

Highland Academy
Academic Policy Committee
December 13, 2016
6:00p -7:30p

1. Determination of Quorum and Call to Order--*called to order at 6:03 pm with a Quorum. Absent members include Gretchen Kenney and Yukari Lofthouse.*
2. Approval of Minutes
 - a. October minutes--*motion to approve by Brenda Bidwell, second by Laura Hilger. Passed unanimously.*
3. Public Comment (2 minutes per participant)--*Welcome Lily Spiroski and Yukari Lofthouse as our new Board members. A request was made for data from Open House survey to parents to be presented to Board Members. Dr. Shapiro will compile and share that data (which had been previously summarized at the October meeting).*
4. Student Presentation – Arriving at Ellis Island
 - a. *6th grade Social Environments students presented their Ellis Island projects. Presentations given by Highland students Enrique Mendez, Alex Herring, and Shawn Main.*
5. Board Development
 - a. January AASB Training (Saturday, 1/28)
 - i. *Take aways shared from last years training.*
 - ii. *King Career Center, meeting room 1 from 9:00 am - 4:00 pm.*
 - b. Possible “mid-term” evaluation
 - i. *Who has what documentation regarding APC (charter, evaluation instrument, items from the open meetings act, etc.)?*
 - ii. *Dr. Shapiro will put together an electronic binder for every Board member to include all documentation pertinent to the Board.*
6. Principal Report (Information)
 - a. Budget update
 - i. 2017-18 Preliminary Budget (Action)
 1. *Requested by ASD on December 2nd, 2016.*
 2. *Budget presented by Dr. Shapiro for review by Board members.*
 - a. *Non-negotiable items--salaries, benefits, insurance, rent*
 - b. *Supplies and materials*
 - c. *Others--insurance*
 3. *Possibility for a new space beginning in 2018-19?*
 - a. *Partnering with Family Partnership*
 - b. *Old Rilke Schule building*
 - c. *Potential for building a charter school campus*
 4. *Activities fees pay for intensives, electives, field trips, etc. Financial hardships will be handled accordingly.*
 5. *It was suggested that a special Board meeting be held to to approve the preliminary budget when it doesn't effectively coincide with a scheduled meeting date.*

6. *Brenda Bidwell motion to approve the budget, second by Adam Robinson. Passed unanimously.*

ii. Carryover funds

1. *OASIS Count*

a. *176.85 average number of students for the count (projected at 180). We will need to pay the district \$36,000 to make up the difference.*

2. *\$200,000 in funds remaining from last year, some of which will be used to cover this difference. The remainder are being used as needed for FY17 expenses due to current budget constraints.*

iii. UAA Credit Course for Staff

1. *During the August staff retreat, teachers were asked to identify two focus areas for the 2016-2017 school year. Teachers requested a credit course that would provide teaching and training on competency based learning. UAA approved a course taught by Laura Hilger that all staff will be invited to attend. Class meetings will begin in January and end in April.*

b. Chromebook purchase update (Information)

i. Distribution/Allocation

1. *60 Chromebooks were ordered and are expected to arrive shortly after the new year.*
2. *Cost of carrying bags and storage of computers during downtime became a topic of discussion amongst staff. It was decided that each classroom will hold a cart, housing the maximum number of Chromebooks they will need in a given class period.*

c. Academic overview (Information)

i. Follow-up on student academic levels and staff actions (Information)

1. *Staff spent time during inservices, staff meetings and team meetings to address and problem solve the issue concerning students who are not at grade level. Several strategies including using firmer work deadlines, smaller Working Wednesday groups, and starting to use progress reports to keep parents better informed were identified.*

ii. Progress Reports (Information)

1. *Why are students in lower levels?--some students test into lower levels, attendance, discrepancy between students that "need" time and "take" more time,*
2. *Ideas from staff--end of the level testing, alternative assessments regarding readiness for the next level, considering the teeth behind deadlines, identifying "red flag students" to send for more support between the Special Education Teacher and Teacher Assistant, and sending home progress reports.*
 - a. *Progress Reports prepared by teachers--are students submitting an adequate amount of work, quality of student work submitted, is the student on pace to finish the level at the end of the year, and letter grades for elective courses.*
 - i. *How can we get feedback from stakeholders? Digital feedback form will be sent by Dr. Shapiro to parents following the first use of Progress Reports.*

7. Meeting the mission of the Charter

a. School Business Partnerships (Information)

- i. Partnerships in the works with 4 partners--Knowledge Works, Visit Anchorage, Shannon and Wilson Inc., and Luminary.*
 - ii. Still working on partnerships with the Anchorage Museum, Mayor's Office, and Crime Lab.*
- b. Northern Lights Sign update
 - i. The cost of updating the sign is expensive and will likely not be a priority.*

Public Comments

Highland Senior, Joshua Masterson

- One-to-one ratio with Chromebooks--is it necessary to truly go one-to-one if students are still bringing their own device?
 - Responses from the board--we want every student to have access to a computer at any given time, great selling point for Highland, and we will have back ups when computers are broken.
- Suggestion for the next student presentation--Student Led Intensives
- Checklist mentality--content skills vs. process skills (how do I earn the process skills if I don't have any content left to master?)

Brenda Bidwell

- PTSO updates on the Holiday Bazaar and Book Fair

8. Executive Session--no Executive Session

9. Return to Open Session for adjournment

Motion to adjourn by Adam Robinson, second by Brenda Bidwell. Passed unanimously. Meeting adjourned at 7:27.