

Board Meeting of Kaleidoscope APC

| | |
|--------------------|---|
| Date: Apr. 8, 2020 | Location: Kaleidoscope Library via Zoom due to COVID-19 |
|--------------------|---|

Attendance Log:

| Board Members | | | | Staff | |
|---------------|--------------|---|---------------------|--------|-------------------------------------|
| X | Liz Burck | X | Tony Munter | | Dawn Grimm, Mary Blossom, Deb Boyle |
| X | Crista Cady | X | Nicole Sheldon | | |
| X | Rinna Carson | X | Stacy Tronnier | Guests | |
| X | Julie Laker | | Vacant (Comm. Rep.) | | Charlotte Coots |

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 4:23 p.m. via Zoom |
| Mission Statement / Introductions | Stacy read the KSAS mission and Board introductions were made. |
| Approval of Minutes | Rinna moved to approve the minutes of the March 4, 2020 meeting. Stacy Seconded. Unanimous consent |
| Approval of Agenda | Rinna moved to approve the agenda. Tony Seconded. Unanimous consent |
| Board Acknowledgements 13:35 | <p>Stacey acknowledged Mrs. Grimm and the entire staff for all the incredible work done with the shift to remote learning. It's been a lot of change very, very quickly and our school is handling it well.</p> <p>Rinna also acknowledged and thanked the staff for rolling out the remote learning so well. She appreciates the communication, and a specific acknowledgement to Mrs. Biggs for holding weekly lessons with her band students.</p> <p>Julie also acknowledged the change, and really appreciates the staff for their communication and being available to answer questions. They also provide videos and those are very helpful.</p> <p>Tony echoed other comments and appreciates the staff for what they've done. As a parent with two kids and working full time it's a struggle, but everyone has to adapt and he acknowledged the staff and what they have been able to do.</p> <p>Nicole said from a teacher stand point, thanks especially to Stacy who helped the 1st/2nd grade team roll out the technology.</p> |
| Public Comment | Mrs. Grimm is impressed with how the entire staff, the teachers and support staff, have all come together - and the district level too - working really hard to roll this new way of learning out to parents. For being such stressful times, they've all helped make the transition much easier for the parents. |

| | |
|---------------------------------|---|
| | <p>Mrs. Coots offered thanks and support to the earlier comments. Mrs. Coots' daughter is doing great with the remote learning and is really enjoying her Zoom meetings with her teachers and classmates.</p> |
| <p>Principal's Report 19:30</p> | <p>a. <i>Staff Update</i> – Dawn updated the APC on recent staff changes. Teacher Update – Kim Daniels has accepted a new position as counselor at KCHS. We congratulate her and wish her well on her transition to the high school. Her 1/2 position has been posted. The .25 band position will also be posted soon.</p> <p>Special Education Aide Position – This position is on hold, the district is not hiring any new employees at this time. The position will have to be reposted and hired to start the next school year.</p> <p>b. <i>Enrollment</i> – Current Enrollment remains at 257. We held the lottery on March 18 and all positions are filled. Registration packets are prepared and will be sent out in the mail. The accounting firm did comment we had more lottery applications than other charter schools. Liz asked for clarification on the waiting list. Dawn affirmed we have a substantial wait list, especially for kindergarten and 1st grade.</p> <p>c. <i>Budget</i> – Dawn reported we currently have \$126,251.00 remaining to spend by June 1. A large portion of that balance was intended to be spent on professional development. But with the current situation, all conferences have been cancelled at this time. Something we have from the capital improvement walkthrough held in December is looking at the tripping hazards in the classrooms from old carpeting. One of the ideas we have for spending that money would be replacing the carpet in the building. Maintenance has given us the go-ahead if that is something we choose to do.</p> <p>Ideas we are looking at as ways to spend down our money by June 1st.</p> <ul style="list-style-type: none"> • MOA's • Professional Development - find somebody to come up for next year to train the staff, but encumbering the money this year. • Carpet Replacement (with borough and APC approval) • Supplies for all the classrooms for next year, plus the art room • Curriculum (math, language arts)- Fontis and Pinnell materials for reading was talked about, plus math curriculum if the math committee chooses to do that. <p>Tony asked about borough reimbursements for the carpet if we choose to go that route. Dawn explained the new carpet would not be a reimbursable expense. Capital improvement projects are listed on a scale as low, medium and high risk. Realistically, the school is looking at a much longer timeframe in getting these projects completed.</p> <p>Discussion continued on a plan to spend the remaining budget if the carpet is replaced. Dawn explained given the ideas mentioned above, it is doable to get the balance expended. Looking ahead if we are still in an online learning environment, we would then have our rollover funds available for programs or staffing.</p> |

| | |
|--|---|
| | <p>d. <i>Events</i> - All events for the remainder of the school year have been cancelled at this point. It is devastating that our 5th graders don't get to celebrate their promotion or perform their play, plus all the school field trips. We won't know until the governor makes his decision if school will close for the remainder of the year.</p> <p>Borough maintenance came today to look at installing the new metal school sign from the Halsteads. It has been determined we won't have the electrical installed. We are looking at the options of painting the aluminum to closely match the school and the best way to mount the sign on the building.</p> <p>Rinna asked what is the school doing for the student population that do not have internet access. Dawn said she's only heard from a few families that don't have access or are using their cell phones as a hotspot. The school has provided Chromebooks to families that have needed technology. The school has also provided packets of materials for distribution to each student. The next materials pickup is scheduled for next week, and this one will include personal belongings. Teachers are contacting parents that have not logged in and checking in with them via phone or email. We are making sure everyone has what they need and accommodating those that we can help.</p> <p>Liz asked if it would be prudent to purchase more technology in case there was an increased need. Dawn explained we designed all our online classwork with hard copy materials as well, so parents are able to have both options. The district conducted a needs assessment survey and the teachers followed up when speaking with parents, making sure they had what they needed. Technology is something to keep an eye on and see if more is needed going forward.</p> |
| <p>Committee / Project Reports 46:30</p> | <p>a. <i>Greenhouse</i> – Nicole said at this time everything is on hold.</p> <p>b. <i>Entry Art</i> – Dawn reported earlier on the progress of the sign.</p> <p>c. Evaluation Committee (Liz, Julie, Nicole and Tony) - The Evaluation Committee has not met.</p> <p>d. Budget Committee (Liz, Rinna, Crista, and Stacy) – The Budget Committee has not met</p> |
| <p>Discussion Items 49:00</p> | <p>a. <i>APC Vacancies for Staff Representative, Procedures/Timeline</i> – Liz reported we still have the two vacancies, one term limit and one from Stacy leaving. No interest has been expressed. Nicole asked what is the fair way to appoint someone? Despite her conveying to staff that someone needs to step up, no one has come forward. We have followed all the steps, we've put it out there multiple times. Nicole thought perhaps staff that has most recently been on the APC, should be at the bottom. There has been staff that have not been on the board, give someone the opportunity to be on the APC.</p> |

Rinna said the fair way to do it was through the election. The Bylaws do not state a process to appoint. Do we put names in a hat? Does the staff want representation on the APC? Do we need three staff members on the APC? It's become a perpetual problem, maybe it's time to have the frank conversation between the APC and the staff.

Nicole shared the whole shift and stress level going on right now, it's just hard to commit. She thinks it would be difficult to appoint a staff representative. She asked for guidance from the board because she has been putting it out to staff, multiple times.

Tony offered a couple suggestions, including coming up with a standard or is there an incentive that could be offered? As a teacher, it is an expectation that they will be on committees and participate.

Rinna reminded the board it is a privilege that Kaleidoscope offers a voice to staff members to make decisions for the school. No other charter school allows for staff members to be on their APCs.

Liz suggests the APC opens up nominations a third time. Have the APC make the request for names. The APC does not want to create animosity by appointing someone that really does not want to be on the board. This is a foundational piece and incredibly important from when the school was created.

Rinna moved to suspend Robert's Rules to allow for public comment at this time. Stacy seconded. Unanimous consent.

Charlotte Coots spoke from a parent's perspective that she would be more likely join the board if she there was a graphic presented to her that said, 'this is how many meetings you will attend, these are your responsibilities and duties'. She said she is more likely to get involved in something that is defined.

Debbie Boyle also spoke and pointed out classified staff usually does not attend staff meetings to get these notifications. Nicole said right now that shouldn't be a problem, since our staff meetings are virtual and during the school day. Dawn offered to invite the APC if they wanted to present at the beginning of the staff meeting scheduled for tomorrow.

Julie also spoke and said it would be better for a staff member to express interest instead of appointing someone and creating animosity. She compared this opportunity to jury duty; everyone wants to know that process is there, but it's hard and inconvenient when it's their time to be summoned. In reality, this is less of a chore, but maybe it needs to be presented like that. It is an expectation as a staff member, that at some point this is something you are going to have to do.

Liz will be available to present to the staff at their virtual meeting tomorrow. She asked the other members to also participate if they are available.

- b. *Update on Timeline and Procedures for Staff Evaluation of Principal* – Liz asked Dawn where the evaluation process stands. Dawn shared she hasn't received any guidance yet as to who will be doing the evaluation in John O'Brien's absence. Dawn will contact Dave Jones and get an answer.

c. *Possible Timeline for Bylaw Revisions* – Liz shared the Bylaws do need to be looked at. Since we currently conduct virtual meetings, Liz asked each board member their thoughts and opinions. Do we need to revise the Bylaws? How do you feel is the best way to do that? What kind of commitment can be made toward revisions?

Crista said some changes definitely need to be made based on the attorney's comments from the last meeting, but she only has one more meeting in May before her term is up. She is willing to attend a meeting or two. Bylaws are important and often a hard process. As our marching orders, they are one of the most critical things that we could spend time on. Crista is on board and doesn't see why this virtual type of venue wouldn't work.

Rinna said with the way things are unfolding right now, she's not in that mind set. Bylaws are hard and thinks the board needs to be present. Personally, she feels we should postpone and wait until we could all meet in a more comfortable fashion.

Julie said she believes it's important to look at the Bylaws as the attorney suggested. She understands it would be better to be face to face and in person, but maybe it is time to start looking at changes now.

Tony said he thinks it's certainly important, but is leaning more toward what Rinna said and putting changes on hold. Bylaw changes will require more detail and focus. It might be kind of tough for some of us over the next month or two, but does agree it should be addressed.

Nicole said it's a weird time right now having everything shut down. She thinks she has more time on her hands right now. She feel like she could work on the Bylaws, but at the same time her brain is more scattered trying to learn the technology and virtually meet with kids and parents. She stated she is more hands on and prefers the face to face. She absolutely agreed there needs to be changes to the bylaws, and it appeared like they were easy fixes. But, with two staff members leaving the board, she doesn't know if it can happen.

Stacy said based on the last meeting and what the attorney shared, there are some glaring and significant issues. At the same time, it shouldn't be difficult to fix the things that need to be fixed without changing everything. Having the attorney present to help with the language would also be beneficial. She also feels there is significant stress right now, including the parents, and thinks it may be hard to add one more thing. Parents on the board may not have more time to add this and do it thoughtfully. She is not sure if changes to the Bylaws is something we can do quickly before her and Crista are off the board. How difficult will it be when there are new members that don't have the benefit of sitting in on these conversations, knowing the details and understanding what we are talking about?

Liz said the consensus is everyone acknowledges there needs to be some work done on the Bylaws. The areas we address should be with help from the attorney. She thinks it best to put the issue on the back burner for now, knowing there never will be a perfect time. We know this will be an issue for

| | |
|--------------------------------------|---|
| | <p>the future and the ability to meet personally is a critical part, and agrees that face to face is best. Between now and the fall, Liz asked the board to look over the nine pages of the Bylaws and make notes for when we come back in the fall. Our big issue right now is having representatives in our open seats.</p> <p>Crista asked if the attorney could get us a bulleted list of the suggested revisions the board could review. We should have a pointed approach when looking at the bylaws, not just an open-ended hunt to find issue with the rules. Liz said that will be a good way to start and is sure Ms. Burley will provide us with some guidance.</p> |
| Public Comment | <p>Debbie Boyle spoke from the Art Committee and shared they are still working on getting benches for the entryway. This may be a way to spend down some of the money.</p> <p>Dawn thanked everyone for their patience, flexibility and grace for going through the virtual learning platform. Although it's uncertain times, our school and staff has handled it really well.</p> |
| Board Comment/Announcements | <p>Nicole said as hard as this has been, she has been able to connect with parents more than ever. The virtual learning has actually been very special and she is really enjoying it.</p> <p>Stacy added from a staff perspective we've had the opportunity to have nine days of intense professional development and it's amazing the growth the staff has made in such a short amount of time. This current event provided a wonderful opportunity and resources that we normally would not have had.</p> <p>Crista is feeling disconnected and not liking the virtual learning process. She prefers to meeting with the kids and putting instruments in their hands and wants to get back to regular class.</p> <p>Rinna congratulated Kim and wishes her well as she moves to the high school. Thank you to the staff and meeting the needs of the kids, academically and emotionally.</p> <p>Julie gave a specific thank you to the staff for providing the paper copies to supplement the little bit of internet access her family has.</p> <p>Tony thanks everybody for their hard work as a staff and to let the board know if there is any way we could help and support you.</p> <p>Liz shared the incredible dedication with the amount of preparation to get the parents up to speed to help their student keep moving forward.</p> |
| Notice of Next Meeting & Adjournment | <p>Next meeting is Wednesday, May 13, 2020 @ 4:15 p.m. in the library. The board should be sure to check their emails for a possible special work session.</p> <p>Liz adjourned the regular meeting at 6:14 p.m.</p> |
| | |