

Michigan Virtual Charter Academy

**Board of Directors Meeting Minutes**

Monday August 20, 2018, @ 6:00 PM

GVSU Conference Center, 163 Madison Ave.

Detroit, Michigan 48226

If unable to attend in person, please participate via conference call at  
(888) 824-5783, Participant Code 54045839#

1. Call to order                      Time: 6:05
  
2. Roll Call

Marva Foster	Present
Monique Lake	Present
Sa'Keenha Hester	Present
Tarolyn Buckles	Present
Scott Stangeland	Present
  
3. Other Attendees: Jerome Crowe (future board member), Kim Bush (MVCA), Cassandra Russie (MVCA), Tanya Kuipers (MVCA), Sandra Brueck (MVCA), Mary Markert (K12), Kelly Warnke (OVA), Corista Nichols (MVCA), Amena Moiz (MVCA), Todd McIntire (K12), Kelly Davis (MVCA Financial Consultant)
  
4. Public Comment on Agenda (comment on agenda items only, 3 minutes per person) None
  
5. Approval of Agenda

**Motion: Director Hester moved to approve the agenda**  
**Second: Director Lake**  
**Motion unanimously approved**
  
6. Approval/Acceptance of Standard Business
  - A. Regular Board Meeting Minutes – June 28, 2018

**Motion: Director Buckles moved to approve the meeting minutes from June 28, 2018**  
**Second: Director Lake**  
**Motion unanimously approved**

7. Approval of Board Regular Meeting Schedule for Fiscal Year July 1, 2018 to June 30, 2019

**Motion: Director Hester moved to approve the Board Regular meeting schedule for Fiscal year July 1, 2018 to June 30, 2019. If meeting dates change we will update GVSU and the Web site as well.**

**Second: Director Lake  
Motion unanimously approved**

8. Board Policy – Updates

A. Fiscal Policies & Procedures K12 Managed Schools

Board counsel updated Board on status of Parent Student Handbook with plan to finalize policies and present to Board at the September meeting.

Board counsel advised that GVSU has provided a new representative Rajeshri Gandhi Bhatia.

9. Financial Reports  
A. Finance Action Items

Mary Markert (K12) updated the Board on the Year to Date Financials and approved Budget and referred to Board packet. Approval of Invoices (June/July 2018)

**Motion: Director Buckles moved to approve invoices for \$1,952,085.85 for June 2018.**

**Second: Director Lake  
Motion unanimously approved**

**Motion: Director Buckles moved to approve invoices for 1,987,580.47 for July 2018.**

**Second: Director Lake  
Motion unanimously approved**

- i. Approval of FY19 Title Budget the Board is approving the budget plan. Opens

**Motion: Director Buckles recommended the approval of the FY19 Title Budget.**

**Second: Director Lake  
Motion unanimously approved**

**Ann VanderLaan (Clark Hill):** The following items will be updated.

1. After the table of contents, the next page, 5<sup>th</sup> paragraph MEVA will be changed to MVCA.
2. Next page, bullet 2 the amount \$5,000 will be changed to \$2,000 required two signatures.
3. Same page, bullet 4 Public Fund balances over \$250 K must be insured (collateralized). Will be deleted.
4. Under the heading Custodial and Security Arrangements the first bullet point will be deleted. Pertains to custody of the starter check stock.
5. Under the heading Custodial and Security, the third bullet point will be deleted pertaining to starter checks sequence supplied to K12
6. Under Authorization and Approval, the first bullet point, after the word agreement we will add (and within the approved budget).
7. Under Authorization and Approval, the third bullet point, \$25,000 will be crossed out and it will state over the State of Michigan threshold, MCL 380.1274
8. Under Expenditures-Restricted Funds, the first sentence will read Expenditures for Restricted Funds (insert the word shall) follow the same policies for General Funds etc. Also inserted here will be the UGG The Federal Uniform Grant Guidance as an exhibit.
9. Under Accounting, Budgetary Control & Financial Closing, the 4<sup>th</sup> bullet point where it talks about in accordance with state law, we should make reference to the state code, statutory section and also add that the budgets are amended when expenditures exceed that amount approved by the board of directors.
10. Under Annual Financial Audit, the last sentence needs to be completed.
11. Assets- This section needs to include Federal Funds.

- i. Approval of Updated Finance Policies and Procedures

**Motion: Director Stangeland moved to approve the financial policies and procedures as discussed.**

**Second: Director Buckles**

**Motion unanimously approved**

**10. MVCA Head of School Report  
Liz Roth (Interim Head of School)**

Summer school session has just concluded, and our passing rate has increased by 7%. We had 70% last year and 78% this year. We had 209 out of 291 courses passed so that is credits regained. We had 26 Seniors graduated making our total graduates this year to 297.

## A. Academic Excellence Framework Overview

This is a guide that the school is using for the 18/19 school year. The first piece of the pie is focusing in on Culture, we have a new head of school that will be joining us eventually. Graduation, we will achieve a cumulative graduation rate of greater than or equal to 67% for the 2017, 2018, 2019 state identified cohorts, which will get us to what Kent ISD wants. MTSS/RTI/At-Risk, will decrease the % of credit deficient students for full academic year, freshman that participate in the Step-Up-Program for SY19. Using 7 or 8 items on the rubric to ensure everyone is working towards being on the same page or working towards being on that same page.

We have a group of teachers that already are spending more time focusing in on the students. At the beginning of the year we will get our baseline, of the students that are credit deficient. The last area we will work on is the Data Driven instruction. We already know that Math is an area that needs work, so we implemented some training at PD, and K12 is offering Math Modules to help provide teachers with different strategies to help our students grow.

**Director Buckles:** How often will you be looking at the data?

**Liz Roth (Interim HOS):** Ideally, we would be looking at it weekly.

## B. GVSU Charter Renewal Update

**Director Foster:** Can you give a percentage of how much we have done?

**Liz Roth (Interim HOS):** I can't, but I do know we are well on our way.

**Director Foster:** Any area that is more challenging than others?

**Liz Roth (Interim Hos):** I don't think so.

## C. Head of School Purchasing Procedures

**Liz Roth (Interim HOS):** I put a process together to show how we will handle purchases over 10,000.00 we want consistency in how we are documenting those purchases.

**Director Buckles:** Looking at bullet item number two. Who is approving those purchases over \$100.?

**Liz Roth (Interim HOS):** The head of school would oversee all purchases outside of grants, Kent ISD. This would be for miscellaneous.

**Kelly Davis (MVCA Financial Consultant):** Can we add to that the HOS can approve if it is in the approved budget?

**Director Buckles:** All contracts should be approved by the HOS? Can we get more detail on this?

**Ann VanderLaan (Clark Hill):** Related Services are signed by someone at K12.

**Liz Roth (Interim HOS):** I will make a note to add some bullet points for example signing

hotel contracts.

**Todd McIntire (K12):**

The Michigan Department of Education published a 400-page document was released 2 ½ weeks ago which contains all the rules and statutes they turn into very, very specific rules for counting students, and the funding schools will get.

1. New rules for birth certificates with a raised seal. This would change our enrollment procedure significantly if this is how we are to interpret this rule. We are asking for clarification.

2. Attendance language and how it has to be tracked. There are some new rules around 50 to 75% attendance. We are asking for clarification. Making sure we have a process in place to handle attendance.

3. Changes in Count day and enrollment procedures throughout the year. And the 1098 hours of instruction and some changes to what it means to participate in courses. The major changes to the membership requirement are; there is a rule that the student must participate in 1098 hours of instruction in order to be considered a full-time student. This seems to violate just basic open enrollment policy.

We may have to have an emergency board meeting to approve an elongated school year the year past count day. We need our students essentially to meet count day to get the funding we need. We would have to be very aggressive with the families to get them to attend on count day. As a stop gap, we may need to elongate the year.

4. What participation is considered participation. We would have to provide a way for tracking the students attending the 1098 hours. The school needs to prove that the student has attended the full 1098. We think we can meet those expectations.

**11. Unfinished Business**

**A. Approval of Revised SY 2018- 2019 Student and Parent Handbook**

**Ann VanderLaan (Clark Hill):** Liz and I have been making edits to the Parent/Student handbook. We want to condense, or synthesize the handbook, some of the policies should be aligned, making sure to have current forms, less pages etc.

An extensive conversation was held among the board members on whether to include the "Gender/Name Change Policy".

**B. Board agreed not to include sexual orientation and gender identity to list of protected classes in non-discrimination and harassment policies in the Parent-Student handbook at this time.**

**12. New Business**

**A. Approval of Letter to MVCA Team and MVCA Students and Families**

**Ann VanderLaan (Clark Hill):** Drafted the letter to students and families for the board; if anyone has comments on the students and family letter. The letter is a communication to the families and students explaining what the board does. This is not a contract. There is also a letter from the board to the staff.

**Motion: Director Hester moved to authorize the board chair to send this letter as it is.**

**Second: Director Lake**

**Motion unanimously approved**

**13. Authorizer Comment**

**Rajeesh Gandhi Bhatia (GVSU)**

Oath was given to Monique Lake to accept the position of Vice President. Document was signed.

**R. Bhatia (GVSU):** In regard to the renewal, we need to designate a board member to be the representative who will communicate to GVSU. It is generally the board president.

**Motion: Director Hester: I move that Marva Foster be the representative**

**Second: Director Lake**

**Motion Unanimously approved**

**R. Bhatia (GVSU):** The new principal may want to attend the principal's meeting.

As we grow our staff grows, Danielle Norton will also be working with us.

**Ann VanderLaan (Clark Hill):** Do we have an idea of when the renewal charter will happen?

**R. Bhatia (GVSU):** I do not

**Ann VanderLaan (Clark Hill):** I have the board meeting minutes from the closed session, we will need to add this to the agenda and vote to approve them.

**Motion: Director Hester I move to put the close session minutes for June 28, 2018 on the agenda**

**Second: Director Lake**

**Motion Unanimously approved**

**Motion: Director Hester Move to approve close session minutes from June 20, 2018**

**Second: Director Lake**

**Motion unanimously approved**

**13. Public Comment on Non-Agenda Items (limited to 3 minutes)**

**14. Reminder of Next Board Meeting  
Monday September 24, 2018**

**15. Adjournment**

**Motion: Director Hester move to adjourn the meeting at 7:57 pm**

**Second: Director Lake**

**Motion unanimously approved**

The undersigned duly qualified Secretary of the Board of Directors of the Michigan Virtual Charter Academy, hereby certifies that the foregoing is a true and complete copy of the minutes at the regular meeting on August 20, 2018 approved at the Board's September 24, 2018, and that proper notice of the regular public Board meeting on August 20, 2018 was given to the public pursuant to the provisions of the Open Meetings Act, 1976 PA 267, as amended.

Secretary, Board of Directors



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Scott Stangeland