Highland Academy
Academic Policy Committee Meeting Minutes
December 13, 2017
6:00p -7:30p

1. Determination of Quorum and Call to Order - *called to order at 6:01 with a Quorum. John Trampush, Kelly Daugherty absent.*

2. Motion to approve the agenda
   a. *Motion to approve by Brenda Bidwell, second by Kevin Masterson. Passed unanimously.*

3. Approval of Minutes
   a. October minutes - *approval of the minutes will take place at our January meeting*

4. Public comment on agenda items (2 minutes per participant)- *none*

5. Student Presentation ς TBA
   a. *Cali Hall and Sera Lega presenting on issues affecting Alaska, focusing on suicide prevention.*
   b. *Members John Trampush and Kelly Daugherty now present.*

6. Board Development
   a. *None*

7. Principal Report
   a. Budget update (Information)

      i. 2018-19 Enrollment Projection (Information)
         1. *Highland has over-projected for the previous seven years.*
         2. *Conservative projection of 167 students for 2018-2019 based on patterns of attrition and deep analysis of current student enrollment.*
         3. *The question was raised whether we should we poll students and families in November? Possibly use this to make a more informed projection and address the needs of those on the fence.*
         4. *Budget Considerations*
            a. *We need to staff 7 levels of 4 content areas plus special education*
            b. *Over 30 special education students, majority requiring in-class support*
            c. *New teachers this year, cost more than the teachers they replaced*
            d. *All full-time staff receive approximately $30,000/year in benefits*
            e. *Principal salary still $7000 below the APA scale*
            f. *Assistant Principal on the salary scale just now on the APA scale*
            g. *Principal and Assistant Principal - Why do we need two?*
               i. *Our administrative team takes on the responsibilities of the registrar, secretary, counselor, instructional coach, BPO, SRO, etc.*
         5. *FY18 Adjusted Budget - $1,926,710 (gave back $178,000 to the district)*
         6. *FY19 projected budget $1,980,578*
            a. *>$10,000 for supplies, non-committed costs, $0 for added duties, marketing, conferences, equipment*

        b. *$158,770 short to meet committed costs*
    7. *Anticipated rollover $115,000 (still short $43,770)*
    8. *Solutions/Options*
        a. *Eliminate part-time Spanish teacher ($20,000)*
        b. *No health insurance costs for administrators (savings of nearly $40,000)*
        c. *Elimination of a TA Position (approx. $58,000)*
        d. *Further rent reduction from ASD?*
        e. *Re-Consider Sentry Drive property?*
  ii. 2018-19 Budget (Action)
    1. *Motion to approve the budget by Shelly Morgan, second by Kelly Daugherty. Passed unanimously.*
    2. Building space 2018-19 (Information)
        a. *Next steps:*
            i. *Board members need to tour the Sentry Drive building*
            ii. *Dr. Shapiro continues discussion with the District*
            iii. *Set date for January meeting to discuss further*

b. Academic overview (Information)
  i. Winter MAP Assessment - *Middle school students took the MAP assessment, providing us with data over two*