

**Central Academy of Technology & Arts**  
**Site-Based Team Meeting Minutes**  
**Wednesday, September 18, 2013**

**Introductions** – team members introduced themselves (Deb Christensen, Kim Fisenne, Jeff Pusser, Deanna White, Willie Howard III, Shelly Pentecost, Katie Morgan, Kasey Brooks, Madeline Drayton (absent), Aimi Gundersen, Angela Bush, Ann Tesar (absent), Wendy Duemmler, Dale Ann Plyler)

Discussion and clarification of terms – discussion to resolve the numbers of years served, and what parent representatives we still needed.

Discussed plan to elect 9<sup>th</sup> grade parent representative, since all other grade levels were represented already. Ms. Fisenne and Ms. Christensen to implement the process.

Election of Site Base Chairperson (Deb Christensen) and Secretary (not elected at this meeting)

Budget – Ms. Fisenne explained process used to gather budgetary needs from departments. Departments had already worked in teams to prioritize needs. Ms. Fisenne explained that this prioritization process and approval of expenditures (dependent on funding) would take place in the late spring this school year for next year, however, because this had not already been completed, that we were going to approve this year's expenditures now (based on available funds). Individual department requests were discussed and all expenditures were approved after discussion as long as funding was available. Team decided to order in priority sequence. Some conversation with departments – in order to clarify priority and dates needed – would be handled by the bookkeeper.

School Improvement Plan – discussed and Ms. Fisenne shared that we would also like to take into consideration the results of the AdvancEd certification. Plans were made to discuss the school improvement plan at an upcoming meeting.

Member opportunity for feedback – a faculty member asked about revisiting the policy revision on former students visiting during the school day. Ms. Fisenne said that because it was a safety and security issue, that the site base team could give input, however, the decision was an administrative decision. The revised policy prohibiting graduates from visiting during the school day remained in place. It was noted that graduates that are pre-arranged for a visit that enhances the curriculum (speaking about their career, or college choice) was permissible by following the CATA Events procedures.

The next meeting is scheduled for Wednesday, October 23, 2013.