

Michigan Virtual Charter Academy

Regular Meeting Agenda

Monday, January 25, 2016

6:00 P.M.

Grand Valley Conference Hall

163 Madison Ave.

Detroit, MI

If unable to attend in person, you can participate via conference call at
(888) 824-5783 x 30178241#

1. Call to order: Director Bender called the meeting to order at 6:02 p.m.

2. Roll Call:

Present: Director Bender, Director Foster, Director Stangeland, Director Hester,
Director Lake

Excused: Taralyn Buckles

Also Present: Cindy Wright-Carter (K12), Julie Overholt (K12), Andrei Nichols (MVCA),
Shannon Hare (MVCA), Sara Ferguson (MVCA), Kelley Davis (Veritas Consulting), Ann
VanderLaan (Clark-Hill), Larry Spencer, Carrie McClain (K12), Corista Nichols (MVCA),
Tiffany Snyder (MVCA), Andrea Kitomary (MVCA)

David Jenkins and Shawn Hampton dialed in on phone

3. Approval of agenda

Motion made by Director Bender to allow Larry Spencer to speak on re-nomination of Board members and permit Kelley Davis to speak BEFORE K12 Finance.

Larry Spencer re-nominated Taralyn Buckles and Scott Strangland for Board seats

Motion: Julius Bender

Seconded by: Hester

Unanimous approval

Motion to approve the agenda:

Motion: Hester

Seconded by: Stangeland

Approved: Unanimous

4. Approval of minutes from regular meeting December 14, 2015

Motion: Bender

Seconded by: Hester

Approved: Unanimous

5. Public Comments (limited to agenda items 3 minute limit):

None

6. MVCA Financials (Fund Balance Presentation): Presented by Kelley Davis

5 % fund balance Kelley Davis presentation House bills to the reporting software

Fund balance 15-16 year 4.56%

Next goal 15 % fund balance

February 10 count date

Monitor missing expenses

Motion: Kelley partners with K12 of reporting k12 payments. Forward by Director Bender. Special meeting needed for this. Handle in February meeting

Amended by hester

seconded by scott Strangeland

Approved: unanimous

David and Shawn via phone-

Review of shortage K12 payable, paid \$1.5 of \$5 million-helpful list of what is outstanding concerning fees and what is billed but not paid. Director Bender and vanderlaan are being held accountable. Look at stress factor in June. Approved in November and not acted on like it was approved.

7. Financial Committee

a. Fund Balance Presentation

Motion:

Seconded by:

Approved:

Motion: None

Seconded by:

Approved:

b. Action Items

Motion: approve all action committee at the finance committee meeting today

Bender supported

Seconded by:
Approved: unanimous

8. **M STEP results-**

Motion:

Seconded by:

Approved:

State and MVCA both dropped closing the gap after students with us 2 years. May 2 – June 13 testing time. Make sure there is testing is done, logistics are an issue because of sites needed. June does not do it by the authorizer, Larry Spencer said, from Dr. Wood. June 13 is too late according to Larry Spencer. Scott suggested have NWEA ready for May meeting. Discussion is not a motion.

April 12 SAT

9. **NWEA Schedule and Test Scores**

- Run thru Feb 7

10. **Head of School Report: Presented by Andrei Nichols**

District Updates, Operations:

- **Audit:** MVCA's pupil audit for Kent ISD was conducted on December 8, 2015. The team [audit] pulled samples of students' reported and verified the course list and attendance, pulling CA 60's (student file). There were NO negative findings from this audit.
- **Operations:**
 - ✓ February 1, 2016 Immunization report is due – currently MVCA is at 95% compliance
 - ✓ Registration planning for next year is taking place and includes: K12 Marketing Team, Regional Operations Manager, Head of School and school-based operations staff.
 - ✓ Winter Compliance call is scheduled for February 12th. This meeting includes the Compliancy Manager, State Reporting Coordinator, Regional Operations Manager, Special Programs Manager, Head of School and school-based operations Staff. The meeting will review compliancy and reporting deadlines and discuss any new regulations the school must follow.
- **SY 2016/17 Planning:** Below are some proposed committees as MVCA begins to plan for the 2016/17 school year. Committee Chairs for each committee will be appointed by Administration. Committee work allows staff to involve themselves in efforts that will

advance the efficiency of MVCA, as well as engage emerging leaders who want to be an integral part of our success – thus creating buy-in for a more sustainable culture.

MVCA [Proposed] Committees
<i>Awards Committee – Organizes ceremonies for MVCA students. Includes planning and the creation of programs</i>
<i>Student Government - Facilitates involvement in student government and assist the governing body with all planning and procedures</i>
<i>Best Practices - Special committee designed to brainstorm efficient, time-saving practices that can be presented to administration, even upon request, to assist with school operations</i>
<i>Character Education – Creates fun activities and/or assignments on a monthly basis surrounding the character education topic for the month</i>
<i>MVC Social Committee – Plans special outings and social events for MVCA staff throughout the school year</i>
<i>Programs & Events – Organizes and works in conjunction with students to produce programs throughout the year. Example: Prom</i>
<i>School Improvement Team (SIT) – This unit will be comprised of parents, staff and administration whose primary focus is the social and academic planning and climate of MVCA</i>
<i>Student Assessment – Assist in the organizing of local and state assessments (e.g., locations, outfitting, materials, etc.)</i>
<i>Graduation Ceremony Planning Committee – In conjunction with school administration, organizes the graduation ceremony</i>

Prom-social outing, night before graduation

11. Fast Presentation: By Andrea Kitomary

Detailed the FAST team and how it is linked to academic achievement

12. Special Needs Presentation

Motion:

Seconded by:

Approved:

13. Student Enrollment Update

Motion:

Seconded by:

Approved:

14. Staffing Update

Motion:

Seconded by:

Approved:

15. Authorizer Comments

Motion:

Seconded by:

Approved:

16. New Business

Motion:

Seconded by:

Approved:

17. Adjournment: Director Bender adjourned the meeting at 8:05 pm.

Minutes are available at MVCA office, 678 Front Avenue NW, Suite 190, Grand Rapids MI 49504

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 resolution adopted by the Board at a regular meeting held on December 14, 2015, the original of which is a part of the Board's minutes and further certifies that a notice of a meeting was given to the public pursuant to the provisions of the Open Meeting Act, 1976 PA 267, as amended.

Secretary, Board of Directors
