



# Concord Academy Boyne

## Board of Directors Regular Meeting Minutes August 20, 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, Christie Meir

Absent: Cindy Banner

Also Present: Larry Kubovchick and Donna Grams

B. Approval of Minutes. Jeff Derenzy moved and Christie Meir seconded, CARRIED, 3-0 to approve Minutes of Regular Meeting 6-18-18 with added detail under Unfinished Business to read: Discussion was had regarding the direction of the school with the two being Preschool and Community Outreach.

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

D. Treasurer's Report.

1. Auditors in building performing yearly audit Aug 27th-28th
2. Nonprofit Corp Annual paperwork filled out
3. Updates on building projects (lighting)
4. Annual Delegation for Inspection

E. Administration Report & Recommendations.

1. See Attached
2. Board Policy and Administrative Guideline Policies for Criminal Justice Information Systems was presented. The policies were passed around so the board could go over them. Sam Kosc moved, and Christie Meir seconded, CARRIED 3-0 to approve the policies as written.
3. Board Policies from the Spring were highlighted again. The board members had already received a copy via email to look at. Jeff Derenzy moved, Christie Meir seconded, CARRIED, 3-0 to approve the Spring Board Policies.

F. LSSU Charter Schools Office Report. Larry was in attendance and reported that there will be a Board PD offered next week at Charleston/Heston Academy. There will also be on-line webinars offered in November, January, and February.

G. Correspondence.

1. Once again we received a bronze medal in the 2018 US News Best High School rankings.
2. Letter from Baird, Cotter, and Bishop addressed to Abe Manthei

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H. Public Comment. None.

I. Unfinished Business

1. High School Attendance Policy- Becky presented a new attendance policy. Discussion followed. Jeff Derenzy moved, Sam Kosc seconded, CARRIED 3-0 to approve the revised high school attendance policy.

J. New Business.

1. Designation of principal print media source for 2018/19.  
Petoskey News Review- Jeff Derenzy motioned and Sam Kosc seconded.  
Motion carried 3-0
2. Calendar of Regular Board Meetings 8/1/18 to 6/30/19.  
3rd Monday of each month at 6:00pm. Jeff Derenzy motioned and Christie Meir seconded.  
Motion carried 3-0
3. Election of Officers for 2018/19.  
President- Abe Manthei  
Vice President- Jeff Derenzy  
Secretary- Christie Meie  
Treasurer- Sam Kosc  
Jeff Derenzy motioned and Christie Meir seconded. Motion carried 3-0  
Fingerprint Officer- Holly Theile  
Sam Kosc motioned and Sam Kosc seconded. Motion carried 3-0
4. Appointment of FOIA coordinator for 2018/19.  
Holly Theile. Jeff Derenzy motioned and Christie Meir 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 2018/19.  
Klevorn & Klevorn. Sam Kosc motioned and Jeff Derenzy seconded.  
Motion carried 3-0
7. Appointment of Auditor for 2018/19.  
Baird, Cotter, and Bishop. Jeff Derenzy motioned and Sam Kosc seconded. Motion carried 3-0.
8. Appointment of person and location for posting meeting notices for 2018/19.  
Lesley Kohler; at the front door visible at all times. Jeff Derenzy motioned and Christie Meir seconded. Motion carried 3-0
9. Designation of repository for Academy funds for 2018/19.  
Chase. Jeff Derenzy motioned and Christie Meir seconded. Motion carried 3-0
10. Affirmation of check signature authority limits for 2018/19.  
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 2018/19.  
Becky Leist and Holly Theile. Jeff Derenzy motioned and Christie Meir

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seconded. Motion carried 3-0.

12. Appointment of Chief Administrative Officer for 2018/19.

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

13. Appointment of Chief Financial Officer for 2018/19.

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

14. Appointment of Civil Rights Coordinator(s) for 2018/19.

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

15. 2018/19 School Calendar. Approved at meeting in the Spring.

16. Designation of McKinney/Vento coordinator for 2018/19.

Joslyn Cleary-Matelski. Christie Meir motioned and Sam Kosc seconded. Carried 3-0

17. Administrators Evaluation- Discussion was had regarding the board being more involved in the Administrator's Evaluation. Abe is going to contact Denise (our ESP) and find out how they can do that. Larry said he would also get some information from LSSU and forward to Abe. Information will be obtained and then we will discuss again to finalize how to proceed.

K. Extended Public Comment. Donna Grams was here and is interested in being on the board. She was given a board application packet.

L. Other Business. None

M. Adjournment of Meeting. Motion was made to adjourn meeting. Jeff Derenzy moved, Christie Meir seconded, CARRIED, 3-0, to adjourn meeting at 7:24 p.m.

Respectfully submitted,

Holly Theile  
Business Manager

Student Enrollment:

17/18 Final Enrollment: 149

Tentative Enrollment 2018/19: 154

Epicenter Document Submission Compliance:

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

Achievements:

- \*100% Graduation Rate for this year
- \*Elementary Music—adding ukuleles and steel drums to curriculum next year, per Title IV grant.
- \*Art—adding Graphic Design (HS) class, plus incorporation into other grade levels with addition of graphic tablets, per Title IV grant.
- \*Elementary science materials purchased this year with LSSU Compliance Grant. More experiments/hands on coming next year!
- \*4 new NHS students and 5 new NJHS students were inducted this year!

Student Assessment Comments:

\*Annual Ed Report posted; PSAT/SAT/ MStep coming end of June.

Discipline Issues:

\*None

Staff:

\*Currently looking for PE/Health teacher, and Choir/Elementary Music teacher.

Professional Development Update:

N/A

Board Policy Updates:

\*Vote on Spring Board Updates

\*Schools are allowed to ban guns on school property, with current MI law.

LSSU Connections:

N/A

Other Notes/Comments:

\*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. To increase curriculum resources and PD opportunities for teachers.
3. To get our students, our accomplishments, and our programs out into the wider community more than the present level.
4. To continue to improve communication with parents, students, and the wider community.
5. To stabilize and increase enrollment.

Adding classes  
 - work study  
 - Teachers Aide  
 - Graphic Design (art)