



# Concord Academy Boyne

## Board of Directors Regular Meeting Minutes May 23, 2022

Meeting held at the School Building, below.

A. Meeting called to order by Abe Manthei at 6:02 p.m.

Present: Abe Manthei, Jeff Derenzy, Trisha Stefanic, Lauren Haske, Holly LaCombe

Also Present: Keith Krahnke

B. Trisha Stefanic took Oath of Office

C. Approval of Minutes. Abe Manthei moved and Trisha Stefanic seconded, CARRIED, 4-0 to approve minutes of April 18, 2022 meeting.

D. Approval of Agenda. Holly LaCombe moved, Lauren Haske seconded, CARRIED, 4-0 to approve Agenda with the deletion of "Of June" under the Approval of Minutes.

D. Treasurer's Report.

1. Proposed Budget- Presented and discussion was had

Abe Manthei moved and Lauren Haske seconded, CARRIED, 4-0 to approve Proposed Budget as presented.

E. Administration Report & Recommendations.

1. See Attached

F. LSSU Charter Schools Office Report.

1. See Attached

G. Correspondence. None

H. Public Comment. None.

I. Unfinished Business

1. Reauthorization- All of the paperwork has been submitted on our end and the attorneys for LSSU are in the process of going through everything.

J. New Business.

1. Designation of principal print media source for 2022/23.

Petoskey News Review- Trisha Stefanic motioned and Lauren Haske seconded.

Motion carried 4-0

2. Calendar of Regular Board Meetings 9/1/22 to 5/31/23.

3rd Monday of each month at 6:00pm. Abe Manthei motioned and Trisha Stefanic seconded. Motion carried 4-0

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

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



## Concord Academy Boyne

3. Election of Officers for 2022/23.  
President- Jeff Derenzy  
Vice President- Abe Manthei  
Secretary- Holly LaCombe  
Treasurer- Trisha Stefanic  
Fingerprint Officer- Holly Theile  
Trisha Stefanic motioned and Lauren Haske seconded. Motion carried 4-0
4. Appointment of FOIA coordinator for 2022/23.  
Holly Theile. Abe Manthei motioned and Trisha Stefanic seconded. Motion carried 4-0
5. Appointment of Title II, Title VI, Title VII, Title IX coordinator for 2022/23.  
Rebekah Leist Title II coordinator and Joslyn Cleary-Matelski for all the rest. Holly LaCombe motioned and Trisha Stefanic seconded.  
Motion carried 4-0
6. Appointment of Legal Counsel for 2022/23.  
Klevorn & Klevorn. Lauren Haske motioned and Abe Manthei seconded.  
Motion carried 4-0
7. Appointment of Auditor for 2022/23.  
Baird, Cotter, and Bishop. Trisha Stefanic motioned and Lauren Haske seconded. Motion carried 4-0.
8. Appointment of person and location for posting meeting notices for 2022/23.  
Lesley Kohler; at the front door visible at all times. Lauren Haske motioned and Holly LaCombe seconded. Motion carried 4-0
9. Designation of repository for Academy funds for 2022/23.  
Chase. Abe Manthei motioned and Trisha Stefanic seconded. Motion carried 4-0
10. Affirmation of check signature authority limits for 2022/23.  
Check limits- Holly can sign up to \$1,000.00  
Checks \$1001.00-\$2,500.00 need two of the following employees signatures... Holly, Becky, or Lesley  
Checks \$2501.00 and above need Holly or Becky and a board member's signature. The exception to this is the payroll checks that require two of the following... Holly, Becky, Lesley, or one of the three mentioned and a board member.  
Abe Manthei motioned and Lauren Haske seconded. Motion carried 4-0.
11. Designation of personnel authorized to make contracts with service providers for 2022/23.  
Becky Leist and Holly Theile. Trisha Stefanic motioned and Lauren Haske seconded. Motion carried 4-0.
12. Appointment of Chief Administrative Officer for 2022/23.  
Becky Leist. Trisha Stefanic motioned and Holly LaCombe seconded. Motion carried 4-0.
13. Appointment of Chief Financial Officer for 2022/23.  
Holly Theile. Abe Manthei motioned and Trisha Stefanic seconded. Motion carried 4-0.
14. Appointment of Civil Rights Coordinator(s) for 2022/23.  
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Holly Theile and Lesley Kohler. Holly LaCombe motioned and Lauren Haske seconded. Motion carried 4-0

15. 2022/23 School Calendar. Approved at meeting in April.

16. Designation of McKinney/Vento coordinator for 2022/23.

Joslyn Cleary-Matelski. Lauren Haske motioned and Trisha Stefanic seconded. Carried 4-0

K. Extended Public Comment. None

L. Other Business. None

M. Adjournment of Meeting. Motion was made to adjourn meeting. Lauren Haske moved, Trisha Stefanic seconded, CARRIED, 4-0, to adjourn meeting at 6:57 p.m.

Respectfully submitted,

Holly Theile  
Business Manager

Student Enrollment:

\*Enrollment for 21/22:

141 (formerly 140, 141)

Epicenter Document Submission Compliance:

Docs submitted on time: 100%

Docs submitted accurate: 100%

Achievements:

N/A

Student Assessment Comments:

\*3rd Grade Reading Updates

Discipline Issues:

\*Reduction in office referrals since new policy implemented still continues.

\*2 students have been referred for incorrigibility.

Staff:

\*Intent Updates

Board Policy Updates:

N/A

LSSU Connections:

\*All docs submitted; awaiting next steps.

Other Notes/Comments:

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.

# LSSU Field Rep Report: Concord Academy Boyne

May 23, 2022

Keith C. Krahnke, Supervisory Field Officer

1. **Reauthorization:** The word at our staff meeting last week was that all documents from all academies have been received and forwarded to our counsel for review. If any update or modification on any document is needed, that will come from our counsel. Things should be on track to have the contract ready for Jeff's signature sometime in June.
2. **Board Members:** Trish Stefanic's reappointment was set for the May 13<sup>th</sup> LSSU Board of Trustee's meeting. Since she is continuing on with the CAB board, we can look to have her sworn in when our office provides the oath, certainly sometime before July 1<sup>st</sup>.
3. **Board Conflict of Interest forms:** Our goal is to have all members provide the annual conflict of interest form in conjunction with the annual organizational meeting. Trish won't have to because it is covered by her reappointment application. Everyone else should provide an updated form. The form is on our website and can be filled in and submitted online, or a version can be printed and forwarded like before. Please endeavor to provide your form by the Annual Organizational meeting which is slated for June 13, 2022
4. **Charter Day at the Capitol:** Just a shout out to our very own Julie Hopper, LSSU CSO's Assessment Specialist, who was a featured speaker at the celebration on the steps of the State Capitol on May 12th. Julie provided a truly inspirational message about the importance of choice, of quality education, and of the strength of pride in one's heritage.
5. **Board PD:** I'm required to constantly remind board members of the expectation of two hours of training/professional development each year. Abe has satisfied that expectation for this school year; Jeff and Lauren each have an hour. I don't see anything recorded for Trish and Holly. Our office has worked hard and has invested considerable time and money to make our resources pertinent and readily available. I plan to continue to urge utility of the resources we provide, and to be available for assistance and guidance when needed.
6. **Suggestions:** Keeping with the theme of board professional development, our staff has begun soliciting and discussing possible topics for webinars next school year. If you have a suggestion, either something new, or something that expands upon a recent topic, please feel free to share your suggestion. LSSU CSO works with other authorizing universities to coordinate and provide these valuable resources.
7. **LSSU Camps and such:** This summer, the LSSU CSO will host six different mini-camps tailored to the interest of the respective academy. I mention this because CAB has a very positive history of participation, pre-pandemic, and it would be worth consideration of a CAB version moving forward. One of our selling points for camps and visits is being able to provide experiences unique to the charter school experience...something not necessarily readily available to the traditional public school down the street. Our Admissions Office is now coordinating these activities, and the CSO

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**May 23, 2022**

**Keith C. Krahnke, Supervisory Field Officer**

still supports financially. If there is interest in the coming school year, or for next summer, it is never too early to start the conversation.