

West Michigan Academy of Arts and Academics
17350 Hazel Street – Spring Lake, MI 49456 - (616) 844-9961

Board Meeting Minutes – June 26, 2012 – 7:00 PM - APPROVED

- I. **Call to order** – President Matt Butler called the meeting to order at 7:21 PM
- II. **Roll Call**
Present: Matt Butler (President), Vicki Stuart (Secretary/Treasurer), Leon Stille (Trustee), Carrie Tulloch (Trustee), Chad Nader (Trustee), John Weaver (Trustee)
Absent: None
- III. **Pledge of Allegiance**
- IV. **Approval of Agenda** – M. Butler added under Old Business, item "A" update on Director Evaluation, item "B" recommendation of a new Board Member. Added under New Business, item "C" change of insurance agent to Shoreline Agency. A motion was made by C. Nader, supported by C. Tulloch to approve the agenda as amended. All in favor 6-0.
- V. **Annual Organizational Meeting**
 1. **Nominate Temp Chairperson** – A motion was made by L. Stille, supported by V. Stuart to nominate Errol Goldman as the temporary chairperson. All in favor 6-0.
 2. **Election of Officers**
 - **President** – A motion was made by C. Nader, supported by C. Tulloch to nominate M. Butler as President. A motion was made by L. Stille to nominate V. Stuart as President. There were four votes for M. Butler, 2 votes for V. Stuart. Motion passed 4-2 for M. Butler as President.
 - **Vice President** – A motion was made by M. Butler, supported by C. Tulloch to nominate C. Tulloch as Vice-President. All in favor 6-0.
 - **Secretary/Treasurer** – A motion was made by C. Nader, supported by C. Tulloch to nominate V. Stuart as Secretary/Treasurer. All in favor 6-0.
 3. **Compliance Statement** – A motion was made by V. Stuart, supported by L. Stille that the Board will follow the compliance resolution. All in favor 6-0.
 4. **Board Meeting Schedule for 2012-2013** – A motion was made by J. Weaver, supported by C. Tulloch to approve the 2012-2013 board meeting schedule. All in favor 6-0.
 5. **Local Depository Declaration** – A motion was made by V. Stuart, supported by C. Tulloch to approve Huntington Bank as the depository of school funds. All in favor 6-0.
 6. **Bonding of Treasurer** – Does not apply.
 7. **Appointment of Board Legal Counsel** – A motion was made by L. Stille, supported by C. Nader to approve Goldman & Associates, PLC as the Board's legal counsel. All in favor 6-0.
 8. **Appointment of Auditing Firm** – A motion was made by V. Stuart, supported by C. Tulloch to approve Croskey, Lanni, and Co as the Board's auditing firm. All in favor 6-0.
 9. **Designation of AHERA (asbestos management) Contact** – A motion was made by L. Stille, supported by C. Tulloch to designate the Director has the Academy's AHERA contact. All in favor 6-0.
 10. **Adoption of 2012-2013 School Calendar** – A motion was made by J. Weaver, supported by C. Tulloch to approve the 2012-2013 school calendar. All in favor 6-0.
 11. **Designation of Freedom of Info. Act, Sexual Harassment, Title VI, Title IX, and Section 504 contact, Civil Rights** – A motion was made by C. Tulloch, supported by L. Stille, to designate the Director as the Academy's FOA, Title VI, Title IX, Section 504, and Sexual Harrassment contact. The Assistant Director will be the Sexual Harrassment contact for females. All in favor 6-0.
 12. **Designation of Chief Administrative Officer** – A motion was made by C. Nader, supported by V. Stuart to designate the Director as the Academy's Chief Administrative Officer. All in favor 6-0.
 13. **Adoption of the Board's Principal Media Source** – A motion was made by C. Tulloch, supported by L. Stille to adopt the Grand Haven Tribune as the Board's principal media source. All in favor 6-0.
 14. **Resolution designating eligible Board Members and Personnel to sign Academy checks** – A motion was made by L. Stille, supported by C. Nader to designate eligible check signers as follows: Amounts less than \$2,000.00 – Director, Assistant Director, and Administrative Services Coordinator. For amounts \$2,000.00 and over, will also require a signature from a Board officer. All in favor 6-0.
 15. **Re-appointment of Board recording Secretary** – A motion was made by C. Nader, supported by J. Weaver to re-appoint Liz Johnson as the Board's recording secretary. All in favor 6-0.
 16. **Resolution to adopt the Playground Safety Act and FERPA** – A motion was made by V. Stuart, supported by C. Nader for the Board to adopt the Playground Safety Act and FERPA. All in favor 6-0.
- VI. **Approval of Minutes**
 - A. **Board Meeting Minutes – May 22, 2012** – A motion was made by V. Stuart, supported by C. Nader to approve the minutes as written. All in favor 6-0.
 - B. **Special Meeting Minutes – June 5, 2012** – A motion was made by C. Tulloch, supported by C. Nader to approve the minutes as written. All in favor 6-0.

- VII. **Financial Report** – L. Johnson reported.
- VIII. **Correspondence** – There was no correspondence.
- IX. **Committee Reports**
- A. **Director's Report** – Travis Thomsen reported on the following:
- Mr. Thomsen will not report on the MAP test results. He will work with J. Weaver and the School Improvement Team to work on the data.
 - Blue Bear is up and running with several improvements made to it.
 - The Infinite Campus Student Management System houses student data and is where teachers and parents. It will help assistant with state reporting and has also been adopted by the OAISD so we are able to get local support.
 - Last summer there was restructuring at the Administrative level. Mr. Thomsen feels it was a good move and has worked well.
 - Mr. Thomsen and the Middle School teachers will train this summer for the new AVID program, a grant we will receive through the OAISD.
 - Mr. Thomsen re-aligned staff and hired two new teachers, Jordin Billingham, 5th grade, Katie VanSingel, 6th grade. Katie Bator, 6th grade has taken a teaching position at Spring Lake.
 - The results of the staff survey showed that the school is heading in the right direction, kids are getting a high quality education, and we have good family involvement. Improved technology is something they would like to see, and better communication from teachers and administration on individual student progress.
- Cathy Cantu (Assistant Director) reported on the following:
- Ms. Cantu presented the board with a survey she gave 8th grade students exiting our school. She and Mr. Thomsen have been meeting with local high schools to see how the Academy can better prepare students.
 - 70% of the students responded they would stay at the Academy if we offered high school. If the answer was no, the reasons were such as we aren't big enough, and don't offer sports.
- B. **G.V.S.U. Report** – Dan Matthews thanked the Board on behalf of G.V.S.U. for their service.
- X. **Old Business**
- A. **Director Evaluation Update** – C. Tulloch reported that the committee has met and has taken everyone's information and compiled it into one document. They also had to create a performance rubric. A rating will need to be given to Liz no later than Thursday for reporting purposes. The Committee will meet with T. Thomsen to discuss the document. At the retreat, the Board will set goals for the Director.
- B. **New Board Member Recommendation** – V. Stuart called Marcia Rappleye to see if she is still interested in the open board seat. Marcia indicated yes as long as she would not have to go through the entire process again. She will need to fill out the G.V.S.U. application. T. Thomsen will scan that to her and once that is complete, D. Matthews will contact her. A motion was made by L. Stille, supported by V. Stuart to recommend Marcia Rappleye as a new board member contingent upon the completion of necessary paperwork. If everything is worked out, Ms. Rappleye will attend the retreat in July. All in favor 6-0.
- XI. **New Business**
- A. **Approval of the Final Amended 2011-2012 Budget** – A motion was made by L. Stille, supported by C. Tulloch to approve the final amended 2011-2012 budget. All in favor 6-0.
- B. **Approval of the 2012-2013 Operating Budget** – V. Stuart asked that the fund balance be changed to reflect the estimated fund balance. A motion was made by L. Stille, supported by V. Stuart to approve the 2012-2013 operating budget with the change of estimated fund balance on the resolution. All in favor 6-0.
- Approval of the 2012-2013** – A motion was made by C. Tulloch, supported by C. Nader to approve the 2012-2013 preschool budget. All in favor 6-0.
- C. **Change of Insurance Agent** – E. Goldman stated we are currently with the General Agency out of Mount Pleasant, but our policy is underwritten by EMC. L. Johnson has indicated concern with the agent in terms of service so we would like to change agents, not the underwriter. The agency is the same company that M. Butler works for but works in a different department. Approval of an agent is not something typically brought to the Board for approval but because of the connection M. Butler has to the agency, it is appropriate. G.V.S.U.'s legal department has approved this change. The approval is to switch agents, not underwriter. A motion was made by L. Stille, supported by V. Stuart to change the agent of record from General Agency to Shoreline Insurance. All in favor 5-0. M. Butler abstained.
- XII. **Public Comments** – Sandy Worth commented that enrollment can fluctuate for several reasons. Jeni Veeneman asked about the expansion and if we are moving forward. Leon Stille commented he had a conversation with a banker at Huntington Bank about the expansion and they seemed interested in loaning us money. Mr. Stille also commented on the Northbank Community Foundation as an opportunity for our staff to apply for grants. Errol Goldman responded to L. Stille's comment about Huntington Bank. Mr. Goldman stated he has been in contact with two reps about a loan and that we would more than likely be required to put down 20% of the cost in order to get a good rate.
- XIII. **Topics For Next Meeting**
- Expansion update
- Retreat on July 25, 2012, Jacks Waterfront
- XIV. **Next Meeting Date** – August 28, 2012
- XV. **Adjourn** – M. Butler adjourned the meeting at 8:42 PM

Vicki J. Stuart
Bd Sec / Treasurer
8-29-12