



# Concord Academy Boyne

## Board of Directors Regular Meeting Minutes August 21, 2017

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, Christie Meir

Absent: Cindy Banner

B. Approval of Minutes. Jeff Derenzy moved and Christie Meir seconded, CARRIED, 3-0 to approve Minutes of Regular Meeting 6-19-17.

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

D. Treasurer's Report.

1. Auditors in building performing yearly audit
2. Nonprofit Corp Annual paperwork filled out
3. Updates on building projects (windows, shed, parking lot)
4. Annual Delegation for Inspection
5. Board Policy for Cash Management of Grants- Motion was made to accept the policy as written. Sam Kosc moved, Christie Meir seconded, CARRIED, 3-0 to approve the new board policy.
6. Articles of Incorporation- Motion made to approve the needed changes to the Articles of Incorporation. Christie Meir moved, Jeff Derenzy seconded, CARRIED, 3-0 to approve.

E. Administration Report & Recommendations.

1. See Attached
2. Becky passed around the Administrative Handbook that she has completed. She had previously emailed the Handbook to the board.

F. LSSU Charter Schools Office Report. Larry was in attendance and reported that Lakeshore Management is doing a good job for us.

G. Correspondence. None

H. Public Comment. None.

I. Unfinished Business

J. New Business.

1. Designation of principal print media source for 2017/18.

Petoskey News Review- Jeff Derenzy motioned and Christie Meir seconded.

00401 East Dietz Road \* Boyne City, Michigan 49712 \* 231-582-0194

[www.concordacademyboyne.org](http://www.concordacademyboyne.org)



## Concord Academy Boyne

Motion carried 3-0

2. Calendar of Regular Board Meetings 8/1/17 to 6/30/18.

3rd Monday of each month at 6:00pm. Jeff Derenzy motioned and Sam Kosc seconded. Motion carried 3-0

3. Election of Officers for 2017/18.

President- Abe Manthei

Vice President- Jeff Derenzy

Secretary- Christie Meie

Treasurer- Sam Kosc

Fingerprint Officer- Holly Theile

Sam Kosc motioned and Christie Meir seconded. Motion carried 3-0

4. Appointment of FOIA coordinator for 2017/18.

Holly Theile. Jeff Derenzy motioned and Sam Kosc seconded. Motion carried 3-0

5. Appointment of Title II, Title VI, Title VII, Title IX coordinator for 2017/18.

Rebekah Leist Title II coordinator and Joslyn Cleary-Matelski for all the rest. Jeff Derenzy motioned and Christie Meir seconded.

Motion carried 3-0

6. Appointment of Legal Counsel for 2017/18.

Klevorn & Klevorn. Jeff Derenzy motioned and Sam Kosc seconded.

Motion carried 3-0

7. Appointment of Auditor for 2017/18.

Baird, Cotter, and Bishop. Jeff Derenzy motioned and Christie Meir seconded. Motion carried 3-0.

8. Appointment of person and location for posting meeting notices for 2017/18.

Lesley Kohler; at the front door visible at all times. Jeff Derenzy motioned and Sam Kosc seconded. Motion carried 3-0

9. Designation of repository for Academy funds for 2017/18.

Chase. Jeff Derenzy motioned and Christie Meir seconded. Motion carried 3-0

10. Affirmation of check signature authority limits for 2017/18.

Check limits the same as last year. Jeff Derenzy motioned and Sam Kosc seconded. Motion carried 3-0.

11. Designation of personnel authorized to make contracts with service providers for 2017/18.

Becky Leist and Holly Theile. Jeff Derenzy motioned and Christie Meir seconded. Motion carried 3-0.

12. Appointment of Chief Administrative Officer for 2017/18.

Becky Leist. Jeff Derenzy motioned and Sam Kosc seconded. Motion carried 3-0.

13. Appointment of Chief Financial Officer for 2017/18.

Holly Theile. Jeff Derenzy motioned and Sam Kosc seconded. Motion carried 3-0.

14. Appointment of Civil Rights Coordinator(s) for 2017/18.

Holly Theile and Lesley Kohler. Jeff Derenzy motioned and Christie Meir seconded. Motion carried 3-0

00401 East Dietz Road \* Boyne City, Michigan 49712 \* 231-582-0194

[www.concordacademyboyne.org](http://www.concordacademyboyne.org)



## Concord Academy Boyne

15. 2017/18 School Calendar. Approved at meeting in the Spring.
  16. Designation of McKinney/Vento coordinator for 2017/18.  
Joslyn Cleary-Matelski. Jeff Derenzy motioned and Christie Meir seconded.  
Carried 3-0.
  17. Board Committee Discussion
  18. 16-17 Annual Review- Discussion on what was sent from Chris Oshelski. It was noted to add to the September agenda discussion on the number of board seats and recruiting of new board members.
  19. Board Policies- Motion was made to approve the Seclusion and Restraint Policy as written. Jeff Derenzy moved, Sam Kosc seconded, CARRIED, 3-0 to approved  
Motion was made to approved the Spring Board Policies first draft. Jeff Derenzy moved, Christie Meir seconded, CARRIED 3-0 to approve.
- K. Extended Public Comment. None.
- L. Other Business. None
- M. Adjournment of Meeting. Motion was made to adjourn meeting. Jeff Derenzy moved, Sam Kosc seconded, CARRIED, 3-0, to adjourn meeting at 7:58 p.m.

Respectfully submitted,

Holly Theile  
Business Manager

Student Enrollment:

Enrollment: Year Ending: 165  
Current Enrollment: 157\*

Suggest Open Parent Meeting to discuss/  
plan for future enrollment

*marketing campaign*  
Epicenter Document Submission

Compliance:

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

Academics & Student Growth:

\*PSAT/SAT Data is currently embargoed;  
data should be available in Sept.

Student Assessment Comments:

Staff:

- \*Band Teacher—interview Wed.
- \*Art Teacher hired!
- \*Uncertainty of Title I funding

Professional Development Update:

\*August 30: CAB Staff Training at Camp  
Daggett

Board Policy Updates:

- \*Spring Updates
- \*Seclusion/Restraint Policy

LSSU Connections:

Charter Updates/Status

Other Notes/Comments:

\*Administrative Handbook/Title I  
Policies/Procedures

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.

Administrative Areas of Focus: School Advance Rubric

1. Achievement Gap Reduction/  
Elimination
2. Communicating a Shared Vision for Learning and Achievement
3. Ensuring a High Quality/Fidelity/  
Reliability Instructional Program (for Curriculum, Instruction, and Assessment)
4. Evidence Based and Data Informed Decision Making (Collaborative Inquiry, Systematic Use of Multiple Data Sources, and Data Systems)
5. Effective Performance Evaluations of Staff