


Tuesday meeting minutes

From: **Kemal** (kaman@wiscca.org)

 You may not know this sender. [Mark as safe](#) | [Mark as unsafe](#)

Sent: Fri 12/07/07 3:33 PM

To: 'wolff' (wolff@wiscca.org); 'Natalie Arndt' (arndt@wiscca.org); 'Mr. Bora' (bora@wiscca.org); 'Mr. Dawursk' (dawursk@wiscca.org); 'Jennifer Reuchlen' (reuchlen@wiscca.org); hill@wiscca.org; 'Patricia Hall' (hall@wiscca.org)

**Administratio n meeting Tuesday, November 27, 2007**

Meeting began at 9:50 a.m.

Present: Kaman, Wolff, Arndt, Reuchlen, Hill, Dawursk

Absent: Bora (arrived late), Hall

Mr. Kaman would like a folder setup on the 'Z' Drive to be able to store copies of all newsletters.

Mr. Akyol will submit an article to Ms. Reuchle n regarding the School-level science fair, for inclusion in the newsletter.

Wednesday, November 28<sup>th</sup>, 2007 make-up staff development day will be held from 2:45p until 4:45p. Be prompt in arriving.

Mr. Kaman will personally remind coaches that there should be no practices to interfere with staff development days. They must make arrangements to attend.

Aaron from the graduate department at CUW will meet with Mr. Kaman on Friday at 9:00 am (11/30).

Ms Reuchlen will get a list of K-8 MPS schools to include in our newsletter mailing list. Similarly, Ms. Hill will gather corporate and political address for the same mailing list. Newsletters should also be sent to Diversified each month. Newsletters should be sent out in large envelopes.

20k large envelopes with the school address, have been ordered, delivery is expected any day now.

Mr. Dawursk suggested donations/ giveaways from paper mills of copy paper, to schools. Ms. Wolff will endeavor to construct a list of mills.

Panera Bread: Mr. Kaman wants to see about the day-old breads being donated to WCA for breakfasts. Ms. Wolff will call to inquire.

Mr. Dawursk needs new blinds in his office - as students have torn them beyond repair/use.

There are as many as 10 students per day who skip classes, if not the whole day of school. Many of them go to McDonalds and return to school. Many do not return. Many are actually hiding in the building.

Alarms will be installed on the doors, with 2 alarm stations being setup in the main office and the office of the DoS. The cost is apx. \$8k and can be installed as soon as next week.

Fixing the doors will cost apx. \$5k and card readers for security access is apx. \$4k. (This project will be on hold until money can be raised to facilitate it).

Camera systems still do not operate correctly. Mr. Kaman is in contact with the company and the camera systems were being worked as of yesterday.

IPI - cancelled for this week. Rescheduled for December 5<sup>th</sup>, 2007.

Security for Basketball games is needed. Ms. Wolff will research companies to provide these services. Ms. Wolff will try to contact a CUW instructor in the Criminal Justice program who also does security (Steve Spingola).

The annual report is in progress. Mr. Tan is designing the cover page.

**Mr. Kaman was adamant regarding the attendance of the Administration meetings! Especially the administrators! Everyone needs to think ahead and plan accordingly to be able to adjust their schedules to attend the meetings every week - without delays or excuses.**

Create an Admin Mtg contact group for email - to be able to send minutes to those in attendance. Ms. Arndt and Ms. Reuchlen are not currently in the Admin email group.

Seniors after 3<sup>rd</sup> hour: Student Aide class will be setup by Ms. Reuchlen. Ms. Wolff and Reuchlen will create procedures regarding the program. Those students who are interested will be invited to participate, however attendance and complete involvement by the 'instructor' or 'supervisor' is required and non-negotiable. Students who are not participating must leave the premises.

Cultural Fair: Ms. Wolff will call OCEMS to find out about the Cultural Fair they hold every year, and attend it to get an idea for our own. The group who ultimately chooses to be part of the planning and execution team, will invite the cultural component from student council to also be involved.

Cafeteria construction is being explored. Plumbers will be assessing the situation soon. Milwaukee Health Department has inspected and we have a few areas that need attention, but none that are serious, or that cannot be fixed. After this is completed, the possibility of a permanent lunch staff and in-house cooking and breakfast, lunch and snack availability will be further considered.

U-Visit program will be researched by Ms. Reuchlen and brought to next week's meeting.

MRSEF Advisory Board meeting: Meeting will be held onsite. Ms. Hill will send out notices as to when where and who. Mr. Kaman requested concrete data from Ms. Hill.

MRSEF postcards will be sent out to all - DVDs will be sent to those who respond to the invitations or request a copy.

B-Ball uniforms need to have a specific place to be hung up and cared for properly. The idea of a free-standing wardrobe and another shed was presented to be able to hang the uniforms.

Gym locker rooms need revamping and privacy issues resolved. Hooks, to hang clothing on, trash receptacles, benches, etc. need to be added. This will also negate the need for students to leave the gym during class to change in the restrooms.

Recycling at WCA: Mr. Senel will be asked to build a series of bins with 2 receptacles each; paper, aluminum.

11/27/07

Kemal Kaman, Executive Director  
Wisconsin Career Academy  
4801 S 2<sup>nd</sup> St.  
Milwaukee WI 53207  
414-483-2117