

MINUTES

FCLA Governing Board Meeting	7 am	8:06 am
Type of Meeting	Start Time	Adjournment Time
Monday, February 10th	1083/google meet link	Julia Squier
Date	Meeting Location	Recorded by

- 1) **Meeting Called to Order at 7 am**
- 2) **Attendance/Introductions - Introduction of Tracy Longtine to the FCLA Board, potential board member (nomination/voting at March meeting)** – Tracy will be joining at 7:15 am; Julie Erdmann; Patrick Lee, Kevin Tubb, Dave Christianson and Julia Squier (virtually)
- 3) **Approval of January Minutes** – Dave motioned to approve minutes; Kevin 2nd; approved unanimously
- 4) **Staff Goals**
 - a) Communication with parents – curriculum update, Newsletter, Weekly Canvas updates, Feeding America dates – Julia will confirm dates with Kristie
 - b) New student recruitment, the goal is to recruit 40 students per year – current applications confirmed at 39; currently at 39 applications; another shadow day coming up with 2 students; currently in 90s for next year; no reduction in FTE, but possible increase .1 FTE for 2025/2026 for staffing – will be talking to Kristie about best use for it
 - i) 4 shadow days scheduled – final shadow day in February with 2 confirmed students
 - ii) school visits – none scheduled at this time
 - iii) any additional community outreach – follow up and start building relationship with new students and how to involve parents – potential board positions
 - c) Develop a “BHAG” for the curriculum-ex. Covey leadership curriculum – no discussion
- 5) **Principal Goals**
 - a) 10% of time dedicated to FCLA per week – regularly visit in afternoon; came down with Mr. Werner to view student presentations/projects - principal for a day; very impressive
 - b) Greater than or equal to a 95% student retention rate – enrollment update; 6 students have left FCLA; 4 are 9th graders leaving – some new students are expected to leave, even with shadow day attendance, as FCLA is not perfect fit for all students; 71 is current enrollment
 - c) Provide a budget/resource financial needs for the school calendar year – E10 accounts & activity account relative to budget (E-10 account is \$2797.92, \$296.65 carryover; Activity account \$3158.66) – no major expenditures
- 6) **Governing Board Goals**
 - a) Board Membership – goal is 3 new members, preferably two from the Freshman class, and one from the sophomore class by the end of the 24/25 school year – we need to do better with outreach not only for board members, but for leadership speakers
 - i) Board membership update (Julie) – Tracy Longtine, potential board member, on call today to introduce self – daughter is Sadie, who is a sophomore, and background in mental health, sees importance of being involved in child’s school
 - ii) Additional outreach – Julie has contact with KA parent, currently on the KA board, who has interest and will hopefully attend next meeting

- iii) FCLA Board Brochure - Dave wants to create trifold brochure to get more interest in the board to share at events with parents; Julia will email him a previous document he can modify
 - b) Fundraising Subcommittee – goal setting; think big – leadership curriculum – long-range goals; Kevin and Todd met with Community Foundation last week – website with opportunities for grant applications, will be meeting with other organization boards this week who give to education, so will follow-up – positive – need to really prioritize wish list with right messaging to fulfill; Kevin will attend the Nonprofit Leadership Initiative Social at Beer Factory on Thursday 2/13 from 3-5 pm – other opportunities for funding?
 - i) Amazon Wishlist
 - ii) Apparel Orders update (Julie) – 4Imprint cannot set up online store, but has great options; Julie could get student input for interests - set up Venmo; Bonfire website was good but didn't have products we wanted; Julie will reach out to Jerry and get more info how North does online store; 100 t-shirts at \$1 apiece thru Julie's uncle
 - iii) Restaurant Nights – Chipotle (no earnings unfortunately); \$100 minimum was not reached during time frame – weather possibly an impact
 - c) Alumni Outreach update (Julia) – 1 possible student had interest; Julia will follow up with that student
 - d) Board Handbook - Authorizer Checklist (Al Brant) – August – accumulate document; Kristie said staff is making minor changes in the student handbook
 - e) Internship/work experience – 1-page guide with general info that Julie could share when she is talking with members in the community; Patrick will talk to Mrs. Camber to see if that is available
 - f) Board application – simple, one-page document for new members to complete with specifics about background/talents/connections in community
- 7) Board Communication –**
- a) 501c3 account balance is \$1176.82
 - b) Electronic file and communication platform utilization Microsoft 365 for non-profits \$2 per user per month – update regarding application for teams for posting documents; Kevin will be working with Dave to see what packages are offered for reasonable price; Dave thinks we want Teams with One Drive and probably Microsoft Suite
- 8) Meeting Adjourn –** Dave motioned to adjourn at 8:06 am; Kevin 2nd; approved unanimously