

## Board of Directors - Ivywood Classical Academy Regular Approved Meeting Minutes

**MISSION STATEMENT:** Ivywood Classical Academy teaches and equips scholars to become moral and intellectual leaders in a self-governing society. We inspire wonder.

**Date:** August 20, 2019

**Time:** 6:30 pm

**Location:** Plymouth District Library, 223 S. Main St., Plymouth, MI 48170; (734) 927-4090

### Call to order:

Tyler Horning called the meeting to order at 6:25 pm.

### Roll Call:

Board Member Attendance:

<u>Tyler Horning</u>	President	X Present	<input type="checkbox"/> Absent
<u>Myranda Fabian</u>	Vice President	X Present	<input type="checkbox"/> Absent
<u>James Musgrave III</u>	Secretary	X Present	<input type="checkbox"/> Absent
<u>Troy Morris</u>	Treasurer	X Present	<input type="checkbox"/> Absent

### Others Present:

Jennifer Joubert – The Governor John Engler Center for Charter Schools CMU

Stephanie Kooiker – Ivywood Classical Academy

Ron Wiens – Choice Schools Associates

Kurt Naber – Choice Schools Associates

### A. Approval of Agenda

It was moved by Member Troy Morris supported by Member Myranda Fabian to approve the agenda as submitted.

The motion passed unanimously with 4 Ayes 0 Nays

**B. Public Comment on Agenda Items Only**

None

**C. Correspondence**

1. 501(c)(3) Letter

Tyler Horning presented the letter. The Governor John Engler Center for Charter Schools CMU has a phone call scheduled with Myranda Fabian on Wednesday, August 21, 2019 – no further discussion.

2. CMU Transparency Certification Form

Ron Wiens led the discussion and explained that this is a standard form that CMU schools use.

3. Chemical Bank Account Signature Card

Ron Wiens led the discussion and explained that board member signatures are needed

**D. Approval of Minutes:**

<i>Item</i>	<i>Purpose</i>	<i>Who</i>	<i>Materials</i>
1. Approval of Minutes of July 22, 2019 Regular Meeting	Vote	Board	Minutes

It was moved by Member TM supported by Member MF to approve the Regular Meeting Minutes for July 22, 2019.

The motion passed unanimously with 4 Ayes 0 Nays

- No discussion

**E. Old Business:**

<i>Old Business Agenda Items</i>	<i>Purpose</i>	<i>Who</i>	<i>Materials</i>
1. Ribbon Cutting Ceremony	Discussion	Board	Order of Events

Tyler Horning discussed the order of events and the expectations for the board members at the event.

**F. New Business:**

<b><i>New Business Agenda Items</i></b>	<b><i>Action</i></b>
1. CMU Charter Contract Amendment  - Jennifer Joubert briefly discussed the changes from CMU	It was moved by Member Troy Morris supported by Member Miranda Fabian to approve the CMU Charter Contract Amendment as submitted. The motion passed unanimously with 4 Ayes 0 Nays
2. SAN Resolution Addendum	It was moved by Member James Musgrave III supported by Member Troy Morris to approve the SAN Resolution Addendum as submitted. The motion passed unanimously with 4 Ayes 0 Nays
3. Account Designation Resolution  - Jennifer Joubert clarified the CMU intercept %	It was moved by Member Miranda Fabian supported by Member James Musgrave III to approve the Account Designation Resolution as submitted. The motion passed unanimously with 4 Ayes 0 Nays
4. Nantucket Warehouse items - donated & purchased  - Tyler Horning briefly discussed the items and explained that Ron Wiens & Kurt Naber have been communicating with the finance team to coordinate	Reviewed and discussed. No Action required.
5. FF&E orders/purchases  - Tyler Horning reviewed several key items - Brief discussion about purchases that are still needed	Reviewed and discussed. No Action required.
6. Playground Purchase Install  - Discussion about the acquisition and relocation of playground equipment. - Some additional ground cover and clean-up work is needed	Reviewed and discussed. No Action required.

<p>7. Tech Equipment (laptops)</p> <ul style="list-style-type: none"> <li>- Purchase previously approved by the finance team</li> </ul>	<p>It was moved by Member James Musgrave III supported by Member Troy Morris to approve the Tech Equipment (laptops) as submitted.</p> <p>The motion passed unanimously with 4 Ayes 0 Nays</p>
<p>8. Tech Equipment (Chromebooks)</p> <ul style="list-style-type: none"> <li>- Brief discussion about pricing (vendor was able to adjust to match a lower price for the recommended devices)</li> </ul>	<p>It was moved by Member Troy Morris supported by Member Myranda Fabian to approve the Tech Equipment as submitted.</p> <p>The motion passed unanimously with 4 Ayes 0 Nays</p>

10. Childcare Program Licensing Update

Ron Wiens – waiting for cert of occupancy for the building. The process is underway, and C of O is expected before the end of August. Explained the Environmental Health Inspection 8/29/19

Stephanie Kooiker – discussed some alternate options to help families with aftercare until the license is approved. Alternate options include Homework Club and Story Club.

<p>11. Vended Meals Services Contract</p> <ul style="list-style-type: none"> <li>- Ron Wiens &amp; Kurt Naber presented the contract for final approval</li> </ul>	<p>It was moved by Member Troy Morris supported by Member James Musgrave III to approve the Vended Meals Services Contract as submitted.</p> <p>The motion passed unanimously with 4 Ayes 0 Nays</p>
<p>12. Food Services – Pricing for Breakfast &amp; Lunch</p> <ul style="list-style-type: none"> <li>- Ron Wiens discussed the pricing structure as presented in the board packet</li> <li>- Board questioned the number of students. Concern for how to pay the food workers extra money. Question was raised, will excess revenue pay for staff.</li> </ul>	<p>It was moved by Member Troy Morris supported by Member Myranda Fabian to approve the Food Services – Pricing for Breakfast &amp; Lunch as submitted.</p> <p>The motion passed unanimously with 4 Ayes 0 Nays</p>

13. Calendar Update (Calculations)

Kurt Naber – minor calculation adjustments to ensure that the instructional time listed is accurate. In line with MDE rules. (No action required)

#### 14. Ivywood Foundation - Discussion

Tyler Horning – brief discussion about the possibility of starting a foundation to manage long term fundraising initiatives

#### G. Management Report

##### 1. School Leader's Report

Stephanie Kooiker – provided a report for the board's review (included in the packet), & updated the board with respect to enrollment and staffing.

##### 2. Choice Schools Associates Report:

Kurt Naber – loan updates (SAN, FF&E, Hillsdale) ~ all should fund very soon and some of the application fees have been returned by the State

- Phone installation update ~ AT&T will be providing temporary service until the permanent solution is installed
- Grant application letter – ICA has been approved by MDE to submit a grant application for the Charter School Program Grant
- LCA & ICA have expressed interest in building a working relationship to support each other. Admin & office staff have been working together already (to provide assistance where needed/appropriate). Teachers have been participating together in BCSI training at LCA

#### H. Closed Session (If Requested)

None required

- I. **Extended Public Comment:** this public comment section is reserved for all remaining comments. Board members should not respond to audience member concerns. Comments should be limited to three minutes.

None

#### J. Confirmation of Next Board Meeting Date:

Regular Board Meeting ~~September 17, 2019~~, 6:30 pm.

\*\*note – meeting date moved to September 11, 2019

**K. Adjournment**

With all business completed, the meeting was adjourned by Tyler Horning at 8:03 pm.

**Minutes Certification:**

Proposed Minutes Respectfully Submitted,

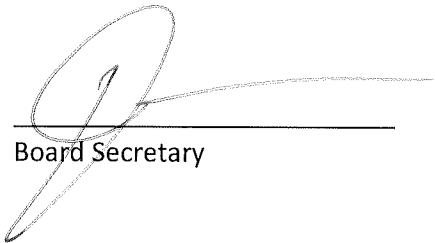
I certify that, to the best of my knowledge, the foregoing proposed minutes of the August 20, 2019 Regular Board Meeting are accurate and correct.

James Musgrave III 8/28/19

Recording Secretary

Date

Approved by the Ivywood Classical Academy Board of Directors

  
\_\_\_\_\_  
Board Secretary

8/11/19  
Date