

**THREE OAKS PUBLIC SCHOOL ACADEMY**

**Board of Directors  
Regular Meeting  
1212 Kingsley  
Muskegon, MI 49442  
Teacher Collaboration Room**

**October 13, 2023  
1:00 PM**

**MISSION**

We are a community school of excellence that provides an opportunity for all Muskegon area children to be engaged and empowered learners.

**VISION**

Three Oaks Public School Academy will educate and inspire all students to be ethical, well-prepared and confident citizens who thrive in our community and realize their potential.

**APPROVED MEETING MINUTES**

**1. Call to Order**

Lynn Young called the meeting to order at 1:00 p.m.

**2. Roll Call**

<b>Board Members</b>	<b>Present</b>	<b>Absent</b>
Lynn Young	X	
Todd Smith	X	
James Crocker		X
Chantal Hussey	X	

**Choice:** Laura Moellering, Laura Helder, Matt Witkowski, Monecia Vasbinder, Sue Thomae, Mrs. Willis

**Bay Mills Community College:** Tyler Allard

**3. Approval of Agenda**

It was moved by Member Todd Smith and supported by Member Chantal Hussey to approve the agenda as submitted.  
Motion Approved – 3 Ayes, 0 Nay.

**4. Swearing in - Chantal Hussey**

Lynn Young administered the Oath of Office. Prior to the meeting.

**5. Audit Presentation (Discussion and Approval)**

Ryan Feeemire from Maner Costerisan presented. General fund balance is at 13%. There are no findings in either the general fund or the single audit.

Moved by Member Todd Smith, supported by Member Chantal Hussey, to accept the Audit, as presented.

Motion Approved – 3 Ayes, 0 Nays

**6. Public Comment (Limited to Agenda Items Only)**

None.

**7. Bay Mills Community College Comments**

No updates from Tyler.

**8. Correspondence**

- a. **Bay Mills - Chantal Hussey Appointment**
- b. **Notification from Huntington Bank on closing of state aid note.**

Discussed.

**9. Approval of the Regular Meeting Minutes of September 8, 2023**

Moved by Member Todd Smith, supported by Member Chantal Hussey, to approve the Regular Meeting Minutes of September 8, 2023.

Motion Approved – 3 Ayes, 0 Nays

**10. Business Items**

- a. **Approval of Unaudited August and September 2023 Monthly Financial Report**

Robert Holst presented August and September reports.

It was moved by Member Todd Smith and supported by Member Chantal Hussey to approve the monthly financial report for August and September 2023, pending audit.

Motion Approved – 3 Ayes, 0 Nays

**b. Board Member Vacancy (Discussion)**

The board will continue its search.

**c. Fall Academic Data Reports (Discussion)**

Laura Moellering presented M-Step and NWEA data.

**11. Business Manager Reports**

**a. School Leader Report**

Monecia Vasbinder presented her report.

**b. Superintendent Report**

Laura Moellering presented her report.

**i. BTAM Training**

Laura Moellering described the training.

**ii. Student Privacy and Records Maintenance**

Laura Moellering discussed.

**c. Marketing and Communications Update - Matt Witkowski**

Matt Witkowski presented the communications plan and results.

**12. Extended Public Comment**

Question: How do you pick teachers here?

Monecia Vasbinder described the process. Lynn Young thanked everyone for their support.

**13. Closed Session (if Requested)**

None.

**14. Reconfirmation of Next Board Meeting Date: Board Regular Meeting November 10, 2023 at 1:00 p.m.**

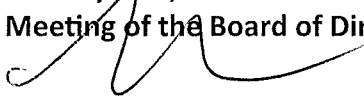
Confirmed.

## 15. Adjournment

Member Todd Smith moved to adjourn the meeting at 1:41PM. It was supported by Member Chantal Hussey.  
Motion Approved – 3 Ayes, 0 Nays

### Certification by Secretary

I certify that, to the best of my knowledge, the foregoing minutes of the October 13, 2023 Meeting of the Board of Directors are accurate and correct.



\_\_\_\_\_  
Secretary

11/16/2023  
\_\_\_\_\_  
Date

Minutes prepared by: Laura Moellering

Individuals wishing to address the Board of Directors under Items 4 and 11 above are requested to sign in with the Board Secretary prior to the start of the meeting. Individual comments are limited to no more than three (3) minutes each and a total time allowance not to exceed thirty (30) minutes. The Board will not verbally respond to public comments but may follow up in the most appropriate and time-effective manner.

Complaints or concerns regarding Board members or school employees associated with the Academy shall first be addressed in writing and delivered to the Board President at least five (5) days prior to the Board meeting or such complaints or concerns shall not be heard by the Board. The Board will not verbally respond to public comments but may follow up in the most appropriate and time-effective manner.

Proposed minutes of this meeting will be available for public inspection at the Office of the Principal, eight (8) business days after the meeting. Approved minutes are available within five (5) business days after the meeting at which they are approved (in accordance with Open Meetings Act, Public Act 267.)

Any individual with a disability who needs special accommodations is encouraged to contact Principal Monecia Vasbinder at 231-767-3365 in advance of the Board meeting to make arrangements.