

## MINUTES

<u>FCLA Governing Board Meeting</u>	<u>7 am</u>	<u>8 am</u>
<b>Type of Meeting</b>	<b>Start Time</b>	<b>Adjournment Time</b>
<u>Monday, November 10th</u>	<u>1083/google meet link</u>	<u>Julia Squier</u>
<b>Date</b>	<b>Meeting Location</b>	<b>Recorded by</b>

- 1) **Meeting Called to Order** - President Kevin Tubbs called the meeting to order at 7 am
- 2) **Attendance/Introductions – Welcome new parents!** Todd Schultz, Julia Squier, Kevin Tubbs, Patrick Lee, Gregg Syring (virtual), Amanda Martzahl (virtual from FVTC), Melanie Morris (parent – virtually), Amy Sanders (parent – virtually), Dawn Price (parent – virtually), Julie Erdmann, Lori Krueger, Tracy Longtine, Kristine Glenn
- 3) **Approval of September and October Minutes** – Todd motioned approve Sept and Oct minutes (with “add note” removal); Julie 2<sup>nd</sup>; approved unanimously
- 4) **Staff**
  - a) Communication with parents – curriculum update, Newsletter, Weekly Canvas updates; just finished 5-week seminar, Feeding America field trip successful with over 20,000 pounds of food processed over the two days
  - b) New student recruitment - the goal is to recruit 40 students per year; total currently is 84, increase by one (choice student)
    - i) Shadow Days – to be determined
    - ii) School Visits – Patrick outreaching to all middle schools; some more receptive than others
    - iii) Additional community outreach – no discussion
  - c) Internship Function / Community Outreach - Create and document a process (budget item); budget and document being developed
  - d) Develop a “BHAG” for the curriculum-ex. Covey leadership curriculum
- 5) **Principal**
  - a) 10% of time dedicated to FCLA per week
  - b) Greater than or equal to a 95% student retention rate – enrollment update noted above
  - c) Review budget draft - financial needs for the school calendar year – Internship Stipend, MyLC, report E10 accounts (\$1233.03 after \$291.30 deposit related to Todd’s volunteering hours via Benevity), activity account and AEF account – budget is a work in progress, pending MyLC cost coverage and who is paying; asking for support from district, as per contract we believe that is a cost they should cover; Kevin reached out to Mike Hernandez last week and have not heard back regarding reconsideration of district covering MyLC cost
  - d) Staffing update/FTE allocation/additional Supervision assignments (i.e. internships) – no discussion
  - e) 2024/2025 Year in Review document
- 6) **Governing Board/Subcommittee reports**

- a) Parent Engagement (Tracy) – increase board membership by two parents from each grade
  - i) Back to School Night – review and next steps; went well to get interest/contact info
  - ii) Board Application/Parent Volunteer Skills Inventory – Copper Rock meeting opportunity to get additional parents who may be interested in committee assistance but not Board membership
  - iii) Additional outreach/Alum – no discussion
  - iv) Community Member Outreach (Kevin) – Kevin reached out to Amanda at FVTC and director of admissions to reestablish connection with FVTC and will meet this afternoon; Kevin also reached out to Pierce and will meet with a contact there (potential internships, employment, additional educational opportunities for students, volunteering, speakers); Tracy made connection with Community First Credit Union for guest speaking and potential board member
- b) Fundraising Subcommittee –
  - i) Panera Night or revisit other fundraising options (Julia) – no discussion
  - ii) Amazon Wishlist – most immediate needs – in newsletter from Heather and Facebook weekly boost around the holidays, so parents can share; Dawn volunteering to send postcard to Heather to mail out with code; Julia will email logo; any bigger wish list items?; Julia will add additional gift cards [https://www.amazon.com/hz/wishlist/ls/3AZ941ZVDD10V?ref=wl\\_share](https://www.amazon.com/hz/wishlist/ls/3AZ941ZVDD10V?ref=wl_share)
  - iii) Apparel Orders update (Julie) – need to increase availability to parents/students (newsletters and postcard)
  - iv) Packer game concessions – no option for single game, possible season commitment next year?
  - v) Herd – Dawn has contact and will reach out
  - vi) Festival of Lights – 10 people, minimal commitment; Melanie will reach out to see if there are available spots
  - vii) Raise Rite – Melanie will look into; gift card purchases give cut to FCLA
  - viii) Special Event – create opportunity for students and families?
- c) Governance Committee Update (Gregg) – governance docs/recharter process – Gregg spoke to documents, as charter renewal is happening next year – we need to start review process and recommend changes/updates

## **7) Board Communication**

- a) Electronic file and communication platform utilization – 501c3 account balance
- b) Microsoft 365 for non-profits \$2 per user per month – update regarding application

## **8) Meeting Adjourn at 8 am**