

# PAVE

Parkview Academy of Virtual Education

## Governance Board

Monday, November 14, 2022 Minutes

Parkview High School Conference Room

### Call to Order:

- **Welcome Remarks**
  - Peter McMahon called the meeting to order at PM.
- **Roll Call**
  - Members Present:
    - Nicole Victor
    - Peter McMahon
    - Mary Paul
    - Steve Lutzke
  - Members attended virtually:
    - Julie Schroeder
    - Terra Helmer

### Consent Items:

- Approve Letter of Assignments for all PAVE staff
- Approve \$450 for the Wisconsin Skyward Conference
- Approve \$156.03 for the Wilderness Hotel for Skyward Conference
- Approve \$12.92 for the Wilderness Hotel service charge for Skyward Conf.
- Approve \$415.00 for the AWSA principal membership
  - Made a motion to approve all of the above consent items
  - Seconded the motion to approve
  - Motion passed

### Approval of May Minutes:

- [October 10, 2022 Minutes](#)
  - made a motion to approve the September 12, 2022 Minutes
  - seconded the motion to approve
  - Motion passed

### Set Date and Time of next meeting:

- Monday, December 12, 2022 @ 5:30 PM in PHS Conference Room

### **Business Manager's Financial Report:**

- Claim made for 1st quarter
  - Met grant requirements
  - 1 claim for laptop accessories submitted before quarter deadline
- Mrs. Victor meeting with Tracy Case to get teacher's letter of assignments out with final numbers of students/sections
  - Teachers paid at end of 1st semester
- 22-23 school year finances used to date
  - Payment of Curriculum Developer
    - Approved in WiseGrant to pay for salary
    - See Principal's report item below
  - Approved consent items

### **Principal's Report:**

- Revision of Charter Contract
  - Reworded the section of the contract in regards to the number of courses Parkview students can take to state "number of credits"
    - For students who attend Parkview High School that wish to take an online course(s) for advancement or credit recovery, the student may take up to four credits per school year. If more is needed an exception can be approved by the PAVE administrator. Parkview School District will provide an allocation equivalent to the cost of the course and the teacher salary. The Parties will review and renegotiate the allocation per course on an annual basis with the minimum amount being determined prior to the start of the school year. If the Parties cannot agree on the allocation per course, the allocation shall be no less than the previous year's revenue share.
  - Terra Helmer made a motion to approve rewording of charter section
  - Mary Paul seconded the motion to approve
  - Motion passed
- Budget Vision with the Grant
  - Michael McCabe at DPI informed Mrs. Victor that the PAVE Budget was not approved in WiseGrants

- Grant stating that no salaries are to be paid from budget after the planning year
  - 22-23 school year approved to use the grant money to pay Curriculum Developer salary
    - Approval based on Curriculum Developer writing a curriculum plan and creating a guidebook for the Youth Apprenticeship and Work Study programs
      - Guide with reflection expectations from YA students
    - Approved in WiseGrants
    - Able to make our first claim before September 30th deadline
    - Goal of curriculum plan and guidebook is to get almost, if not all, students to take advantage of the programs
  - Grant budget funds needing to spend out
    - Storage cabinet
    - Furniture
  - 23-24 and 24-25 school years unsure how budget and salary payout will work with grant and revenue funds
    - Need to get creative, add more students
  
- Headrush Progress
  - Competencies need to meet
  - Authorizer and Governance Board requirements
    - Mr. Lutzke going to meet with Chamomile to complete authorizer training and report back to Parkview Board to fulfill authorizer requirements
    - If Governance Board members attend the National Charter Conference in June will fulfill requirement
  
- PAVE Advertising
  - Need to start planning now to promote for open enrollment begins in February, advertising ideas;
    - Google Advertising
    - Facebook Advertising
    - Radio Advertising
    - PAVE spirit wear clothing

- Mrs. Victor checking into what and if budget allows for advertising

**Meeting Adjourned at 6:04 PM**

- Terra Helmer made a motion to adjourn the meeting
- Mary Paul seconded the motion and the meeting was adjourned