

Board Meeting of Kaleidoscope APC

Date: March 19, 2018	Location: Kaleidoscope Library
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Attendance Log:

Board Members				Staff	
X	Liz Burck	X	Joy Harper	X	Robin Dahlman
X	Crista Cady	X	Cheryl Siemers	X	Cecilia Deatherage, Dawn Grimm, Sara Boersma
X	Jan Darch	X	RaeEllen Kurzendoerfer	Guests	
X	Ben Hanson			X	Rinna Carson

Legend: X - present E - excused absence T - teleconference V - video conference

Topic	Information - Finds - Conclusions - Recommendations
Call to order	Ben called the meeting to order at 4:20.
Introduction & Mission	Joy read the mission statement. Introductions were made.
Approval of Agenda	Crista motioned to approve the agenda. RaeEllen seconded. Unanimous approval.
Approval of Minutes - Jan. 22, Feb. 19, 2018	Ben motioned to approve minutes for January 22 and February 19 regular meetings. Joy seconded. Unanimous approval.
Public Comments	None
Principal Report	<p>Principal's Report was provided through email prior to the meeting.</p> <ol style="list-style-type: none"> a. Enrollment Update – 257 current enrollment. The newest openings will be filled in the Fall. b. Lottery outcome – Held March 7. All positions were offered by March 9. Kinder: 40 filled with 17 wait list. 1st grade: 3 filled (holding on 1) with 31 on wait list. 2nd grade: no change. 3rd grade: 5 out of 7 filled with 9 on wait list. 4th grade: no change. 5th grade: 4 filled with 1 on wait list. c. Staffing update –It is recommended to close posting for sped position to begin interviews. Participants for interview committee are Crista, RaeEllen, and Ben. Robin has submitted her resignation to pursue a professional opportunity and thanked the Board for their support. Theo Lexmond will not be returning as our school psychologist. The district will contract for this position. Ben suggests meeting as a group on whether we need to draw on outside resources, and what the conversation will look like for incoming sped staff. d. Budget Report and Funding Update – The average sub cost is set for FY19 but it was not budgeted as an average for this year. Robin expects to stay below \$50,000. Further discussion held including rollover explanation. Average cost of a sub is \$100 per day. Discussed PTR for the district as well as at KSAS. e. KSAS Organizational Report and School Highlights – Robin will meet with each class to speak on safety and on Thursday there will be an announced mock intruder drill. Charter Reapplication committee has met, Science Night was held for all grade levels, Strategic Planning Committee will submit 1st draft, Planning and Collaboration Day and New Parent Information meetings held, 5th graders celebrated D.A.R.E. graduation, Highly Effective Teaching Principles at inservice March 9. This week will be an assembly on procedural areas, report cards go home Friday.

	<p>f. Upcoming Events listed on Principal’s Report -Kinder visits and registration April 9-13, Shala Dobson here for 2 weeks, April 10 is art night for families and April 19 is school wide celebration at 3:00, 5th graders visit KMS the week of April 23.</p>
Committee Reports	<p>a. Charter Reapplication Committee – Robin will work with Jan on dates for this committee to meet. Robin asks the Board to vote on changes in May. Bylaw changes require 2 meetings (discuss then vote). Work session is set for April 9 at 4:15. Charter Reapplication goes first to KPBSD Charter Oversight Committee in September/October, then the KPBSD Board in November, voted on in December, then the State at their January or March meeting.</p>
Discussion	<p>a. APC elections – Robin has previously drafted the parent rep. ballot for review. All mailing supplies are ready to go. Questioned if 2 days was enough time for staff to apply for APC position and the Board agreed to extend staff deadline to March 26. Robin will send notice to parents tonight allowing one additional week for their bios as well. Ballot mailing will be assembled March 28; Ben will check on Borough option for stuffing envelopes. New Board members will be announced at a special April meeting.</p> <p>b. Review of Strategic Plan 1st Draft – Questioned if this is now in the hands of the Board or if the committee is still working on this draft. Deadline for submission is before finalizing the Reapplication in May. Kelli Stroh explained that the Strategic Planning Committee needs to continue working on this before the Board approves; Robin will email members to meet March 26 at 4:00, including draft in Word format.</p> <p>c. KSAS Administrator Recruitment – Sample descriptions had been distributed. Board will get Robin’s feedback and asked for all Board members to circulate suggestions by email by Thursday at 9:00 p.m. for Ben to compile by Friday at noon. This hiring is a month behind in recruitment. A diverse group will screen applications, the Board will interview and make final selection. The Board handles the selection process while the district is the executor of the hiring. John O’Brien or Christine Ermold will be involved in the interviews. Posting will be up a minimum of 5 days. Robin will link 12 Unique Features to our webpage for all interested candidates.</p> <p>Liz motioned to formally accept Robin Dahlman’s emailed letter of resignation. Cheryl seconded. Vote is 6 ayes, 1 nay by Crista Cady.</p>
Public Comment	<p>Dawn read a statement on behalf of Rinna Carson – in searching for new staff members, APC should review charter and strategic plan. Dawn cautioned when reopening the timeframe to the public to run for a Board seat, review bylaws as she feels enough time was given, even though there is a sole applicant for the position. Discussion held by the Board, recognizing written policy is necessary and could be in Board handbook format. Parent representative timeframe will not re-open.</p> <p>Kelli Stroh asked if there is a location where the public can access all minutes of prior years and recommends good practice of record keeping. Ben will come up with filing structure of all APC documentation and ask Diane about the thumb drive with that data on it. Kelli commented interviewing Robin via Skype and that the library was filled with the public.</p>
Board Comment	<p>Jan reminded the Board there is to be a Spring administrator evaluation. Cheryl will distribute staff surveys this Thursday at the staff meeting. Ben will call John O’Brien to get a date on his calendar; Robin’s last contracted day is June 6.</p> <p>Cheryl voiced concern on 2 current but outgoing Board members being involved in 90% of the hiring process for the new admin but 2 new members possibly being</p>

	<p>seated by the time of hire. The Board could begin gathering documents to compile a Board handbook in the near future. Cheryl suggests setting Board goals.</p> <p>RaeEllen spoke on the APC sponsored End-of-Year Barbecue on May 18.</p> <p>Liz thanked Ben for his report that followed up on the sped discussion at last meeting.</p> <p>Crista looks forward to 4th quarter.</p>
Notice of next meeting and adjournment	<p>Next general meeting is April 16 at 4:15 in the library.</p> <p>Ben called for vote to adjourn at 6:33. Unanimous approval.</p>