



Concord Academy Boyne

Board of Directors Regular Meeting Minutes March 19, 2018

Meeting held at the School Building, below.

A. Meeting called to order by Abe Manthei at 6:00 p.m.

Present: Abe Manthei, Sam Kosc, Jeff Derenzy, Cindy Banner (arrived at 6:03pm), Christie Meir

Also Present: Erin Derenzy

B. Approval of Minutes. Jeff Derenzy moved, Christie Meir seconded, CARRIED, 3-0 to approve Minutes of Regular Meeting 10-16-17.

C. Approval of Agenda. Sam Kosc moved, Christie Meir seconded, CARRIED, 3-0 to approve Agenda.

D. Treasurer's Report.

1. Financial Updates
2. Budget Revision- Revision was presented. Motion made to approve as presented. Cindy Banner moved, Sam Kosc seconded, CARRIED 4-0.
3. Budget Timeline- Timeline was presented. Motion was made to approved as presented. Cindy Banner moved, Christie Meir seconded, CARRIED 4-0.
4. Financial Audit Letter of Engagement- Baird, Cotter, and Bishop will be our auditors again this year.
5. Letters of Intent- These will be handed out April 3rd and expected back on April 6th.

E. Administration Report & Recommendations.

1. See Attached- Holly reported as Becky was home with a sick child

F. LSSU Charter Schools Office Report. None

G. Correspondence.

H. Public Comment.

I. Unfinished Business.

1. Accountability for Board Goals- Discussion was had

J. New Business.

1. Administrative Procedures for Title- These were presented. Motion was made to approve as written. Cindy Banner moved, Christie Meir seconded, CARRIED 4-0.

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K. Extended Public Comment. None.

L. Other Business. None.

M. Adjournment of Meeting. Motion was made to adjourn meeting. Cindy Banner moved, Jeff Derenzy seconded, CARRIED, 4-0, to adjourn meeting at 7:25pm.

Respectfully submitted,

Holly Theile
Business Manager

Student Enrollment:

Current Enrollment: 147

Epicenter Document Submission Compliance:

Docs submitted on time: 100%
Docs submitted accurate: 100%

Academics & Student Growth:

M-Step and PSAT/SAT testing begin the week of April 9th.

Student Assessment Comments:

*Last year, state was considering changing testing to NWEA; that is now off the table. State will keep and continue tweaking the M-Step. Some changes for this year:

*Testing times are reduced for all grade levels.

*Grades 3,4,6, & 7 will only take ELA and Math.

*Grades 5, 8, & 11 will take all subject areas.

*ELA and Math will no longer have performance tasks, but essays return to the ELA portion for all grade levels. (Becky gives her stamp of approval as an ENG teacher—the format is excellent, and less confusing!)

*Science test this year and next is a pilot for the new science assessment, coming in 2020. We are “graded” only on percent participating, rather than proficiency. We will not receive student level scores.

Staff:

*This week, we are posting the Special Education position for next year.

Professional Development Update:

N/A

Board Policy Updates:

*Spring Updates coming soon.

LSSU Connections:

Other Notes/Comments:

*As a Board, we have been discussing how to improve enrollment, and we have also talked as a staff about making those personal connections with our parents that make us different. I would like to propose this: we create a postcard invitation to Kdg RoundUp/Open House, that allows our parents to earn \$50 (Transportation Reimbursement) just for inviting someone to one of these events. If the child(ren) enroll for next year, they then get an additional \$250 for Transportation Reimbursement. How do we get them to do this? Administration and Board members walk up to our parents, and thank them for continuing to be a parent at our school, and as a measure of our thanks, we'd like to provide them with this invitation. We then explain the invitation, and have them put their name on it, so that if the visiting family brings it back, we know they are eligible. (Maybe new family gets something? I can't remember how we did this before.) I think this personal touch is crucial to getting them to consider it—no one reads all the details in a newsletter or flyer anymore. No one has time. It will take us minimal time to reach all of our parents if we space it over a week or so, and I would propose calling parents that don't come into the school regularly. If they come into the parking lot, we can get them though—no problem. Thoughts?

*Free/Reduced Lunch % has increased from 19% last year to 45% this year—we will be looking at this for curriculum

needs and to see what impact may occur with test scores.

Administrative Goals

1. To define and vertically align K-12 curriculum to ensure we are meeting the needs of our students.
2. Within 5 years, to have a K-12 standards-based grading system, for defined curriculum.
3. To increase curriculum resources and PD opportunities for teachers.
4. To get our students, our accomplishments, and our programs out into the wider community more than the present level.
5. To continue to improve communication with parents, students, and the wider community.
6. To stabilize and increase enrollment.



Leist, Rebekah <rleist@concordboyne.org>

Board Goals--Overview

1 message

Leist, Rebekah <rleist@concordboyne.org>

Thu, Feb 15, 2018 at 11:55 AM

To: "Manthei, Abe" <amanthei@concordboyne.org>, Sam Kosc <skosc@concordboyne.org>, Christie Meir <cmeir@concordboyne.org>, Cindy Banner <cbanner@concordboyne.org>, Jeff Derenzy <jderenzy@concordboyne.org>, Holly Theile <htheile@concordboyne.org>, Rebekah Leist <rleist@concordboyne.org>

Good Morning Everyone!

As requested, I am sending a copy of the goals and action steps we created at the Board meeting on Monday with Camp Daggett.

Goal: Support Staff & Teachers

- *Find out what their goals are.
- *What kind of support do they need?
- *Attend staff meetings.
- *What are our mandatory goals? (From Becky)

Goal: Help spread what is going on at CAB to community members.

- *Chamber Newsletter
- *Newspaper
- *Local clubs--Kiwanis, Lions, etc
- *Invite community members to events (postcards)

Goal: Be a part of the FVA and help engage students and teachers in this effort.

- *Reinforce concepts and use the language of the FVA when in the building, or in community.
- *Ask teachers how FVA is working in classrooms/school--get feedback.

Goal: Make an effort to get to know staff members and what their needs are.

- *Attend staff meetings
- *Encourage staff to attend monthly board meetings.
- *Take an extra 5 minutes before or after performances or school to talk with staff.

We will be following up at the next board meeting with seeing who has taken the first steps in working on these.

Enjoy!

Rebekah Leist
Administrator
Concord Academy Boyne
231.582.0194

Administrative Procedures for Federal Programs:

Cash Management of Grants:

All cash draws are supported by expenditures in ledgers, and no cash draws will be made until the Consolidated App is approved. In addition, monies will be spent by the Academy prior to drawing cash for reimbursement.

Segregation of Duties:

The Administrator and Business Manager collaborate in order to plan for the spending of Federal Budgets (Title funds), and collaboratively complete the Consolidated Application each year, prior to June 30. Throughout the year, the Business Manager is responsible for managing and spending balances associated with federal grants. The Administrator oversees spending, and reports are filed collaboratively. In addition, the Board Treasurer meets monthly with the Business Manager to review all Academy spending, including monthly bank statements, and the Treasurer will report back to the Board to help with checks and balances.

Conflict of Interest/Nepotism: A person will not be hired for a service for the Academy that is a relative, partner, or business associate of an Academy Employee without prior Board approval.

Travel Payment & Reimbursement: Travel expenses, including cost of registration, hotel, gas or travel, and meals, will not be reimbursed unless detailed description of receipts are provided. Reimbursement will be the lesser of school approved amount, or the amount of the receipt.

Procurement: Title expenditures need to comply with state and local laws, as well be approved in the Title Consolidated App, Single sources will be approved by the Board with a reason detailing the need for a single source.

Allowability of Costs: All expenditures are in the Consolidated Application, and will comply with Federal and State laws.

