

THE EXPLORATION ACADEMY  
SITE COUNCIL MEETING MINUTES  
NOVEMBER 17, 2014  
6:00 PM - AT THE EXPLORATION ACADEMY

**COUNCIL MEMBERS**

*Present:* Cathy Driftmier, Paul Driftmier, Deborah Klein, Pheng Lee, Sheila Stenseth, Andrea Vogel.

*Absent:* Alexa Butzbaugh, Chad Welty

*Quorum Present?* Yes

**AUDIENCE PARTICIPATION**

None

**ANNOUNCEMENTS AND BRIEF AGENDA ITEMS**

- *Meeting called to order* at 6:06 PM by Vice-Chair, Andrea Vogel
- The minutes of the October 2014 meeting were passed unanimously with one minor amendment.
- The schedule for the next meeting was reviewed and agreed as follows;
  - The next meeting will be Monday, December 15<sup>th</sup> at 6:00 PM, and
- **THE EXPLORATION ACADEMY ADMINISTRATOR'S REPORT**
  - ENROLLMENT UPDATE
    - Enrolment as of 11-17-14
      - 73 students and three pending applications
  - 8<sup>th</sup> GRADE RECRUITMENT
    - Pheng Lee is meeting with 8<sup>th</sup> grade counselors during the last week of November.
    - He will meet with 8<sup>th</sup> Graders themselves in January 2015.
    - The council agreed to distribute pamphlets to VAHS counselors and be sure they understand the nature of an EA education.
    - We discussed the repercussions of recruiting new students only from VAHS.
      - The council agreed that the mission of Exploration Academy is broader than serving as a new home primarily for struggling students. EA will best serve the community by appealing to and drawing more diverse enrollees.
      - We agreed that a change in the process by which we encourage prospective students as well as in the way we induct new enrollees through the application and enrollment steps can be utilized with the goal of getting enrollees who have "bought in" to the rigors of an education at Exploration Academy.
      - Andy Vogel had similar experiences from Shabaz which is seeing enrollment skewed toward the at risk population.
      - Pheng Lee suggested that one change in the process should be to arrange a meeting between all participants in an applicant's academics, before an application is even completed, would be very helpful in communicating what an EA education entails to all concerned. It was so moved and unanimously passed by the Council.

- The steps proposed and passed by the council to accomplish this change of process are as follows:
  1. Remove application from website to restrict access to it until the appropriate time.
  2. When an applicant shows interest, do the following
    - A. Set up a meeting between the student, Pheng Lee, and the parent/guardian to be sure the fit is right and that the process should proceed.
    - B. Arrange for the student to shadow someone already at EA.
    - C. Arrange another formal meeting between the student, their advisor, EA counselors and the parents.
    - D. Have the student and Parent/Guardian complete the application.
- MEETING WITH DEAN
  - Open Enrollment / Future of EA / Enrollment 2015-2016
    - Pheng Lee agrees that we need to ask Dr. Gorrell again about Open Enrollment. Pheng describes this as “planting seeds” with Dean.
    - The council needs to assess how much Dr. Gorrell wants EA to grow as indicated by his willingness to increase FTE allotment to EA.
    - Questions of future enrollment, whether 80 or 100 enrollees, will hinge on the meeting with Dr. Gorrell.
- **ADDITIONAL REPORTS**
  - 501(c)(3) STATUS
    - 990s are complete.
    - Council asked and tabled the question: Who, besides Alexa B., will drive the paperwork process related to future filings, etc.
      - Is there a parent volunteer that we might tap?
      - Can Alexa list tasks and dates for future reference?
  - STUDENT REPRESENTATIVE UPDATE
    - There are three potential candidates but the council is still unsure on how to select one, or two.
      - It was moved that the student body could vote but that movement was unanimously rejected by the Council.
    - Alternatively, the position of Student Representative to the Site Council could rotate two or three times over the school year. This requires more discussion.
  - COMMITTEE UPDATES
    - Curriculum/Instruction
      - The council discussed ALEKS Math and whether there are levels beyond Algebra II that might be useful to EA.
      - Other alternatives, like Khan Academy products were also discussed.
    - Marketing
      - Pheng made the Council aware that VASD has a new resource, Kelly (last name uncertain) who may be able to reach out to Seth at the Verona Press.
      - Pics and videos from the upcoming Project Showcase should be made available to her.
    - Fundraising
      - Emails have gone out to all who had previously made interest known.

- All who agreed to get involved in Fundraising will meet after the Christmas Holiday to strategize.
- Recruiting will also take place during the Project Showcase
  - Opening remarks
  - Meeting with people during showcase.
- Community Outreach
  - Pheng Lee and Paul Driftmier will represent EA and the Site Council at the Verona Chamber of Commerce "Business/School mixer."
    - Gray's Tide House
    - Wednesday 4-6
  - We discussed the use of post-card style outreach
    - Who is printing? Still unknown
    - Who is taking the lead? Deb Weaver
    - When? January 2015
- Building
  - The Council recommended that the topic of the space remodelling be re-addressed with Dr. Gorrell as soon as possible.
    - The previous promises went unfulfilled because of Project Lead the Way and the Council feels that EA's needs should now be at the top of the priority list for remodelling considerations.
- **ISSUES DISCUSSION**
  - Open House
    - We discussed the schedule of events and general organization of the Open House / Project Showcase
      - Chad is organizing food
      - The schedule is set and ready to go.
      - Videos and other multi-media will be ready to go.
      - Pheng Lee and Paul Driftmier will make opening remarks to include a plea for parent involvement.
      - We cannot use K-Wing Commons or Gymnasium but this has all been arranged and is in good order.
      - Sign-up sheets for committee involvement should be placed near food and opening remarks should stress the importance of voluntarism.

**MEETING ADJOURNED AT 7:53 PM**