

North Star Academy  
Working Meeting  
December 7, 2006  
Approved: 3-1-07

Members Attending: Trudy Sorenson, Pam Van Wagoner, Wendy Lambert  
Dave Petersen  
Others: Mark Johnson, Emily Coon, Sheldon Killpack

Communication/ Roles and Responsibilities: Mark and Emily will work together to oversee upcoming reports. Emily will add lunch reports to the reports binder.

Dress Code: Dress code reminder will be included in letter to parents to be sent home in the communication envelope.

Mark to have office staff track dress code violations on SIS. Staff to review dress code policy and follow violation consequences as outlined in the policy.

Lunch Program: Lunch program will not begin until February. A note will be sent home to notify parents when the program is ready to begin. According to our contracts with current vendors, we will not give 30 days notice before terminating their services.

Summer Training: The majority of training will be held as in-service training throughout the year, keeping training to a minimum during the week before school starts.

New teacher's employment agreements will include a start date that is two weeks before school begins to allow for new teacher training.

Pam to research information on the Core Knowledge Conference.

Budget Review: Trudy reported on the current budget. Mark to check on the Middle School Aide's hours and report back to Trudy.

Computer Needs: Options were discussed to better meet the computer needs of the school. Dave to research cost of different options for an elementary computer lab.

Open House: Wendy to oversee advertising for open enrollment. Notice to be sent out through the Newsletter. Dave to send out an email notice to parents of students still in the lottery. Open Enrollment to be online by January 1<sup>st</sup>.

Board Members and Mark to be available for the open house on January 4<sup>th</sup> to answer questions. The office staff does not need to be there. Wendy to make an informational pamphlet to give to visitors at the open house.

Christmas Party: Arrive at 5:00 to help set up. Pam to purchase gift cards for TA's.

Survey Results: Wendy to type up letter to parents reporting survey results. Letter to include: thank you, lunch program, calendar, extra-curricular activities.

Administrative Report: Mark interviewing for new English Teacher.

Management Report: Wendy Wallace to call when sink is delivered. When delivered, office staff should inspect it for any damage.