

Board Meeting of Kaleidoscope APC

Date: Mar. 4, 2020	Location: Kaleidoscope Library
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Attendance Log:

Board Members				Staff	
X	Liz Burck	X	Tony Munter		Dawn Grimm, Mary Blossom
X	Crista Cady	X	Nicole Sheldon		
X	Rinna Carson	X	Stacy Tronnier	Guests	
X	Julie Laker		Vacant (Comm. Rep.)		Patty Burley, Asst. Borough Attorney

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

Topic	Information - Finds - Conclusions - Recommendations
Call to Order	Liz called the meeting to order at 4:18 p.m.
Introduction / Mission Statement	Crista read the KSAS mission and Board introductions were made.
Approval of Minutes	Rinna moved to approve the minutes of the February 5, 2020 meeting. Stacy Seconded. Unanimous consent
Approval of Agenda	Rinna moved to amend the order of the agenda to accommodate Dawn's presence and move the Principal's Report to Item 10, Discussion Items to Item 9 and Committee/Project Reports to Item 8. Stacy Seconded. Unanimous consent
Board Acknowledgements 8:30	<p>Rinna said Science Night went well. It was a successful and very well attended event. The 5th grade science projects she saw were creative and amazing.</p> <p>Fifth graders also presented a wax museum the week prior and they all did a very good job of getting into their characters and being tirelessly inspired by the whole school.</p> <p>Nicole shared the younger students enjoyed the 5th grade characters so much. She said Science Night was also well attended by the 1st and 2nd graders. They played a musical piece that they put together. Tony really enjoyed the older students' musical performance. He said there was a lot of people in the crowd and he really enjoyed it.</p>
Public Comment	None
Committee / Project Reports 10:30 Adjusted agenda items per Amended Agenda	<p>a. <i>Greenhouse</i> – Nicole shared staff is having a training with Ag in the Classroom on Friday, 8:30-3:30, with hands-on lessons. Heidi Chay will also be present from Soil & Water Conservation. The greenhouse committee met, they are getting supplies and ideas for when we get back from spring Break. Everyone will start planting seeds and getting their starts ready. We really can't do anything in the greenhouse until the snow melts. Then we will need to work on getting water and power to the greenhouse.</p>

Tony asked if every grade will be involved. Nicole said yes, all grades will be involved. Liz asked about the need for water and power. Nicole shared we have water access from the school, so we just need the hose system set up. The borough will need to help us access the power box for the electric.

- b. *Entry Art* - (Shala Dobson Project) – The Entry Art project is complete. Dawn reminded board members the school sign is not part of the entry art, but that the work order is in for the sign created by the Halsteads to be installed.
- c. *Evaluation Committee* (Liz, Julie, Nicole and Tony) – Liz reported nothing new to report and the committee has not met. There is movement on the district’s proposal to change the policy, but will hold off on that until we get to Discussion Items. Stacy asked about the evaluation surveys submitted from conferences. Liz said she does have those, there weren’t a lot. Dawn said she has the school and teacher evaluations, four of them and very general when she reviewed them.

Liz asked Dawn to clarify if the district has a fall and spring evaluation of the principal for each school. Dawn explained the fall one determines their contract and the spring one is a summative one, similar to the teachers. The spring evaluation also determines goal setting for next year. Liz, Dawn and Mr. O’Brien will meet by May 15th to review the spring evaluation.

The board spent some time discussing how the staff evaluations of the principal as well as the yearly goals are set. Seemingly, the APC should be getting additional feedback from the staff to inform them how the principal is doing his/her job. Dawn explained her goals are not given to the staff, only the APC, as that is not public information. Evaluation questions can be tied to goals, but not as a specific goal. Because then that means the evaluations would need to be changed every year as the principal’s goals change. The principal would show evidence in support of the agreed upon goals, and how those goals were met. How is the APC using the principal surveys to evaluate the administrator? Dawn explained goal setting isn’t a “to do list”, but an overall standard assessment where you are looking at proficiency. Communication, for example, could tie into several other goals that are listed. Liz asked how does the APC, or specifically members of the APC that are not at school every day get a sense of how the principal is meeting the goals that were set in the fall? Dawn said goals should be looked at as professional development and moving forward. The goals and expectations are things that are moving you forward professionally. So unless it’s a “needs improvement”, then the mindset is – “this is what I hope to do with the year”. If the person is working at a proficiency level, then those goals are more like – how can I continue moving forward professionally? The established goals must be measurable and tied to the district’s domains and standards. Rinna stated her thoughts as how the current administrator evaluation relates back to the survey questions. It informs us of our administrator’s communication style, her responsiveness to potential problems. This survey is what informs the APC in order to work together and communicate with our administrator, and how we can look at two different sides of the same coin to make a complete evaluation.

	<p>d. <i>Budget Committee</i> (Liz, Rinna, Crista, and Stacy) – No meeting</p>
<p>Discussion Items 32:53</p>	<p>Before moving on with Discussion Items, Liz asked the public guest to introduce herself. Patty Burley introduced herself technically as the attorney for the APC Board. She offered to meet with board members and answer questions. Board members in return introduced themselves.</p> <p>a. <i>APC Vacancies: Parent Rep and Staff Rep – Procedures/Timeline</i> – Liz said two people will be leaving the board at the end of this year and those positions need to be filled. Currently we have two names for the Parent Rep: Julie Laker and Sarah Castimore. Several notifications went out for the Staff Rep, but no staff members volunteered their name. If nobody offers, then bylaws state a staff member will be appointed, at least until a special election can be held. Rinna pointed out if there is a staff vacancy there is no timeline for the special election and it is most prudent to hold the special election at the same time as the regular election considering the cost. She suggested appointing a staff member for a term of one year. Ms. Burley spoke and pointed out a mistake in the Bylaws, specifically words that were missed, in that there is no provision for elections past March 2020. The Bylaws are missing simple words – like “Such As” or “For Example”. Pages 3 and 4 gives a flat statement, terms will be staggered, with the year of election.</p> <p>Ms. Burley further explained to the board, the approved application is a contract, not a charter. The contract is with the state and the school board. A charter is like your constitution; really broad, similar to articles of incorporation – your name, your purpose, and who is on your initial board. It doesn’t need to say anything more than that. The Bylaws are your rules. Ms. Burley highly suggested the board add an indemnification clause to the Bylaws for protection purposes. You want charter schools judgement proof and not susceptible to grievances. What’s not defined, such as who writes the curriculum, is just as important. This can be written into either the Bylaws or Policies and Procedures. Mrs. Grimm noted last year it would have been helpful to have this information, when she and the APC were writing and submitting the application. She said it’s a little disheartening as to why the district didn’t offer Ms. Burley as a resource for assistance and recommendations at the time.</p> <p>Discussion continued on the topic of weak bylaws and not wanting charter schools susceptible to lawsuits. Dawn spoke about the policies in place the school has for parents. Parents are required to sign off on Discipline, Attendance, and Volunteer contracts. Plus, they sign the handbook agreeing to the curriculum. The school hosts multiple meetings for parents to attend, and classrooms hold curriculum nights to acquaint parents and answer any questions.</p> <p>In terms of the election, Ms. Burley stated the APC has the ability to hold one March 2020 election. The board discussed possible scenarios for future elections instead of mailing ballots to each family, including stamped and addressed return envelopes to the accounting firm (note: we are the only charter school that does this). Ms. Burley offered to supply the board with simple language to working the elections through an established committee</p>

	<p>instead of going through an accounting firm. The board could then modify the language however it chose to. Nicole suggested the board hold a work session in April to figure out the course of action, and possible changes to the Bylaws.</p> <p>The board renewed the discussion on appointing a staff member and possibly extending the nomination deadline. It was noted that maybe the three-year commitment was too long, but at the same time board members feel there is a loss of continuity with too much turnover. In conclusion, it was decided Crista would email the staff with the extended deadline of March 20th, again asking for interest to serve on the board. Bios should be submitted to Mary by March 20th, electronic ballots will be emailed to staff March 25th and the voting deadline is March 27th.</p> <p>b. <i>Staff Evaluation of the Principal</i> – The first part is getting the survey information out for input. Liz will get the evaluation forms ready and one of the parent reps will give to staff on March 17th with a March 24th return date. In April, the board will hold an executive session to compile and review the surveys.</p> <p>The other topic related to staff evaluations of the principal goes back to earlier discussions when it was announced that the school board was planning to change the KPBSD Charter School Administrator Evaluation Policy. Liz received a reply from Mr. Jones stating an attorney would be attending our meeting to give more insight behind the policy. Ms. Burley reviewed the school’s contract. She affirmed the conflict of interest exists with staff representatives on the APC board evaluating the administrator that in return evaluates them. She further stated that at any point there is a conflict, the staff member cannot even be in discussions. The law exercises the Rule of Necessity, which applies when necessitated from recusing members of the board. In theory, the rule would change the quorum to four (recusing the three staff members) of which three must be present to vote, with two of the three in agreement. An odd conundrum exists because the APC gives the principal the power to vote in the event of a tie, including the contract that conveys employment. Given this information, it was acknowledged that staff members on the board can still submit evaluations of the principal. Going forward those members on the board would not have access to any compilations or take part in any discussions. Also, the board can vote to recuse a member by a majority vote if they think there may be a conflict. Also noted, being on the APC board protects members from being sued personally.</p>
<p>Principal’s Report 1:34:40</p>	<p>a. <i>Staff Updates</i> – Teacher update, Stacy Tronnier spoke and announced her decision not to return to school next year, and has submitted her resignation letter to the school district, effective at the end of this school year. She received well wishes and will be missed. Dawn said Stacy’s position will be posted soon. Dawn also reported she started interviews today for the Special Education Aide position, and two more will be held tomorrow. She hopes to offer the position before spring break so the new hire can start shortly after. Dawn will inform the APC if there are any other changes to staffing.</p>

	<p>b. <i>Enrollment</i> – Current enrollment is 257: K=40, 1=38, 2=45, 3=42, 4=44, 5=48</p> <p>c. <i>Budget</i> – Dawn reported a glitch in the system earlier, but that has since been fixed. The remaining funds to expend are \$154,619. The new position, staff professional development, possibly looking at math curriculum, plus other allocations give no concern on getting our balance down to zero.</p> <p>The Governor’s budget is still unknown at this time; however, we are receiving daily updates. The district at this point is not anticipating any cuts. In fact, the district is planning to hire six elementary counselors to go in line with the district’s Social and Emotional Learning platform.</p> <p>d. <i>Events</i> – Dawn asked the APC if they wanted to be involved with the PTA’s idea of incorporating the 15-year celebration with the May 15 BBQ. She revealed the t-shirts designed by Stacy Tronnier, were given to staff members as part of staff appreciation, and including the APC board as a way to commemorate the celebration.</p> <p>Upcoming KSAS Events: March 5th – Kinder to KWR March 6th – Ag in the Classroom Training with Heidi Chay and Mel Sikes March 7th-15th Spring Break March 18th – Early Release and KSAS Lottery for 2020-21 March 19th – Spring Pictures March 27th – Crazy Hair Day March 30th – PEAKS Testing Window Opens April 2nd – Kinder Creek Trip April 6th-9th – Kinder Registration and Visits April 8th – APC Meeting @ 4:15 in the Library April 9th – Bingo for Books April 10th – Vacation Day</p> <p>Rinna asked Dawn if Kaleidoscope kids got the Hanover Survey. Dawn said we have 100% form completion and students with permission will participate. The staff can review the survey, APC can take part as well. It’s questionable if younger kids comprehend what all the questions are asking for. Rinna completed the Personalized Learning survey as a parent, and given her many capacities she still felt the survey was filled with lots of education jargon. She said she answered N/A to many of the questions, and isn’t sure what kind of data they are looking for. Dawn explained that particular survey is also a Hanover Survey, but not the climate survey the students will complete. The students will be answering question geared more toward their social and emotional feelings and experiences at school.</p>
Public Comment	Ms. Burley expressed thanks for the invitation to attend.
Board Comment/Announcements	<p>Rinna shared she attended the KMS band concert the other night and it was really validating and nice to see past KSAS students participating and most were first chair.</p> <p>Liz feels that information is valuable and speaks highly of this school and would like to find a way to highlight our “graduates”.</p> <p>Dawn commented on the Science Night last night, there was lots of participation, and it was cool to see the personalities coming out from the students. It was a</p>

	tremendous amount of work by all those involved, and kudos to the entire staff for putting all that together.
Notice of Next Meeting & Adjournment	Next meeting is Wednesday, April 8, 2020 @ 4:15 p.m. in the library. Liz adjourned the regular meeting at 6:13 p.m.