

DRAFT MINUTES – FOR DISCUSSION PURPOSES ONLY

Anvil City Science Academy
Meeting Minutes
November 7, 2019

Present: Jeff Collins, Julie Kelso, Sean Knudsen, Lisa Leeper, Anna Moore
Excused: Nancy Bahnke (personal priorities), Becca Callahan (personal priorities) and Kacey Miller (travel)

Lisa called the meeting to order at approximately 5:30 pm.

Approval of 10-3-19 Minutes

Meeting minutes of 10-3-19 were reviewed. The minutes make note of a decision that was made to have parents sign an acknowledgment that they will pay back the DC rooming deposit that was made from fundraising if their child does not go on the trip. Lisa stated that parents were informed that fundraising would be used to pay their deposits, but they were not given the aforementioned acknowledgement to sign. A motion to approve the minutes was made by Anna and seconded by Sean. Minutes were approved unanimously.

Enrollment/Waiting Pool

A double blind lottery was held to fill a spot for a 6th grader that left this week. Lisa will contact the family of the chosen student.

NEW BUSINESS

Washington, DC Trip Policies

Lisa shared the information sheet she provides to parents for the 8th grade Washington, DC trip. Several items were identified that need further discussion and/or written policy. A separate work session will be held for this purpose. APC members volunteered to research and come to the work session with draft policy in two areas. Sean will handle chaperone policy and Julie will do fundraising as it applies to housing and airfare. The work session was scheduled for November 21.

Strategic Planning and Systemic Processes to Sustain the ACSA Program

Lisa would like to have APC members more involved in order to establish institutional knowledge that will enable our program to be sustained. One possibility is to consistently schedule recurring agenda items at certain times of the year. For example, work on the student handbook every January.

Lisa suggested the appointment of APC officers and/or committees, or at least appointing ongoing responsibilities to certain members. For example, one member could be in charge of putting together the agenda. There are two APC seats up at the end of the year. Sean suggested that we develop roles for APC members at our next regular meeting. Lisa will message parents

about the two APC openings and solicit applications to be received before the next regular meeting.

Lisa noted that parental involvement is crucial to our program and parents need to play a part in sustaining the program. We are currently without a volunteer coordinator. Anna suggested that we solicit a volunteer coordinator along with soliciting new APC members. It is unclear as to whether the volunteer form was included in the new online registration this year. We do have forms from prior years for returning students and the new 5th graders' parents would have filled out the form as part of their application.

As far as the teachers' role in sustainability, Lisa noted that a teacher handbook would ensure consistency and provide a helpful tool for new teachers. She has been working on a teacher handbook and will solicit help from our current teachers to complete it. Jeff spoke to the need to develop learning targets (more specific to our student population than those provided by the state) and a framework to achieve those targets. The framework would need to be flexible enough so that teachers would be free to teach using their unique teaching styles.

The APC recognized the fact that it would be difficult, if not impossible, to sustain the program if our current principal were to leave. It was the consensus of the group that we need to work towards having a principal with little or no teaching responsibilities. Several possibilities were discussed, including adding another teacher, or keeping the number of teachers we currently have, but reducing the number of students. This last scenario could be accomplished by not taking any 5th graders next year and having our program be only 6th, 7th and 8th grade. Lisa will meet with superintendent, Burgess to discuss our concerns regarding program sustainability. The APC expressed a desire to speak with the district accountant regarding our funding.

OLD BUSINESS

6th grade move to Beltz

Lisa stated that there will be a community meeting in early December about this issue.

Volunteer background checks

No new progress.

School Board report

Lisa provided a copy of her report to the School Board.

NEXT MEETINGS

November 21 - work session for DC policies

December 5 – regular meeting