



MEETING MINUTES

ACA Governing Board	6:45 am	8:11 am
Type of Meeting	Start Time	Adjournment Time
February 3, 2014	Appleton North Lightning Room	Julia Squier
Date	Meeting Location	Recorded by

Future Dates: Marketing meeting – Monday, Feb 17th at 6:45 am in the Lightning Room
Next board meeting – Monday, March 3rd at 6:45 am in the Lightning Room

- **Roll Call / Attendance/Guests - Dayton Henderson, Governing Board Vice President, presided over the meeting in the absence of Mary Welch, Governing Board President**

Renee Ulman, Dayton Henderson, Julia Squier, Terry Maves, Patrick Lee, Lori Krueger, Barry O'Connor, Mary Hansen, Jennifer Dieter, Mark Kloehn

- **Approval of Last Month's Meeting Minutes**

Terry made a motion to approve; 2nd Barry; approved unanimously

- **ACA Enrollment Report**

Current status and 2014-15 enrollment – so far 43 Freshman applied and 3 additional students at other grade levels for 46 total; cap is 35; all applications by deadline (Feb 28th) go into a lottery; wait list students not chosen in the lottery; students after deadline are placed in order at the end of the wait list; letter being drafted by Lori thanking for applying and asking to please take one more step and verify interest in school by end of Feb; online enrollment was open until Jan 31st; if we accept more, we may get more FTE – staff needed; let's go through verification process and review numbers at our next meeting; 2 students shadows yesterday

- **Budget**

Ben's project – map rail – purchased and will be installed; let's tour hall at next meeting
\$250 earned from Community Blood Center
Textbook buyout – Mary Hansen will email Nan to ask where our funding is

- **Staff Report**

ACA Position Descriptions— Renee will solidify staff description; extra FTE next year if enrollment increases – current ACA staff extended during 4th hour or additional staff during 5th hour?; Patrick will update administrator's description

- **Sustainability**

ACA Mission Statement:

Empowering students to find their passion through collaboration, innovation and exploration.

Need for Database - Little Green Light costs \$421 for entire year (10% discount) or \$39 a month; up to 2500 constituents; straight forward, easy to use, online, collect business, alum, parents; student internship? or “senior experience” to enter data; Jennifer will write up job description for student to include marketing, database entry; lets gather and include current senior data for entry in fall; motion to use Little Green Light by Jennifer; Barry 2nd; passed unanimously; motion to purchase May 1st to get Jennifer familiar with database so she can work with student and train for fall; Barry 2nd; passed unanimously

Website progress – Julia will meet with Ian on Tuesdays; Julia will talk with Ian tomorrow to talk to discuss future options for our website to sustain it; do we use other options like www.wix.com?

Meeting with Judy Baseman - Renee will meet on Thursday to discuss intern coordinator/FTE needs; will ACA directly receive \$1000 per student for DPI certificates?; will double-check regarding where \$ is for textbook curriculum buyout

- **Other Committees**

Board Development – 2 year terms

Retention of current membership – please communicate if you do **not** plan to stay on the board to Mary or Barry; think about good additions based on qualities - Barry emailed (see list below); Lori suggested individual related to manufacturing area; also individuals involved with Leadership of the Fox Cities

Committee needed to begin search for new members – Terry & Mary Hansen can help and will meet to discuss; also Mary W and Rita interested? – Barry will schedule future meeting and check

Areas of expertise that would be helpful to the Career Academy:

- *Business internship contacts*
- *Fundraising experience*
- *Contacts with potential donors*
- *Familiarity with educational issues and practices*
- *Legal experience with non-profits or charter school law*

Other qualities of Governing Board members:

- *Understanding and support of mission of ACA*
- *Willingness to learn new perspectives*
- *Ability to work constructively within a group while expressing differing ideas*
- *Awareness and acceptance of limitations of the director role: policy vs. operations*
- *Able to commit required time and engage with the ACA*

- **Adjournment at 8:11 am**

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