



Concord Academy Boyne

Board of Directors Regular Meeting Minutes

August 19, 2019

Meeting held at the School Building, below.

A. Meeting called to order by Abe Manthei at 6:03 p.m.

Present: Abe Manthei, Jeff Derenzy, Donna Grams, Trisha Stefanic

Also Present: Keith Krahnke and Julie Hopper

B. Approval of Minutes. Jeff Derenzy moved and Donna Grams seconded, CARRIED, 3-0 to approve minutes of June 17, 2019 meeting.

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

D. Treasurer's Report.

1. Auditors in building performing yearly audit Aug 27th-28th
2. Financial Updates
3. Nonprofit Corp Annual paperwork filled out
4. Updates on building projects

E. Administration Report & Recommendations.

1. See Attached
2. MHSAA Form- Motion was made to be a member of the MHSAA for the 2019-2020 school year. Donna Grams motioned, Trisha Stefanic seconded, CARRIED, 3-0 to approve.

F. LSSU Charter Schools Office Report.

1. Julie Hopper presented CAB's Academic Report
2. Keith Krahnke introduced himself and is now going to be our school rep from LSSU

G. Correspondence. None

H. Public Comment. None.

I. Unfinished Business

1. Administrative Roles/Job Descriptions- Becky handed out a form with job descriptions listed for all Administrative Roles and went over all of them.
2. Marketing Plan- This was tabled until the October agenda

J. New Business.

1. Designation of principal print media source for 2019/20.

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- Petoskey News Review- Jeff Derenzy motioned and Donna Grams seconded.
Motion carried 3-0
2. Calendar of Regular Board Meetings 8/1/19 to 6/30/20.
3rd Monday of each month at 6:00pm. Donna Grams motioned and Jeff Derenzy seconded. Motion carried 3-0
3. Election of Officers for 2019/20.
President- Abe Manthei
Vice President- Jeff Derenzy
Secretary- Trisha Stefanic
Treasurer- Donna Grams
Jeff Derenzy motioned and Trisha Stefanic seconded. Motion carried 3-0
Fingerprint Officer- Holly Theile
Jeff Derenzy motioned and Donna Grams seconded. Motion carried 3-0
4. Appointment of FOIA coordinator for 2019/20.
Holly Theile. Jeff Derenzy motioned and Donna Grams seconded. Motion carried 3-0
5. Appointment of Title II, Title VI, Title VII, Title IX coordinator for 2019/20.
Rebekah Leist Title II coordinator and Joslyn Cleary-Matelski for all the rest. Jeff Derenzy motioned and Trisha Stefanic seconded.
Motion carried 3-0
6. Appointment of Legal Counsel for 2019/20.
Klevorn & Klevorn. Jeff Derenzy motioned and Donna Grams seconded.
Motion carried 3-0
7. Appointment of Auditor for 2019/20.
Baird, Cotter, and Bishop. Jeff Derenzy motioned and Donna Grams seconded. Motion carried 3-0.
8. Appointment of person and location for posting meeting notices for 2019/20.
Lesley Kohler; at the front door visible at all times. Jeff Derenzy motioned and Donna Grams seconded. Motion carried 3-0
9. Designation of repository for Academy funds for 2019/20.
Chase. Jeff Derenzy motioned and Donna Grams seconded. Motion carried 3-0
10. Affirmation of check signature authority limits for 2019/20.
Check limits the same as last year. Jeff Derenzy motioned and Trisha Stefanic seconded. Motion carried 3-0.
11. Designation of personnel authorized to make contracts with service providers for 2019/20.
Becky Leist and Holly Theile. Jeff Derenzy motioned and Donna Grams seconded. Motion carried 3-0.
12. Appointment of Chief Administrative Officer for 2019/20.
Becky Leist. Jeff Derenzy motioned and Trisha Stefanic seconded. Motion carried 3-0.
13. Appointment of Chief Financial Officer for 2019/20.
Holly Theile. Jeff Derenzy motioned and Donna Grams seconded. Motion carried 3-0.
14. Appointment of Civil Rights Coordinator(s) for 2019/20.

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Holly Theile and Lesley Kohler. Trisha Stefanic motioned and Donna Grams seconded. Motion carried 3-0

15. 2019/20 School Calendar. Approved at meeting in the Spring.

16. Designation of McKinney/Vento coordinator for 2019/20.

Joslyn Cleary-Matelski. Jeff Derenzy motioned and Donna Grams seconded. Carried 3-0

K. Extended Public Comment. None

L. Other Business. None

M. Adjournment of Meeting. Motion was made to adjourn meeting. Jeff Derenzy moved, Trisha Stefanic seconded, CARRIED, 3-0, to adjourn meeting at 8:20 p.m.

Respectfully submitted,

Holly Theile
Business Manager