Conclusions - Recommendations** | | | | | |
| Call to order | | | | | | Liz Burck called the meeting to order at 4:06 pm | | | | | |
| Introduction / Mission Statement | | | | | | Stacy Tronnier read the mission and Board introductions were made. | | | | | |
| Approval of Minutes | | | | | | Crista moved to approve the following amendments to the minutes of the May 28, 2019 meeting. Stacy seconded. Unanimous approval.   1. Include a period after the mission statement on the Agenda 2. Tony Munter was NOT present at the May 28th meeting 3. Discussion Item b. eighth line up from bottom of the page, change the word “odd” with “questionable” 4. Discussion Item b. continuing further down, spelling correction of the   Bunnell Grant  Crista moved to accept the minutes as amended. Nicole seconded. Unanimous approval. | | | | | |
| Approval of Agenda | | | | | | Stacy moved to remove 7.b. (2019-2020 Principal’s Professional Goals) from the agenda. Seconded by Nicole. Unanimous approval.  Nicole moved to correct the numbering of the Agenda to chronological order. Rinna seconded. Unanimous approval.  Crista moved to accept the agenda as amended. Nicole seconded. Unanimous approval. | | | | | |
| Public Comment | | | | | | Joy Harper thanks everyone that volunteers their time to serve on the board and offered wishes for a productive year. Kelli Stroh is excited about the school year and thanks again to the board for volunteering.  Dawn appreciates all the work the staff has done putting all the new furniture together and making our school look beautiful. It is a lot of extra work that is volunteer time for them. Thank you to everyone who is here. 12:16 | | | | | |
| Principal’s Report | | | | | | 1. Staffing update – Mary Blossom is the new head secretary. A new nurse will be coming in, but cannot release her name just yet until a few things are finished up at District Office. Kumi Shields is the new school psychologist. Still finalizing who our new Occupational Therapist will be, she will come in a couple times a week. It was approved last week to go forward with hiring 1.0 full time Instructional Aide to replace Rochelle Brenner, hire two .5 Instructional Aides and one .5 Teacher to cover Library and Media. 2. Enrollment – Some movement since last week, we had some families move out of state unexpectedly opening some spots. The 5th grade teachers were willing to take on some of those openings from the list, so they now have 24 in each of their classes. Thanks to them for being flexible and meeting our target goal of 260. Two students are not in our system yet, bringing total enrollment to 261, with the anticipation of a student leaving in mid-September. 3. Events - tomorrow is the first day of school, we will have a school wide assembly. September 10 is school picture day. 4. Budget – the governor did sign off on education. Currently not certain how that will affect us until the district gets the numbers sent out. Once that is figured out, we’ll have some numbers to look at. 5. Tentative meeting dates – hold for Discussion Items   Clarification question from Liz regarding posting of the open positions. Dawn confirmed we are in the queue to post the positions, and it’s about a 4 day process. The openings then have to list for a minimum of 5 business days. Classified positions cannot call or interview until the job has closed. Certified positions we can call and interview as soon as an applicant applies. 13:56 | | | | | |
| Committee / Project Reports | | | | | | Liz noted the board has added a new section to the agenda called Committee and Project Reports. The board is working toward setting up an Evaluation Committee, Project Committee and a Budget Committee made up of APC board members, as well as some staff members and parents.  Project Reports   1. Greenhouse – Nicole reported this week Mr. Ala has plans to come in, but being a farmer unexpected events happened so construction plans have been pushed back. His intention is to put the posts in soon, not critical to have them in this week. Plans for the greenhouse might need to be put back another week so not to conflict with the Color Run. We are trying to be flexible. Dawn explained there are only a few days leeway for the digging to get the posts in after calling 811 and getting the lines marked. Dawn shared all the supplies were ordered last May. Ground posts are ready to be picked up whenever Mr. Ala is ready to do that. The high tunnel is on a barge and should be here beginning of September. Kenai Feed feel’s comfortable picking it up the week of the 9th. They will keep it at Kenai Feed until put up since we don’t have a place to store and keep the material secure. Nicole shared on Friday the staff in the building all helped move the lumber for the beds. Sarah Castimore found a trailer and is now storing it at her house. Dawn said once February comes we’ll talk with Mr. Ala about the soil and see what other materials might be needed. Dawn reported she has a breakdown list of needs to help with construction once that gets started. Nicole shared the second day the more people the better to help put the beds together while the plastic is going up. 17:52 2. Entry Art (Shala Dobson Project) – Joy Harper shared in her communications with Shala, that November would be the best time for her. Joy suggested the art committee meet soon, start looking at the schedule and decide from there. The art committee is made up of staff members and have not had a chance to meet this year. 25:00 | | | | | |
| Discussion Items | | | | | | 1. KPBSD Charter School Advisory Committee policy changes – Liz shared there is a window of opportunity to provide comment to the school board regarding the policy changes. The focus at the work session last week was on the administrator evaluation, particularly step #5. Dawn explained the School Board Charter Oversight Committee met at the last regular board meeting and discussed the evaluation process for charter schools. One of the things they want changed for charter schools is for staff to not participate in the evaluation part of their administrator. They are looking for recommendations from all charter schools. Specifically at staff members being able to provide feedback on their administrator, but not be present during the evaluation. Also, regarding other policies, this is now the opportunity to look at current policies in place and see if there is anything that needs changed. The exemptions piece is one thing we might want to look at and make sure we are aware of how it affects our school since we operate under our charter. One thing that stood out was that we are exempt from the KPBSD textbook program, curriculum and scheduling requirements. Dawn suggested we might want to provide feedback and make sure they know that yes, we like the wording that we are exempt from these requirements and that’s what follows the state charter school statutes. Dawn will be attending these meetings to make sure that we are represented in that way. She encouraged other APC and staff members to go because it’s important, and if we are not attending things could be changed and then that would be something we’d have to follow. Crista asked what is a “program” to the district? It is a general word and hard to nail down. She shared we are different on purpose and are allowed to be exempt from the things we established in our charter. Dawn explained policy changes are a lengthy process with back and forth looking at notations, feedback, reviewing anything they want to amend before going to the school board for a final decision. For the purposes of the board, Rinna asked about the process of how our administrator is evaluated and how was it done in the past. Dawn explained there was a work session last week to discuss the goals in the three areas that were brought forward from last spring. Administrators are evaluated by a Rubric, similar to teachers. We look at goals and ideas that the board has for the school and Dawn, they must be measurable, and then present them to the chairperson. After the goals have been set, Dawn will meet with her Type B evaluator, and that is John O’Brien, Superintendent. John O’Brien and Dawn will meet by September 15th. They will review and discuss the goals and how Dawn is going to meet them. Her goals are not only for the school, but the district as well. Those goals are meshed, from September when they are set to December. The APC meets in executive session, reviews and receives feedback from parents, the staff members and then looks at the goals to see if she’s meeting those goals. Once the information is compiled, the APC Chair, Liz, will meet with John O’Brien and Dawn to discuss where she’s at. The same process will continue like that for the next semester and Dawn will meet with them again in May. Rinna shared with this new proposal for the administrator evaluation, the staff on the board will have to recuse themselves from “any votes, discussions, or other academic policy committee proceedings pertaining to the administrator’s salary, contract, evaluation and termination”. She stated that takes away three members of the APC from the discussion part because as it stands now, the only discussion for salary and contract are between the APC chair and Dawn’s administrator. Rinna asked Dawn as to why this came up to the charter policy committee. Dawn isn’t sure why, but suggested some APCs have more staff members then regular members, and sometimes the balance is off. The concern is that it can become a difficult situation when APC staff members are evaluating the person that evaluates them. That situation has the potential to become retaliatory. Rinna shared that our charter is very specific to us and collaboration is important in our charter. Dawn said another thing to consider is that charter school principals are considered “at cause” employees. If a principal didn’t agree with why they were being terminated, they could fight it anyway. It’s set up similar to other schools with feedback and surveys involved. HR would have to look at the termination to make sure it was “at cause” or not. Dawn shared it would be important to attend the next oversight committee meeting and let the chair know you would like to speak. Feedback was requested by August 23rd. Liz would be interested in knowing historically what the founding members thought about when considering staff involvement in the evaluation process of the administrator. Should the APC board reach a consensus to present to the charter school committee; is it more powerful to have seven individual opinions, or one unified report? Nicole stated the recommendation should be what falls in line with state statute. There was discussion among the APC members as to why the KPBSD charter school committee is interested in this issue if it is already set in the school’s charter? The school board and charter policy committee have asked for feedback from charter school administrators and the APCs to be reviewed on September 9th. 2. Liz presented moving the monthly meetings from Monday to Wednesday to the board. Dawn gave the proposed dates and shared that two of the Wednesday meetings would fall on early release days. The APC meeting schedule is as follows: September 18,October 9, November 6, January 8, February 5, March 4, April 8 and May 6. Liz shared the possibility of moving one of the meetings to an evening time slot in an effort to get parents that work an opportunity to attend. 59:11 3. The AASB (Alaska Association of School Board) training is leaning toward the October 5th date. The cost would be about $1,300-$1,400 for the day. Discussion involved whether the APC-led training should be before the AASB training. Rinna shared it is in the Bylaws to have board training every year. Half-day in the morning of October 5th was the consensus. 67:48 4. Liz brought up the topic of the Kaleidoscope APC only board training. It was suggested there be some bullet points and areas to discuss regarding proper procedure. | | | | | |
| Public Comment | | | | | | None | | | | | |
| Board Comment/Announcements | | | | | | Dawn, looking forward to a great year. | | | | | |
| Adjournment | | | | | | Wednesday, September 18, 2019 @ 4:15pm in the library.  Rinna moved to adjourn at 5:28pm. Crista seconded. Unanimous approval | | | | | |
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