

West Michigan Academy of Arts and Academics

17350 Hazel Street, Spring Lake, MI 49456

Touching Hearts....Reaching Minds

Board Meeting – Tuesday, March 28, 2023, 6:30PM

MINUTES - Approved

- I. **Call to Order** – President Andy Alt called the meeting to order at 6:31 PM.
- II. **Roll Call – Declaration of a Quorum** – Present: Andy Alt (President), Melisa Sass (Secretary), Brooke Karl (Treasurer), Sara Heacox (Trustee), Tim Tiefenbach (Trustee). Absent: John Hayes (Vice President). Also present: Joanna Bennink (Director), Liz Johnson (Business Manager), Matt Cawood (GVSU Rep).
- III. **Pledge of Allegiance**
- IV. **Reading of West Michigan Academy of Arts and Academics Mission Statement**
Empowering students to reach their ultimate personal success through the unique integration of arts and academics.
- V. **Public Comments for Agenda Items Only** – There were no comments.
- VI. **Approval of the Agenda** – A motion was made by M. Sass, supported by S. Heacox to approve the agenda as written. All in favor 5-0, motion passed.
- VII. **Correspondence** – Regarding the fire alarm system. J. Bennink has addressed.
- VIII. **Approve Board Meeting Minutes: February 28, 2023** – A motion was made by S. Heacox, supported by M. Sass to approve the minutes as written. All in favor 5-0, motion passed.
- IX. **Director's Report**
 - a. Highlights of Written Report – J. Bennink reported that Festival of the Arts was last week.
 - b. MSTEP Prep Strategy & Schedule – J. Bennink sent the Board dates for MStep and PSAT. We are going to delay the MStep, but do not have that option with PSAT. Strategies include conducting assessments by grades, test prep, use Moby Max with a test protocol.
 - c. Enrollment Strategy -
 - i. Enrollment Targets – Current reenrollment and open enrollment shows low numbers in Transitional Kindergarten and Kindergarten. J. Bennink is proposing adding another section of 3rd grade, and capping the middle school numbers at 6th grade – 40, 7th grade – 40 and 8th grade – 50. The following is the proposed seat numbers by grade – 2 TK – 36, 3 K – 60, 3 1st grade – 63, 3 2nd grade – 66, 3 3rd grade – 69, 2 4th grade – 48, 2 5th grade – 50, 1 6th grade – 40, 1 7th grade – 40, 1 8th grade – 50, total capacity of 522. A motion was made by T. Tiefenbach, supported by B. Karl to approve the seat numbers for a total capacity of 522. All in favor 5-0, motion passed.

An amended motion was made by T. Tiefenbach, supported by B. Karl to amend the seat numbers by grade with the following – 1 TK – 18, 3 K – 60, 3 1st grade – 63, 3 2nd grade – 66, 3 3rd grade – 69, 2 4th grade – 48, 2 5th grade – 50, 1 6th grade – 40, 1 7th grade – 40, 1 8th grade – 50, total capacity 504. All in favor 5-0, motion passed.
 - ii. Recruitment Strategy – We will hold another round of Kindergarten round up, continue to place Facebook ads, continue a social media presence, work with parent ambassadors. A suggestion was made to use Geo Fencing, a social media tool.

- d. **Building Maintenance/Cleaning Update** – We have hired an in house day time person, another for after school hours and Reliant cleaning for the evening. J. Bennink met with Reliant cleaning to possibly add more hours. Another cleaning survey was sent to staff.

X. Committee Reports

- a. **Finance, Facilities, & Audit** – L. Johnson reported the February financials. B. Karl asked about the lunch audit, J. Bennink replied everything should be fine. The update on the fire panel, likely will be installed over the summer. Parking lot repairs, J. Bennink called 3 vendors, received a response from 2, but received a quote from only one. She will seek another quote.
- b. **Reappoint Brooke Karl** – A motion was made by T. Tiefenbach, supported by M. Sass to reappoint Brooke Karl for another 3 year term. All in favor 5-0, motion passed.

XI. GVSU Report

- a. **Upcoming Board Member Trainings** – M. Cawood reported the below board trainings.
- i. April 27th – School Budgeting & Finance - virtual
 - ii. May 22nd – School Board Strategic Planning -
 - iii. June 29th – Best Board Practices – Efficient Governance Committee Structure
- b. **Compliance Status Update** – M. Cawood updated the Board. We are currently non compliant.

XII. Potential Topics for May 23, 2023 Board Meeting


Overview of ESSER III , enrollment updates each month, testing updates, hiring / staffing updates, review of the final 2022-23 budget and proposed 2023-24 budget.

xiii. **Public Comments for Non-Agenda Items** – There were no comments.

XIV. Closed Session – A motion was made by M. Sass, supported by B. Karl to move into closed session at 7:43 PM. A roll call vote – Brooke Karl - aye, Andy Alt - aye, Melisa Sass - aye, Sara Heacox - aye, Tim Tiefenbach – aye. All in favor 5-0, motion passed.

A motion was made by M. Sass, supported by S. Heacox to move out of closed session at 8:22 PM. A roll call vote – Brooke Karl – aye, Andy Alt – aye, Melisa Sass – aye, Sara Heacox – aye, Tim Tiefenbach – aye. All in favor 5-0, motion passed.

XV. Adjournment – A motion was made by M. Sass, supported by B. Karl to adjourn the meeting at 8:25 PM. All in favor 5-0, motion passed.


MS
5/25/2023