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| **Board Meeting of Kaleidoscope APC** | | | | | | | | | | | |
| Date: May 13, 2020 | | | | | Location: Kaleidoscope Library via Zoom due to COVID-19 | | | | | | |
| Attendance Log: | | |  | |  | |  | | |  |  | |
| **Board Members** | | | | | | | | | **Staff** | | |
| V | Liz Burck | | | | | V | | Tony Munter | V | | Dawn Grimm, Mary Blossom, Deb Boyle |
| V | Crista Cady | | | | | V | | Nicole Shelden | V | | Kelsey Short, Todd Boonstra, Chantel Taylor |
| V | Rinna Carson | | | | | V | | Stacy Tronnier via phone then Zoom | **Guests** | | |
| V | Julie Laker | | | | |  | | Vacant (Comm. Rep.) | V | | Jennifer Hack, Patty Truesdell |
| Legend: X - present E - excused absence T - teleconference V - video conference | | | | | | | | | | | |  | |  |  |  |  |
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| **Topic** | | | | | | **Information - Finds - Conclusions - Recommendations** | | | | | |
| Call to Order | | | | | | Liz called the meeting to order at 4:22 p.m. via Zoom online conferencing | | | | | |
| Mission Statement / Introductions | | | | | | Crista read the KSAS mission and Board introductions were made. Guest, Jennifer Hack also introduced herself as well as Patty Truesdell, School Board representative. | | | | | |
| Approval of Minutes | | | | | | Rinna moved to approve the minutes of the March 4, 2020 meeting. Tony Seconded. Unanimous consent | | | | | |
| Approval of Agenda | | | | | | Crista moved to amend the agenda to include Discussion Item g - Flooring Estimate. Tony Seconded. Unanimous consent  Crista moved to approve the agenda as amended. Rinna Seconded. Unanimous consent | | | | | |
| Board Acknowledgements 13:05 | | | | | | Crista would like to acknowledge Dawn, the office staff and the classified staff for working so hard on the school’s final materials pickup for helping make sure it went smoothly. | | | | | |
| Public Comment | | | | | | None | | | | | |
| Principal’s Report 15:08 | | | | | | 1. *Staff Update* – Dawn updated the APC on recent staff changes.   Teacher Update – Rebecca Arness has accepted the 1st/2nd grade position and she will take over Kim Daniel’s class. Sara Boersma is moving into Stacey Tronnier’s class. The new kindergarten teacher will be Madeleine Burke. Dawn will send biographies to the APC soon.  .5 Library Position – Dawn reported to the APC her recommendation to include the .5 Library position with another .5 and create a 1.0 FTE multidisciplinary position. The budget next year will support this full time position. In looking at what we are doing to prepare our students for next year, Dawn would look to add the .5 as an Interventionist to work directly with students to help get them caught up to where they should be. Dawn explained a lot of schools are planning to hire an additional interventionist and/or aides. We could also look at bringing in temporary aides for the first quarter so that each pair of team teachers could have an aide in their classrooms a majority of the day.  Tony asked for next fall what is the school looking as far as staffing with the aides. How many are you looking at? If the 1.0 is hired, will there still be budget to fully fund the part-time aides? Dawn explained the part time aides would not be permanent positions, they would be temporary and that would be less than 45 days. The money is definitely there to fund the full time teacher. The rollover we are carrying over will be used to pay for the temporary aides. Then once we see where the students are school-wide, we can then determine if we will need more. Currently we have two full time and two half time instructional aides, and then we will be adding the full time special education resource aide position that was supposed to be already hired.  Rinna said in the event we might have a modified start to the beginning of the school year, what is the need for the multi-disciplinary certified teacher? Dawn explained there are still interventionists meeting with their students district wide. In the fall, Dawn’s understanding is we will be doing benchmark testing of some sort with our students and we can base it on that need. Further, this is in addition to the students already needing intervention. The Sped team already has a list of students possibly needing services.  Liz asked Dawn having given all the reasons on why this would be advantageous, is there any reason why we would not add the positions? Dawn said given the circumstances we are in with COVID-19, there would be no reason not to. This would give the school an extra teacher and aides to help, and have that ability to go in and help those students that are struggling.  Stacy mentioned that in terms of attracting a qualified teacher, a 1.0 is a lot more attractive than a part time position.  Special Education Aide Position – The plan is to move forward and this will be posted at some point in the future.   1. *Enrollment* – Current Enrollment hasn’t changed at 257. We are still doing the remote learning. All positions for next year are currently filled. The district is anticipating many parents will choose to homeschool in the fall. Dawn will keep the APC updated. We could hold a fall lottery to fill empty seats for grades not having a waitlist is also an option.   Rinna asked about a modified enrollment for parents that may not be fully comfortable sending their students to school. Dawn explained this would fall under a union piece because teachers in that scenario would have to teach students in seats as well as those choosing to stay at home. Answering this topic will come from the district after discussions with the respective unions.     1. *Budget –* Dawn reported we currently have $113,354.00 remaining to spend for the 10% carryover.   Ideas we are looking at as ways to spend down our money by June 1st.   * MOA’s – in progress * Professional Development - find somebody to come up for next year to train the staff. Currently not able to schedule anything as many are expecting a second wave of coronavirus. * Carpet Replacement (with borough and APC approval) * Supplies for all the classrooms for next year, plus the art room * Curriculum (math, language arts)- Any consumable math materials the school will purchase. Fountas & Pinnell kits and materials for teaching teams to share.  1. *Events -* All events for the remainder of the school year and throughout the summer have been cancelled, including all building use.   Return to school for the 2020-21 school year is being discussed at the state and district level and information will be given as soon as a decision has been made. | | | | | |
| Committee / Project Reports 37:10 | | | | | | 1. *Greenhouse –* Nicole said gravel will be delivered on Monday, 5/18. We are looking at setting up a schedule for families to help move and smooth the gravel. This will be done in shifts to allow for sanitizing in between families.   The school has extra lumber from when the greenhouse was ordered last fall. Nicole contacted Barry Hartman at the high school about service projects he does with his shop students to build benches for outside the greenhouse and on the nature trail as well. Also, possibly if anyone knows someone handy with wood, in working with the Nature Trail Committee, building some kind of covered structure, such as a pavilion.   1. *Entry Art* – The school sign will be powder coated, cost is about $500. We have some calls in for the bottom part that will say “SCHOOL OF ARTS & SCIENCE”, to get that made and looking at getting that the same color. Navy blue will probably be the most complimentary to coordinate with the existing structure and entry art. Borough maintenance will have it on their list to install before school starts. Dawn suggested once the sign project is complete we should invite the Halsteads and do a reveal, since they handcrafted the sign and donated their time. 2. Evaluation Committee (Liz, Julie, Nicole and Tony) - The Evaluation Committee has not met as a group. The APC will have to meet in executive session to discuss the survey feedback received. Nicole asked if the staff is no longer involved? Liz said her sense is staff would not be involved and move forward. Nicole shared she agrees with the decision, but wonders if something needs to be done formally, possible with the bylaws? Liz said there should be a statement in the bylaws. 3. Budget Committee (Liz, Rinna, Crista, and Stacy) – The Budget Committee has not met. | | | | | |
| Discussion Items 49:00 | | | | | | 1. *Seating of newly elected members: Parent and Staff* – Liz reported the results from the parent election sent out. It was announced Julie Laker will retain her seat for the next three years. Liz also welcomed Todd Boonstra (as the replacement for Stacy Tronnier) and Kelsey Short as incoming staff representatives. 2. *Thank you to members leaving the board* – Liz and each of the remaining board members said thank you and articulated a special note of gratitude to Crista Cady and Stacy Tronnier. They will both receive parting gifts as a token of appreciation. 3. *Election of officers for 2020-21 school year* – Liz explained the officer positions on the APC, and all are open to be filled. The chairperson, vice-chair and secretary will be held by a parent or community rep, not a staff representative.   Nicole nominated Liz Burck as *Chairperson*, Rinna seconded, Liz accepted. Unanimous vote of approval.  Rinna nominated Julie Laker as the *Vice Chairperson*, Nicole seconded, Julie accepted. Unanimous vote of approval.  Tony nominated Rinna Carson as *Secretary*, Rinna respectfully declined and nominated Tony Munter, Tony accepted, Stacy seconded. Unanimous vote of approval.   1. *Administrator evaluation, set date for executive session to discuss –* Liz received and gathered all the evaluations. Julie will record and compile the feedback into a single document. An executive session will be needed to move forward with administrator goals for next year. Wednesday, May 20th at 6:00 p.m. the board will review and meet via Zoom to discuss the feedback. 2. Work on bylaws over the summer – The board discussed the idea of holding off for now. Liz suggested a work session of the board in August on the items that need to be addressed. She tasked the board members to create a list over the summer of the verbiage in the bylaws that need to be changed and updated. Work session date set on August 10th at 5:30 p.m. 3. Tentative meeting date for an August meeting on board orientation – Possible work session with other charter schools, Dawn will contact other charter principals. Looking for an evening date in August and coordinate with Lon Garrison. Dawn will check with Lon and his availability. 4. Dawn explained the flooring estimate to the board. Originally, we discussed replacing the carpet at a cost of around $60-80,000 because we were talking about the library, classrooms and hallways. With the increased square footage we could also cover all the hallways, the restroom areas, the art, music and science rooms including kindergarten and the office. We would do the art room and restroom entries in luxury vinyl tile. There are cost savings with the LVT as it will not have to be waxed. Dawn further described to the board the plan for rooms with sinks in using the LVT. The carpet would come in squares so that if a particular area would need replacing, we could just pull that area and place new squares, whereas now we do not have that ability. There will be extra squares included in the final calculation. In talking with the district and borough, going through a carpet company will be faster than being placed on the borough maintenance wait list for installation. For accounting purposes, the equipment fund already has a large amount of money sitting there that we really haven’t used. If we end up with a larger amount of rollover in our school budget, accounting with journal entry that back into the equipment fund.   In total, which is most of the school, the area comes to 21,836 square feet. The library and hallways are the biggest concern with the tripping hazards. Nicole shared the classroom flooring in her area is particularly bad with stains and paint, the esthetics is horrible. Some of the carpet is decades old and she feels the school really needs the upgrade. Other feedback was the total estimate amount is high at $110,000 and could those funds be used to directly impact students, such as an outdoor pavilion? Over the last 8-10 years, the school’s equipment fund has been built up and hasn’t really been spent. Other schools have already spend down their funds doing upgrades. The tripping hazard is considered medium risk by the borough, as opposed to say an electrical issue that may cause electrocution. Medium risk issues can stay on the repair list for years.  From a school board perspective, Patty Truesdell shared there are school buildings in the district that have critical issues and with COVID, the $30 million bond package will not be presented to voters for approval. She stated the school board will not be approving funds to fix or repair flooring for a long time, and if the school has funds available for flooring, then it might be something to think about.  Liz said that the board will need to have a special meeting and vote on the issue. The decision is to go forward and hold the discussion and vote on the flooring at next Wednesday’s already scheduled special session (the administrator evaluation survey discussion). Then the staff will recuse themselves while the remaining board members discuss the administrator surveys.  Further discussion included the newly elected staff board members, Kelsey and Todd will be included in the vote for the flooring, replacing Crista and Stacey. | | | | | |
| Public Comment 2:02:46 | | | | | | Dawn said thank you to all the teachers and staff for working so hard and supporting our families.  Patty also offered praise and amazement to Dawn, and what all the teachers and staff have done. She is also looking forward to working with us next year. Patty offered to Liz and the board to be a part of the bylaw committee in working with the changes, as well as the setting of the goals at the August meeting. Patty also commended Crista and Stacy for their work on the board. | | | | | |
| Board Comment/Announcements | | | | | | Rinna acknowledged the staff and especially Dawn, thanks for the support shown to the families. | | | | | |
| Notice of Next Meeting &  Adjournment | | | | | | Next regular board meeting is to be determined.  Liz adjourned the regular meeting at 6:34 p.m. | | | | | |
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