

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

Board Meeting Minutes – August 28, 2012 – 7:00 PM - APPROVED

- I. Call to Order – President Matt Butler called the meeting to order at 7:00 PM
M. Butler swore into office Marcia Rappleye
- II. Roll Call
Present: Matt Butler (President), Carrie Tulloch (Vice-President), Vicki Stuart (Secretary/Treasurer), Leon Stille (Trustee), Chad Nader (Trustee), John Weaver (Trustee), Marcia Rappleye (Trustee)
Also Present: Errol Goldman (Board Attorney), Travis Thomsen (Director), Cathy Cantu (Assistant Director), Liz Johnson (Administrative Services Coordinator)
Absent: None
- III. Pledge of Allegiance
- IV. Approval of Agenda – M. Butler made the following changes. Under correspondence, letter from Huntington Bank, New Business, remove item “G” because the Board is not the employer of record, make item “G” Hazel Street Property update, item “H” will be finance committee meeting update, item “E” should be Advance Accounting Services. A motion was made by V. Stuart, supported by C. Tulloch to approve the agenda as amended. All in favor 7-0.
- V. Approval of Minutes
 - A. Special Meeting Minutes – July 25, 2012 – A motion was made by C. Tulloch, supported by L. Stille to approve the minutes as written. All in favor 7-0.
 - B. Board Meeting Minutes – June 26, 2012 – A motion was made by C. Tulloch, supported by V. Stuart to approve the minutes as written. All in favor 7-0.
 - C. Public Hearing Minutes – June 26, 2012 – A motion was made by C. Tulloch, supported by V. Stuart to approve the minutes as written. All in favor 7-0.
 - D. Special Meeting Minutes – June 21, 2012 – A motion was made by V. Stuart, supported by C. Tulloch to approve the minutes as written. All in favor 7-0.
 - E. Work Session Minutes – February 28, 2012 – A motion was made by C. Tulloch, supported by V. Stuart to approve the minutes as written. All in favor 7-0.
- VI. Financial Report – L. Johnson reported that the audit field work was complete and the audit should be presented at the October board meeting.
- VII. Correspondence – M. Butler received a letter from Huntington Bank regarding a loan for a future expansion. Members of the finance committee met with a representative from Huntington to go over the loan. The bank will need a copy of the 2012 audited financial statements and a site appraisal that includes the building to be constructed before making a final offer. The plan is to add 4 classrooms and a theater. The new loan would add approximately \$13,000.00 more per month to payments.

J. Weaver and L. Stille received a letter from Dr. Woods of GVSU regarding the possibility of having to retake their Oath of Office to meet compliance requirements. D. Matthews will confirm with Alyson Murphy, compliance officer.
- VIII. Committee Reports
 - A. Director’s Report – Mr. Thomsen reported on the following:
 - Mr. Thomsen will address some of his report under New Business.
 - Current enrollment is 444, 30-40 on the waiting list with the bulk of them in grades 3-4.
 - There has not been much activity with the expansion project because Bouma is waiting for a permit, then we can proceed.
 - Back to School Night will be tomorrow night from 5-7:00 PM.
 - There are 4 new teachers, all attended GVSU – 1st grade Katie Moriarty who replaced Jessica Dyball, 2nd grade Stephanie Huffman who replaced Stephanie Throop-Weber, 5th grade Jordin Billingham, and 6th grade Katie Van Singel who replaced Katie Bator. There is also a new Speech Therapist, Julie Glazebrook and new Psychologist, Frank Schwartz.
 - Mr. Thomsen presented the board with a power point of MAP and MEAP results. Presentation is available upon request.
 - Contract review (GVSU) – D. Matthews will make a formal presentation to the board at the September board meeting. He pointed out that the schools GVSU looks at for comparison

are apples to apple to like schools. In the opinion of GVSU the NWEA test provides useful data, is a national test and is based on a calculation.

o From Cathy Cantu (Assistant Director)

- Mrs. Cantu updated the Student/Parent Handbook. It was tweaked to be more in line with Grand Haven and Spring Lake's.
- A copy of the current handbook is available online or upon request from the office.
- Athletics – Mrs. Cantu is working on finding a practice space closer to school.
 - Started to schedule boys basketball games and got new volleyball uniforms for the girls.

B. GVSU Report – D. Matthews reported that on September 8th, there will be a GVSU football game that board members and staff are welcome to attend. At the October board meeting he will provide a formal presentation on the annual contract review. There will be an hour requirement for the board in order to receive their money. They can fulfill some of these hours by attending other board meetings.

IX. Old Business

X. New Business

- A. Swearing in a New Board Member - moved to beginning of meeting
- B. Approval of the Addendum to the Revenue Streaming Contract – T. Thomsen emailed the company with the amendment to the contract drawn up by E. Goldman. He has not heard back from the company. It was decided by the board to postpone a decision since there has been no feedback about the amendment.
- C. Approval of the 2012-2013 School Improvement Plan – It is essentially the same as the last few years. There were 5 areas of change 1) making connections through informational text, 2) developing fluent readers, 3) school wide fraction, 4) science, 5) writing through the arts lower elementary kids use Write Steps and the older students use Collins Writing with the arts staff. A motion was made by L. Stille, supported by J. Weaver to approve the 2012-2013 School Improvement Plan. All in favor 7-0.
- D. Approval of the 2012-2013 Parent/Student Handbook - A motion was made by J. Weaver, supported by L. Stille to approve the 2012-2013 Parent/Student handbook. All in favor 7-0.
- E. Approval of the Administrative Services Agreement between Advance Educational Accounting Services and WMAAA – A motion was made by L. Stille, supported by V. Stuart to approve the Administrative Services Agreement between Advance Accounting Services and WMAAA. All in favor 7-0.
- F. Review of the Annual Education Report – The Academy made AYP and EDYes report card.
- G. ~~Approval of the 2012-2013 HRES-WMAAA Employee Handbook-~~
- H. Hazel Street Update – M. Butler stated the sale of the house was initially contracted to close in December. The current renters had some setbacks which prevented them from closing earlier. They proposed to the board a sale financed by the bank for \$165,000 and asked that the remaining \$30,000 be financed by the Board. They would pay off the \$30,000 over the next 22 months, possibly sooner. The board declined their proposal as they would have no security interest in the \$30,000, the bank would be the first secured creditor of record. The sale of the house will remain as originally planned.

XI. Public Comments – There were no public comments.

XII. Topics for Next Meeting

Weaver and Still oath of office update

Construction Update

XIII. Next Meeting Date – September 25, 2012

XIV. Adjournment – M. Butler adjourned the meeting at 9:50 PM

V. Stuart
Sec. Treasurer 10/1/12