

Anywhere Charter Academy
1234 Fifth Street
Happy Town, MI 45555

Proposed Regular Meeting Agenda
April 13, 2021
6:00 pm

- I. Call to Order and Roll Call**
- II. Public Comment* (limited to agenda items only)**
- III. Approval of Agenda**
- IV. Consent Calendar**
 - a. Approval of proposed Regular March 9, 2021 meeting minutes
- V. Correspondence**
 - a. Authorizer Board Communication
- VI. Treasurer's Report**
 - a. Financial Statements
- VII. New Business**
 - a. Site Number One Lease Agreement
 - b. Classroom Furniture - Bid Review
 - c. Site Number One Building Updates – Bid Review
- VIII. Old Business**
 - a. Extended COVID -19 Learning Plan
- IX. Business/Management Report**
 - a. Strategic Plan and School Leader/Special Ed Director Update
 - b. Management Company Update
- XI. Extended Public Comment (non-agenda items only)***
- XII. Comments from the Board**
- XIII. Reconfirmation of Next Meeting Date: May 11, 2021**
- XIV. Adjournment**

Individuals wishing to address the Board of Directors under Items II and XI above are requested to sign in with the Recording Secretary prior to the start of the meeting. Individual comments are limited to no more than three (3) minutes each and a total time allowance not to exceed thirty (30) minutes. The Board will not verbally respond to public comments but may follow up in the most appropriate and time-effective manner.

Complaints or concerns regarding Board members or school employees associated with the Academy shall first be addressed in writing and delivered to the Board President at least five (5) days prior to the Board meeting or such complaints or concerns shall not be heard by the Board.

This meeting is a meeting of the Board of Directors in public for the purpose of conducting the Academy's business and is not to be considered a meeting of the public. There is a time for public comment during the meeting as indicated on the agenda.

Individuals with special need accommodations should contact the principal's office at 999-555-5555 preferably four (4) business days prior to the meeting.

Proposed minutes of this meeting will be available for public inspection at the Anywhere Charter Academy Office located at 1234 Fifth Street, Happy Town, MI 45555, eight (8) business days after the meeting. Approved minutes are available within five (5) business days after the meeting at which they are approved [Open Meetings Act, Public Act 267].

Anywhere Charter Academy
1234 Fifth Street
Happy Town, MI

Proposed Regular Meeting Minutes
(NOT GOOD EXAMPLE)
April 13, 2021
6:00 p.m.

- I. Call to Order and Roll Call**
Call to Order and Roll Call Complete
- II. Public Comment* (limited to agenda items only)**
None
- III. Approval of Agenda**
Approved
- IV. Consent Calendar**
a. Approval of proposed Regular March 9, 2021 meeting minutes - *Approved*
- V. Correspondence**
a. Authorizer Board Communication - *Read*
- VI. Treasurer's Report**
a. Financial Statements – *Reviewed and accepted by Board*
- VII. New Business**
a. Site Number Two Lease Agreement - *Discussed*
b. Classroom Furniture - Bid Review - *Discussed*
c. Site Number One Building Updates – Bid Review - *Discussed*
- VIII. Old Business**
a. Extended COVID -19 Learning Plan - *Discussed*
- IX. Business/Management Report**
a. Strategic Plan and School Leader/Special Ed Director Update – *Shared and discussed*
b. Management Company Update – *Shared and discussed*
- XI. Extended Public Comment (non-agenda items only)***
None
- XII. Comments from the Board**
Some comments from Board

XIII. Reconfirmation of Next Meeting Date: May 11, 2021

XIV. Adjournment

Approved by: _____

SAMPLE

Non-Ideal Charter Academy
8888 8th Street
Anywhere, MI 49999

APPROVED Regular Meeting Minutes
(NON-IDEAL EXAMPLE)
May 19, 2022
5:45 p.m.

Present: Board Member A, Board Member B, Board Member C, Board Member D (Impending Board Member)

Absent: None

Guests: *Non Ideal Staff:* Teacher
Guests: Authorizer

Presiding: Board President (Board Member A)

The board meeting was called to order at 5:45 p.m. by Board Member A

1. Board Member B MOVED and Board Member C SECONDED a MOTION to approve the May 19, 2022 Consent Agenda including the April 21, 2022 meeting minutes and the May 19, 2022 agenda.
APPROVED 3-0
2. Board Member C MOVED and Board Member B SECONDED a MOTION to accept May 2022 Treasurer's Report.
APPROVED 3-0
3. Board Member B MOVED and Board Member B SECONDED a MOTION to approve the Indemnification of Certain Individuals Associated with the Academy.
APPROVED 3-0
4. Board Member C MOVED and Board Member B SECONDED a MOTION to approve the Indemnification of the University
APPROVED 3-0
5. Board Member C MOVED and Board Member B SECONDED a MOTION to approve the 2022-23 Annual Calendar of Regularly Scheduled Meetings. Board meetings will be held on the 3rd Tuesday of each month at 5:45pm, alternating locations between two Campuses, excluding July and December 2022.
APPROVED 3-0
6. Board Member C MOVED and Board Member B SECONDED a MOTION to approve the Food Service Equipment expenses in the amount of \$39,879.80.
APPROVED 3-0 by Roll Call Vote with Board Members A, B and C voting in favor.
7. Board Member C MOVED and Board Member B SECONDED a MOTION to approve the draft ESP Agreement
APPROVED 3-0

The next board meeting is the Annual meeting on Thursday, June 16, 2022 at 5:45pm at Campus Number One.
The annual Budget Hearing will be held immediately preceding at 5:30pm at Campus Number One.
Board Member A adjourned meeting at 6:24 p.m.

Approved by the Board of Directors at the June 16, 2022 meeting,

Board Secretary

June 16, 2022

AirWin Charter Academy
4521 Henry Drive
Beaverton, MI 48612

**APPROVED Regular Meeting Minutes
(GOOD EXAMPLE)
May 11, 2021
6:00 pm**

I. Call to Order and Roll Call

Board President called the meeting to order at 6:02 pm.

Present: Board President, Board Vice President, Board Treasurer, Board Secretary, Board Director

Absent: Board Director Two, Board Director Three

Others present: Management Team

Others present via Zoom: Authorizer

II. Public Comment* (limited to agenda items only)

None

III. Approval of Agenda

Board Vice President moved to approve the agenda; seconded by Board Treasurer. Motion unanimously approved .

IV. Consent Calendar

- a. Approval of proposed Regular April 13, 2021 meeting minutes
Board Vice President moved to approve the proposed minutes as presented. Supported by Board Director One. Unanimously Consent Calendar unanimously approved

V. Correspondence

- a. Authorizer Board Communication

Authorizer representative provided an overview of the its Board Communication including:

- Items in Epicenter with a June 30, 2021 deadline.
- Board Treasurer Oath of Office at the June meeting
- Board PD Credits need to be submitted to Authorizer

VI. Treasurer's Report

- a. Financial Statements

Treasurer provided an overview of the monthly financial report.

Authorizer has requested an additional Cash Balance Report which will be included in the monthly reports

- b. Capitol Projects Funds Transfer
Treasurer and management provided an overview of the Capitol Projects Fund.

Board Secretary moved to approve up to 20% of allowable funds to transfer to the Capitol Projects fund for the 2020-21 fiscal year. Supported by Board Vice President. Motion unanimously approved.

VII. New Business

- a. 2021-22 School Calendar
Board Secretary moved to approve the proposed 2021-22 School Calendar as presented. Supported by Board Vice President. Motion unanimously approved

- b. 2021-22 Board Calendar
Board Secretary moved to approve the Board Calendar to include meetings on the second Tuesday of each month at 6:00pm excluding July 2021. Supported by Board Director One. Motion unanimously approved.

- c. Board Application
The Board Application and resume of a potential new board member was reviewed.
Discussion was held.
Board Secretary moved to approve the Board Application of board candidate. Supported by Board Vice President. Motion unanimously approved.

- d. Capitol Funds Committee
Management provided an overview on findings for a proposed Capitol Project. The original proposed project amount would be over the State threshold which will necessitate following the Competitive Bid process. The Business office will assist in the process to ensure we meet all guidelines, laws and policies and procedures. The Capitol Funds Committee will provide an update at the June 8, 2021 regularly scheduled meeting.

VIII. Old Business

- a. Extended COVID -19 Learning Plan
Board President allowed for student and family public comment: None

Academy principal provided an overview of day to day operations, expanding the hybrid ½ day 5 days a week. Additional details and information was provided in the written report in the board packet including 100% two-way interaction logs for the month.

Discussion was held.

Board Vice President moved to continue the Extended Learning Plan as presented during the May 11, 2021 meeting, and to reevaluate again at the June 8,

2021 Board Meeting. Supported by Board Director One. Motion unanimously approved.

IX. Business/Management Report

- a. Strategic Plan and School Leader/Special Ed Director Update
Academy principal provided an overview of items during the informational session including:
- Enrollments
 - Social Emotional Survey
 - MICIP
 - Ongoing staff professional development
- b. Management Company Update
Management provided an update on the following:
- Graduation June 11, 2021 2:00 pm at school auditorium
 - School Location Number Two – building updates, staffing, overall status report

XI. Extended Public Comment (non-agenda items only)*

None

XII. Comments from the Board

None

XIII. Reconfirmation of Next Meeting Date: June 8, 2021

XIV. Adjournment

Board Director One moved to adjourn the meeting at 6:46pm. Supported by Board Vice President. Motion unanimously approved.

Prepared by: _____
May 20, 2021

Approved by:
Date:

Ideal Charter Academy
777 7TH Street
Ideal, MI 44444

APPROVED Regular Meeting Minutes
(IDEAL EXAMPLE)
September 13, 2022
12:00 p.m.

BOARD OF DIRECTORS:

	PRESENT	NOT PRESENT	TERM EXPIRATION
President	X		June 30, 2024
Vice President	X		June 30, 2024
Treasurer / Secretary	X		June 30, 2023
Director		X	June 30, 2024

NON-BOARD MEMBERS ATTENDING:

1. Principal
2. Authorizer
3. Management Company Rep (remote)
4. Management Company Rep

1. CALL TO ORDER

Board President called the meeting to order at 12:04 p.m.

2. ROLL CALL

Roll call was held.

3. READING OF THE MISSION

The mission was read.

4. APPROVAL OF THE AGENDA

A motion was made by Board Vice President and seconded by Board Treasurer to approve the agenda as amended. The motion was approved unanimously.

Amendments:

- Add Action Item: Approval of the Back to School Bash
- Add Action Item: Authorization of the Board Legal Counsel to Review School Financials

The motion was approved unanimously.

5. PUBLIC COMMENT ON AGENDA ITEMS

None was given.

6. MANAGEMENT REPORTS

a. Principal Report

Principal presented the Principal Report.

Highlights included:

- The school achieved the highest employee engagement scores across all management schools for 2021-2022.
- Leadership Development, including the 2022 Management Leadership Summit and Strategies Planning was discussed.
- Enrollment Update included canvassing the neighborhood to recruit families. Over 400 door hangers were passed out on August 3, 2022.
- The Back to School Bash is on August 24, 2022 at 4 p.m.
- Staffing Update was discussed.
- Principal earned a promotion in title to Executive Principal.
- The first day of school is Monday, August 29, 2022.
- Principal and the Board discussed school-level marketing, including adjustments requested and provided by management.

i. Discipline Reports

Tabled to the end of the agenda.

ii. School Performance Report Dashboard Suite

The School Performance Report Dashboard Suite was tabled to the end of the agenda.

1. Proficiency and Growth – Tabled to the end of the agenda.
2. Parent Satisfaction Survey Results – Tabled to the end of the agenda.
3. Bullying Report – Tabled to the end of the agenda.
4. Expulsion and Crime Report – Tabled to the end of the agenda.

iii. 2021-2022 Educational Goals End-of-Year Report

Tabled to the end of the agenda.

iv. Eagle Awards

The Eagle Awards were discussed. The school won a 2022 Management Company Eagle Award for Employee Engagement.

b. Board Fund Report

The Board Fund balance was reported. The Board's current fund balance aligns with its fund balance goal adopted in the Fall of 2021.

c. Monthly Financial Statements

The Monthly Financial Statements were presented and discussed. The Board expressed no concerns over the monthly financial statements.

d. ESSER Funds Report

The ESSER Funds Report was presented and discussed. The Board requested additional reporting information with respect to how Ideal Charter Academy is directly benefitting from the use of the ESSER Funds.

7. DISCUSSION ITEMS

- a. The 2022 Management Board Symposium was discussed.
- b. The 12 Responsibilities of Charter School Boards were presented and discussed.

8. ACTION ITEMS

a. Approval of the June 16, 2022 Board Meeting Minutes

A motion was made by Board Treasurer and seconded by Board Vice President to approve the June 16, 2022 Board Meeting Minutes as submitted. The motion was approved unanimously.

b. Approval of the Remarkable 2 Tablets for Leadership Team

A motion was made by Board Treasurer and seconded by Board Vice President to approve the expenditure of Board Funds for the cost of the Remarkable 2 Tablets for Leadership Team as submitted. After much discussion regarding management versus board expenditures, the motion was defeated.

- c. Adoption of the Continuous School Improvement Plan
A motion was made by Board Vice President and seconded by Board Treasurer to adopt the Continuous School Improvement Plan as submitted. The motion was approved unanimously.
- d. Approval of the 2023 Children's Internet Protection Act (CIPA) Form 479
A motion was made by Board Vice President and seconded by Board Treasurer to approve the 2023 Children's Internet Protection Act (CIPA) Form 479 as submitted. The motion was approved unanimously.
- e. Approval of the 2022 NHA Board Symposium
A motion was made by Board Vice President and seconded by Board Treasurer to approve the expenditure of Board Funds not to exceed the amount of \$750.00 for the cost of the 2022 Management Company Board Symposium. The motion was approved unanimously.
- f. Approval of the Back to School Bash
A motion was made by Board Treasurer and seconded by Board Vice President to approve the expenditure of Board Funds not to exceed the amount of \$3,000.00 for the cost of the Back to School Bash. The motion was approved unanimously.
- g. Authorization of the Board Legal Counsel to Review Financial Statements
A motion was made by Board Vice President and seconded by Board Treasurer to authorize the Board Legal Counsel to perform a review of the Financial Statements submitted in the Board Packet before each meeting. Discussion ensued regarding the Board's interest in ensuring all financial information is well understood and documented prior to the details being discussed at the public board meetings. The motion was approved unanimously.

9. NEW BUSINESS

The new food services provider was discussed. A simple menu was requested. The Board expressed appreciation that food service staff were retained by the new company.

The Board and administration discussed the impact of virtual school options on the school's enrollment team.

10. AUTHORIZER UPDATES

State budget was approved with an increase in per-pupil funding, mental health resources, and school safety.

Annual authorizer Board Development offerings for 2022-2023 were provided and discussed.

Authorizer Scholars program is returning for 2022-2023.

11. PUBLIC COMMENT ON NON-AGENDA ITEMS

None was given.

12. MANAGEMENT REPORTS – CONTINUED

a. Discipline Reports

The Middle School Assaults, Persistent Disobedience, Gross Misdemeanors, and Truancy Discipline Reports were presented. Discussion ensued regarding the efforts being undertaken to impact discipline, positively, at the Academy. The Academy Board and management discussed the need for a comprehensive plan that outlines these efforts.

b. School Performance Report Dashboard Suite

The School Performance Report Dashboard Suite was presented and discussed.

1. Proficiency and Growth were discussed.
2. Parent Satisfaction Survey Results were discussed.
3. Bullying Report were discussed.
4. Expulsion and Crime Report was discussed.

c. 2021-2022 Educational Goals End-of-Year Report

The 2021-2022 Educational Goals End-of-Year-Report was presented and discussed.

13. ADJOURNMENT

The meeting was adjourned at 1:37 p.m.

NEXT MEETING:

Thursday, October 13, 2022 at 12:00 p.m.

OFFICER OF THE BOARD

SIGNATURE _____