## Advanced Learning Academy of Wisconsin

**Governance Board Meeting**

Minutes

April 3, 2012, 3:45pm Barron High School

**Present: Jennifer Cox, Wendy Levy, Meleda Mullin, Jennifer Quinlan, Tenille Roper**

**Absent: Ruth Anderson**

There were no public comments.

The board discussed providing funding for educational opportunities outside of what’s provided in current curriculum and determined this would not be provided to families unless it’s for a course or program not offered by ALAW/BASD. The other stipulation is it must be an entity which accepts purchase orders & can’t be payment to an individual.

Jennifer Quinlan reported that current enrollment numbers for the fall are:

1. District – 40 (so far it appears all students will continue in ALAW except those graduating). Open enrolled – Sue Hanson, district secretary, indicated to Jennifer that current open enrollments into ALAW were around 76.
2. The board discussed what amount to charge for enrollment fee/student fees. All students will be charged a $15 enrollment fee to help offset the cost of administrative work associated with enrollment. Students who wish to check out a computer will also be charged a $25 security deposit, refundable when their computer is returned, as well as a $5 deposit for a wireless mouse, also refundable when it is returned. ALAW secretary will incorporate all fees into student records in Infinite Campus and run a report/invoices twice per year.

Jennifer Quinlan gave an update on the BYU partnership. The summer pilot will be testing 500-level (or instructor-guided) courses. 10 students will be taking a total of 12 courses. Many applications have been received for the instructor position(s). Three have been hired; 12 more will be interviewed Monday. Interview team will consist of two ALAW staff and board president. BYU has agreed to provide marketing and advertising for ALAW, which will include newspaper ads, radio ads, and eventually TV ads. The advertising campaign is currently running, with a rush of radio ads to run the last two weeks before the open enrollment window closes.

The financial model is set up so that any BYU course enrollment for ALAW students will be $89; the district will recuperate the cost of instructor time spent on non-ALAW students by charging BYU a 25% administrative fee. Jennifer Quinlan is working with BASD financial team and BYU to fine-tune how and in what manner payments will be handled.

* 1. It was discussed that Tenille Roper will need to work more hours while Jennifer Quinlan is out of the country. It was moved and approved to increase Tenille’s hourly allotment to 30 hours per week.

The school calendar for 2012-2013 was approved as July 1 to June 30. However, most students will be encouraged to start courses by August 1. The year-round calendar will allow students to take courses through the summer (start early or end late). Starting classes around Aug. 1 will help alleviate the burden of course and schedule changes that often take place in the first weeks of September at BHS.

* 1. Meleda is nailing down dates for the end of year activities/field trips.
  2. It was discussed to have fall kick off/orientation held at key locations around the state, as some other virtual schools do. However, the board agreed it is not necessary and will incur undue expense.
  3. Meleda is compiling a list of events/gatherings for 2012-2013 and will prepare a brochure that can be shared with families in the fall.
  4. The board determined we will keep April as our annual elections meeting. Ruth Anderson wishes to step down. Meleda will no longer be able to serve as secretary because she has been hired as an employee of ALAW. In this case, it was discussed to have board officer elections & member nominations at the next regularly scheduled board meeting. Officers will serve 3 years and members for 1 year. Meetings will continue be the third Thursday at 3:45, meeting quarterly.

The following policies were discussed and will be presented for vote at the next meeting:

* 1. Number of times a student may change curriculum/course provider – 1 change per semester
  2. Students must stay enrolled until the third Friday/headcount day or repay the cost of course materials, shipping, and enrollments to the district
  3. Mid-semester enrollment (ie, current February enrollees) – we will accept based on having sufficient funds remaining in the budget
  4. Eligibility for BASD scholarships (blended vs FT ALAW students) – only students who are 57% or more BHS are eligible, according to BASD policy
  5. Minimum course completion rate (blended vs. FT ALAW) – blended: 1 lesson per week per course; FT ALAW: one lesson per month minimum
  6. Tenille provided the board with a draft version of employee handbook and is compiling the procedures & policies manual for ALAW. Board will review and submit changes/comments to Tenille by April 25.