

**Fox West Academy Governance Council Meeting**  
**Monday November 7, 2011**  
**6:00 p.m.**  
**Fox West Academy Classrooms**  
**Hortonville Middle School G105 & G118**

**AGENDA**

1. Call to order and roll call
  - Council Members:
    - Kristi Compton
    - Denise Nelson
    - Zola Nimmer
    - Tori Mann
    - Jenni Koenecke
    - Jean Wagner
  - Excused – Barry Hoff, Anne Walker
  - Committee Leads - Stephanie Halverson, Lorie Claybaugh
  - Teaching Staff/Admin. Advisor – Dan Lundstrom, Greg Hall, John Brattlund
  - Guests – Jan Bontz-Consultant, Brenda Stencil-Parent
2. Affirmation of public notice
  - A. Notice of the meeting was posted at the Greenville Elementary, Greenville Middle, Hortonville Elementary, Hortonville Middle, Hortonville High schools, Hortonville Public Library, and the Fox West Academy website ([www.foxwestacademy.org](http://www.foxwestacademy.org)). Notice of the meeting was sent to the Appleton Post-Crescent, Post-Crescent West and County Post East.
3. Review and approve minutes of October 3, 2011 – approved by consensus.
4. Finance
  - A. Financial summary – reviewed and discussed that FWA is on track with the grant forecast.
  - B. Approval of August/September/October vouchers – none
5. Presentations by District residents / Comments from Public
6. Executive Committee Reports
  - A. DPI grant approval modifications – grant modifications and fiscal updates have been approved.
  - B. Details of DPI mandatory reporting session, Dec 1<sup>st</sup> and 2<sup>nd</sup> - Greg and Zola are planning to attend to represent FWA staff and FWA Governance Council.
  - C. Letter of commitment for Council members – Barry H. is drafting the letter for council members to sign. Jan has sample letters available.
  - D. Committees yet to be formed: suggestions for committee members should be sent to Barry Hoff.
    1. Nomination
    2. Fundraising
  - E. Council involvement in intern interview/hiring – Jenni has submitted the intern request. Kristi Compton will be the council member participating in the interview process. Jenni is waiting to find out how many applications have been received. These candidates will then go through the district interview process for this position.

## 7. Charter Staff Reports

- A. **Presentation night highlights** – Presentations were part of their project block assignment. Several council members attended. The students did a very nice job presenting and were very enthusiastic. The next presentation night is Dec. 13 from 6:30-7:30pm.
- B. **Staff update from planning day with Jan and Darlene** – Dan, Greg, and Jenni have monthly planning days. Half day is spent as planning time together and the second half day is spent with Jan and Darlene helping to make progress on specific areas. One day a month is working out well so far, in order to balance planning time with the need for having subs for all 3 teachers at the same time.
- C. **Bubolz trip** – This was a joint field study with a high school aquatic class. It was a full day at Bubolz. The high school students helped lead the pond study and the geocaching. Prezi is one of the presentation/computer tools being used to report out for this project. A Prezi created by one of the students was shared with the council.
- D. **Introduction to next project focus** – The next project has a science emphasis and is called Tread Lightly. 6<sup>th</sup> grade will have an emphasis on water and 7<sup>th</sup> and 8<sup>th</sup> grade will focus on energy. There are different project format options that the student groups can choose from including a Lego robotics option, a public service/message option, or a “reach out” option (coming up with a plan to help other individuals/communities). Simultaneously, the Comm. Arts core class is focusing on a “Heros” project. Both will be covered during the next presentation night.
- E. **UW student intern – status update** – covered in agenda item 6E

## 8. Committee Reports

- A. **Marketing and Public Relations** – looking into how to connect with the “expo” being planned for March (coordinated by GATE staff) to showcase to district residents all of the great things going on in the district. Need to plan for how/when to invite 5<sup>th</sup> grade families to presentation nights in preparation for the 2012-2013 enrollment window.
- B. **Innovations and Development** – School Specialty is having a sale on Saturday 11/12 at 9am if there are any school supply needs.
- C. **Curriculum** – no updates. Previous work to develop the standards will be leveraged with the 1<sup>st</sup> quarter report card process. Conferences were scheduled for 20 min. to ensure enough time with each family. Related to curriculum, the staff is still evaluating the value of using Project Foundry in addition to Skyward.
- D. **Community Partnerships** – Fox Cities F.O.C.U.S. (contact: Patty Milka) may be an option to make connections for the upcoming projects. Fox Valley Tech’s Sustainable Energy Center and FAB lab may be options. The planning team for a middle school from Ripon has visited.
- E. **Financial Planning/Sustainability** – Proposed naming this committee “Learning Sustainability Committee”. Dale Walker, Greg Hall, and Tori Mann are current committee members and would like to add an additional committee member. Focus will be accountability for ensuring financial sustainability after the charter school grant timeframe. Fundraising will be a part of this committee.

## 9. Discussion

- A. **Student handbook – status update** – Jan B. is providing help to complete this handbook. The plan is to have a student handbook separate from the policy handbook. Additionally, Jenni reviewed the “SMART Progress Monitoring” process which is being implemented to cover the action plan that will occur if assignments aren’t being completed and/or disciplinary actions are needed. The philosophy is about setting goals, keeping students accountable, and aiding advisors in helping get the students back on track.

- B. Present and adopt financial limit requiring Council approval – Tori – Proposed staying with the limit the district uses for purchases that require council approval. The district uses a limit of anything \$10,000 or more requiring approval. Having a \$10,000 limit was approved by consensus.
- C. Strategic Planning
  - 1. January – date, time and format TBD –proposing 4:30-8:30pm on January 9<sup>th</sup> in place of the regular council meeting. Alternative dates will be determined if needed.
  - 2. Suggested pillars on which to build: Growth, Continuous Improvement, Leadership Development, and Sustainability – good starting point and will look to facilitator to aid with these as part of the process.
- D. Council Evaluation – Start gathering ideas and plan for timing and location – Jan will send some examples as resources. Plan for Exec. Council to meet Monday Nov. 28 to select an evaluation tool. Form will be sent to council members to complete prior to the December council meeting. Input will be shared for the discussion in the December meeting in preparation for the January strategic planning.

10. Professional Development Opportunities / Equipment Purchases -as part of strategic planning, investigate areas for professional development for council members. Jan shared one idea for networking with other Governance Councils to learn and share ideas. The Charter Conference is another opportunity (March 15-16, 2012) to gain professional development.

11. New Business –FWA staff will connect with GATE staff to ensure communications on special activities reach the FWA students in GATE.

12. Informational Items –Fox Cities Embroidery has FWA apparel items for order.

13. Upcoming Events

- A. Week of November 7<sup>th</sup> – WKCE testing
- B. November 9<sup>th</sup> – FWA to attend HHS Musical Cinderella
- C. Parent/Advisor Conferences:
  - 1. November 9<sup>th</sup> and 10<sup>th</sup> – 4pm to 7pm
  - 2. November 11<sup>th</sup> – 8am to 12pm
- D. December 1<sup>st</sup> & 2<sup>nd</sup> (Th & Fr) – DPI reporting meeting, Madison.
- E. December 5<sup>th</sup> (Monday) – FWA Governance Council meeting, 6:00 pm- Changed date to Wednesday Dec. 7, 2011 6pm due to conflicts on Dec. 5<sup>th</sup>.

14. Adjourn