

## Board Meeting of Kaleidoscope APC

Date: Nov. 13, 2017	Location: Kaleidoscope Library
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Attendance Log:

Board Members				Staff	
X	Liz Burck	X	Joy Harper	X	Robin Dahlman, Linda Hibberd
X	Crista Cady	X	Cheryl Siemers (phone)	X	Susan Cooksey, Stacy Tronnier, Kim Fields, Sue Hawker, Cecilia Deatherage
X	Jan Darch (6:43)	X	RaeEllen Kurzendoerfer	Guests	
X	Ben Hanson				

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

Topic	Information - Finds - conclusions - Recommendations
Call to order	Ben Hanson called the meeting to order at 4:21.
Introduction & Mission	Jan read mission statement. Introductions made.
Approval of Agenda	Crista motioned to approve agenda, Joy seconded. Unanimous approval.
Approval of Minutes - October 17, 2017	Crista corrected Ben's comment to having a big title on the agenda to post on the bulletin board, not a title to the board itself. Crista motioned to amend the minutes, Liz seconded. Unanimous approval. Unanimous approval of amended minutes.
Public Comments	Kim Fields expressed concerns on the admin evaluation process and the lack of consistency as spelled out in the charter. _Our school does things differently than the district and how will this tie in with other items such as hiring the principal? She has concerns over the lack of accountability and follow through. It's important to get teacher input, with appropriate time given in advance, staying with our mission and philosophy.
Principal Report	<p>Principal Report was provided through email prior to the meeting.</p> <ol style="list-style-type: none"> <li>a. Enrollment Update –enrollment is 258, lost one student today due to relocation.</li> <li>b. Budget Report – Liz would like sub expenses provided in January report. Our estimated budget is \$17,000 less than anticipated due to less than 10% rollover and no IN student.</li> <li>c. KSAS Organizational Report – The sign expense will come from equipment fund. Cheryl asked for update on leadership team review of reapplication.</li> <li>d. School Safety</li> <li>e. Budget Committee – budget needs to be to district by Dec. 15, not Dec. 1.</li> <li>f. School Survey</li> <li>g. Upcoming Events</li> </ol> <p>Ben motioned to accept the Principal's report, Jan seconded. Unanimous approval.</p>
Committee Reports	<ol style="list-style-type: none"> <li>a. Nomination Committee – Ben had 2 names nominated but both declined. Liz is attempting to contact RaeEllen's nomination. Robin will include this in the weekly that is sent to families.</li> <li>b. Charter Reapplication Committee – On track to bring to the Board for review.</li> <li>c. Strategic Planning Committee – Info session in December or January is suggested. Robin will email possible dates. Committee has 9 members at this point.</li> </ol>

	<p>d. Admin Evaluation Committee will be discussed during discussion item.</p>
<p>Discussion</p>	<p>a. Admin Evaluation decisions and scheduling –The Fall survey was not done last year but was revised for the spring with comment sections added to the survey. It is a legal requirement for the admin evaluations to be done by a Type B administrator to verify it was completed. Linda was recently tasked by central office with sending the district admin survey to all staff; this did not come from the APC and results are to be ignored if we are using the Spring 2017 form. Robin shared that the current standards are reflected in the district survey, not necessarily in the APC one but they are close. Deadline of surveys is December 1. There was concern about Ferpa, privacy, and the Type B administrator removing these specifics. Ben suggests he bring handwritten surveys to Mr. O’Brien for review, then a Board member type them up. Jan spoke on the 2 different surveys being discussed, suggests turning the Spring form into an electronic format and aligning it with the new principal standards. Robin is scheduled to meet with Mr. O’Brien on December 19.</p> <p>Motion by Jan to continue to use the APC evaluation form with date changed and not using the district form. Liz seconded. Crista amended the motion to clarify that the form will be considered being in an electronic format before the spring evaluation. Ben seconded. Unanimous approval of amendment. Six in favor of motion approval, 1 opposed (RaeEllen). Forms will be distributed Thursday, marking names off on a distribution sheet. Completed forms to be delivered in sealed envelope to Linda or Stacey to place in locked safe, or bring to Ben at 4:00 December 1 in the library. Timeline: Ben will gather surveys on December 1, meet with Mr. O’Brien at a scheduled time to review raw surveys together, desensitize as needed, then bring that back to the Board.</p> <p>b. Staff meeting frequency and scope – Some feedback shows a lack of cohesion with the staff using this new format. Discussion was held with varying thoughts: committees are more efficient with staff having more accountability, full staff together can share, announce things, but much repeat information was required as approximately 1/3 of staff attended each week. Robin sends a weekly update to share what is happening with the different committees. Liz would like a follow up report every other APC meeting.</p> <p>c. Options for addressing speech staffing shortfall – In October Robin shared a memorandum for increasing staffing to meet student needs; FTE increase verses extra contractual days. Increasing FTE pays days already worked up until now, then determine the FTE increase throughout the rest of the year where we would have to remain. We could hire outside district and pay that rate or pay the staff member additional days. HR gave 3 options. 1) From .6 to .8 FTE on existing employee set from this point on. 2) Hire outside help and handle challenges of space sharing, would maintain flexibility. 3) Hire an aide position, lesser wage and less of a long term (90 days to determine if permanent). The increase of .6 to .8 is the level of service needed now but will impact our budget. HR has concerns over adding additional contract hours for this position for the third year in a row. Robin read charter pertaining to how we service students (no exclusions). KSAS expends our resources to demonstrate that we can’t meet their needs and therefore they need a different setting. Liz suggested holding a work session with the sped team in attendance; Robin will arrange it. The budget side of this and the student need side should be kept separate. RaeEllen proposes to allow Robin to make an administrative decision. The 4<sup>th</sup> option, Robin’s recommendation, is to pay extra days through this first semester and</p>

	<p>then adjust staffing FTE as needed. The Board will defer to her, Liz requests hearing how she came to a decision.</p> <p>d. Staff and community communication with APC – The Board is for oversight, the second step in running the school. RaeEllen had collected an established flowchart from the district last year and will send it out again. Ben explained his concerns with having this laid out. Robin talked of a District Governance Committee that addresses staff concerns. Joy reminded that our Board is very fluid and having procedures in place would be helpful. Ben would like a policy or governance handbook in place. A work session is needed.</p>
Public Comment	<p>Susan Cooksey read a note from Susan Hawker regarding the administrator evaluation last year and how it was turned in, in a sealed envelope, to a locked box. Ben admits that maintaining secrecy / confidentiality is always a challenge.</p>
Board Comment	<p>Liz reminded of confidentiality concerning the admin survey.</p> <p>RaeEllen would like future meetings with such details to be divided into 2 meetings. Some items tonight could be in a work session and not in a Board meeting.</p> <p>Ben believes open communication is the most important part of this process and is trying to avoid people being uncomfortable in speaking on issues.</p> <p>Cheryl prefers 2 hour meetings as the Board works through things thoroughly. Set realistic times for the Board and the public.</p> <p>Joy asks if items could be postponed to a later date in order to not be long but discussed over 2 meetings.</p> <p>Ben agrees that the agenda can be shifted to separate meetings or to suspend a meeting to pick up at a later date. Principal Report should go out the Tuesday before the meeting, giving the Board until Thursday to make any changes to the agenda.</p> <p>Robin will email the survey results to the Board. She will let staff know the forms will be distributed on Thursday. She verified the Budget Committee members are Linda, Carol, Crista, Joy, RaeEllen and Liz. Budget Committee meeting is November 20 at 4:00, held to a one hour informational meeting. The District's PR person will be on site tomorrow to cover a school story. Robin formally welcomed back Mrs. Zinszer and Mrs. Hurst.</p>
Notice of next meeting and adjournment	<p>The next general meeting is January 22, 2018 at 4:15 but there will be work sessions or budget meetings prior to that date.</p> <p>Ben motioned to adjourn at 7:45. Unanimous approval.</p>