

Highland Academy  
Academic Policy Committee Minutes  
February 7<sup>th</sup>, 2017  
6:00p -7:30p

1. Determination of Quorum and Call to Order--*called to order at 6:00 with a Quorum. Absent members include Alex Tatum. In the absence of the Chair and having no Vice-Chair, Dr. Shapiro chaired the meeting.*
2. Approval of Minutes
  - a. December minutes--*motion to approve by Laura Hilger, second by John Trampush. Passed unanimously.*
3. Public comment (2 minutes per participant)-- *Highland parent, Heather Henderson commented that each week she reads the "What are Students Working on" document sent out by Dr. Shapiro. She looks at all of the levels and content areas and thinks, "man, I wish I went to that school."*
4. Student Presentation – Surgery!
  - a. *Middle School students presented their Science Surgery projects. Presentations given by Highland students Suzanna Henderson, Orlandis Brown, and Rey Rodriguez. The students earned not only science standards but standards related to group work and cooperation.*
5. Board Development
  - a. *Following the resignation of Gretchen Kenney from the APC, nominations were taken for the position of Vice-Chair. Nomination of John Trampush by Adam Robinson, second by Brenda Bidwell. Passed unanimously.*
  - b. Possible "mid-term" evaluation
    - i. *It was determined that we will complete our evaluation at the end of the year, with the intent to complete a midterm evaluation next year.*
6. Principal Report (Information)
  - a. Budget update
    - i. *Dr. Shapiro, Mrs. Johnson and Barb Thurston met with the Senior Director of OMB and it was recommended to use our old monies to pay this year's rent. This will free up the money in this year's budget.*
    - ii. *The Anchorage School District School Board is proposing to the Municipality of Anchorage that previous year's budget will roll into the next year's budget, currently we are operating on two different budgets. Depending on the outcome, the board may consider a part-time business manager position to manage the funds.*
    - iii. *Superintendent Bishop presented ASD's budget proposal for 2017-2018. Potential impact on Highland could be an overall reduction in staffing across the district. In addition, the legislature could still make a reduction to the BSA which impacts our overall budget.*
  - b. Chromebook purchase update (Information)
    - i. Distribution/Allocation
      1. *Officially a one-to-one school*
      2. *Each teacher was given a classroom set of Chromebooks.*
  - c. Academic overview (Information)
    - i. Progress Reports feedback (Information)

1. *Progress Report Data*
    - a. *Work Completion--amount of work students are submitting*
    - b. *Level of Proficiency--quality of work submitted*
    - c. *On Pace--will students complete the level of instruction in one year*
  2. *Increase in conversation between students, parents, and teachers.*
  3. *Ensuring there is consistency across the board.*
  4. *Staff will meet again during the February 24th inservice to discuss the data further, looking for trends, cross-content similarities, and whether the progress report needs revision.*
  5. *Dr. Shapiro will report back to the Board in April to discuss the results of the February inservice discussion.*
- d. *Visit Our Schools Month (Information)*
- i. *Recruitment*
    1. *Need to develop an advertising budget and determine how it is best spent.*
      - a. *\$6,000 allotment for Dr. Shapiro to spend on advertising motioned by Brenda Bidwell, second by Adam Robinson. Passed unanimously.*
    2. *Radio advertisements--is this something we should consider again for next year?*
      - a. *Request to rewrite the advertisement*
      - b. *Possibly use again this spring during lottery.*
    3. *Dr. Shapiro has reached out to neighborhood elementary schools and middle schools, reminding them that they have alternative learning opportunities at Highland.*
    4. *We need to take advantage of our situation as a one-to-one school as a selling point.*

## 7. Meeting the mission of the Charter

- a. *By-Laws review and recommendations Articles I & II (Action)*
  - i. *Include an Article I in the by-laws*
  - ii. *Revise Article II, Section 1*
    1. *Number of Board members set specifically at 9 rather than range of 9 - 15. Specificity of Board make-up changed to a desirability of membership from various fields rather than a requirement of members from different fields.*
  - iii. *Revise Article II, Section 3*
    1. *The Board will have the opportunity to interview potential Board members before voting.*
  - iv. *Revise Article II, Section 11*
    1. *Principal and Board Chair will set the agenda.*
  - v. *Motion to approve the changes to the by-laws by Brenda Bidwell, second by John Trampush. Passed unanimously.*
  - vi. *APC Annual Timeline of Actions*
    1. *Dr. Shapiro will amend the proposed timeline and present again in April for voting.*
- b. *Student handbook (Information/Discussion/Possible Action)*
  - i. *Do we need a Highland specific handbook?*
    1. *Staff recommends that we have a Highland specific insert, nothing that contradicts ASD, but identifies rules specific to Highland (ex: Off-campus lunch).*
  - ii. *Motion to pass Student Handbook by Adam Robinson. Seconded by John Trampush. Passed unanimously.*

8. Public Comment on agenda items (2 minutes per participant)
  - a. *Highland Parent, Anne Masterson*
    - i. *Recommends the use of radio advertisements.*
  - b. *Highland Student, Lily Spiroski*
    - i. *Volunteer to present to the Board at the April meeting.*

*Motion to adjourn Brenda Bidwell, second by Adam Robinson. Passed unanimously. Meeting adjourned at 7:23.*