

THREE OAKS PUBLIC SCHOOL ACADEMY

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

**February 9, 2024
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.

PROPOSED MEETING MINUTES

1. Call to Order

Lynn Young called the meeting to order at 1:03 p.m.

2. Roll Call

Board Members	Present	Absent
Lynn Young	X	
Todd Smith	X	
James Crocker	X	
Chantal Hussey		X

Choice: Laura Moellering, Laura Helder, Monecia Vasbinder

Bay Mills Community College: Tyler Allard attended the meeting virtually.

3. Approval of Agenda

It was moved by Member James Crocker and supported by Member Todd Smith to approve the agenda as submitted.

Motion Approved – 3 Ayes, 0 Nays

4. Public Comment (Limited to Agenda Items Only)

None.

5. Bay Mills Community College Comments

None.

6. Correspondence

None.

7. Approval of the Regular Meeting Minutes of December 8, 2023

Moved by Member James Crocker, supported by Member Todd Smith, to approve the Regular Meeting Minutes of December 8, 2023.

Motion Approved – 3 Ayes, 0 Nays

8. Business Items

A. Approval of Unaudited December 2023 and January 2024 Monthly Financial Reports (Discussion and Approval)

It was moved by Member James Crocker and supported by Member Todd Smith to approve the monthly financial report for December 2023 and January 2024, pending audit.

Motion Approved – 3 Ayes, 0 Nays

B. Amended Budget (Discussion and Approval)

The Amended Budget was reviewed and discussed.

It was moved by Member James Crocker and supported by Member Todd Smith to approve the Amended Budget, as presented.

Motion Approved – 3 Ayes, 0 Nays

C. Resolution Authorizing the 90 Day Loan Extension (Discussion and Approval)

The Resolution Authorizing the 90 Day Loan Extension was reviewed and discussed.

At a meeting of the Board of Directors for Three Oaks Public School Academy on Friday, February 9, 2024, it was approved that Lynn M. Young, Board President, will sign the loan documents with Huntington Bank on behalf of Three Oaks Public School Academy. It was acknowledged that the loan has an approximate balance of \$223,131, and it is secured by a mortgage on 1212 Kingsley Street, Muskegon, MI.

It was moved by Member James Crocker and supported by Member Todd Smith to approve the Resolution Authorizing the 90 Day Loan Extension..
Motion Approved – 3 Ayes, 0 Nays

D. Re-Enrollment Schedule / Approval of Enrollment Caps & Lottery Procedures (Discussion and Approval)

The Re- Enrollment Schedule / Approval of Enrollment Caps & Lottery Procedures were reviewed and discussed.

Moved by Member James Crocker, supported by Member Todd Smith, to approve the enrollment dates. Re-enrollment: 1/27 - 4/11– Open Enrollment: 4/14 - 6/6– Lottery Date & Time: 6/6/2025
Motion Approved – 3 Ayes, 0 Nays

E. Annual Education Report (Discussion)

Laura Moellering presented the Annual Education Report

F. Staff Appreciation Plans (Discussion)

The TOPSA board would like to set up the March gift from the school merchandise store.

G. 2024 - 2025 School Calendar (Discussion)

Laura Moellering plans to push our surveys to families and staff about calendar choices for the week off every 6 weeks or so.

H. Annual Planning Document 2024 - 2025 (Discussion and Approval)

The Annual Planning Document was discussed. All No's on the questions with an exception of a Yes on question #11.

It was moved by Member James Crocker and supported by Member Todd Smith to approve the Annual Planning Document 2024 - 2025.
Motion Approved – 3 Ayes, 0 Nays

I. Panorama Surveys (Discussion)

Laura Moellering presented the surveys.

9. Business Manager Reports

A. School Leader Report

Monecia Vasbinder presented:

- March 15th TOPSA will host a gala for families
- Discussed the recent NY Trip visiting other scholar schools

B. Superintendent Report

Laura Moellering presented her January and February reports.

- **NWEA Data Report**

NEWA Data was presented and discussed.

- **Clark Hill notification re: NLRB and dual employer**

Laura Moellering presented the article and it was discussed amongst the board.

10. Extended Public Comment

None.

11. Closed Session (if Requested)

None.

12. Reconfirmation of Next Board Meeting Date: Board Regular Meeting March 8, 2024 at 1:00 p.m.

Confirmed.

13. Adjournment

Member Todd Smith moved to adjourn the meeting at 2:00 pm. It was supported by Member James Crocker.

Motion Approved – 3 Ayes, 0 Nays

Certification by Secretary

I certify that, to the best of my knowledge, the foregoing minutes of the February 9, 2024 Meeting of the Board of Directors are accurate and correct.

Todd J Smith
Todd J Smith (Apr 15, 2024 20:25 EDT)

04/15/2024

Secretary

Date

Minutes prepared by: Laura Moellering

Individuals wishing to address the Board of Directors under Items 4 and 10 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.