

Michigan Virtual Charter Academy

Regular Meeting Agenda

Monday, November 23, 2015

6:00 P.M.

GVSU Conference Center
163 Madison Ave.
Detroit, MI 48226

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 6:10pm
2. **Roll Call:** Director Bender, Director Hester, Director Buckles Director Lake, and Director Stangeland
Excused absent: Director Foster
Also Present: Andrei Nichols (MVCA), Tina Ortowski (MVCA), Larry Spencer (GVSU), Tiffany Snyder (MVCA), Shannon Hare (MVCA), Ann Vanderlaan (Clack Hill), Andrea Kitomary (MVCA), Sara Ferguson (MVCA), Julie Overholt (K12), Corista Nichols (MVCA), Sean Hampton (K12), Cindy Wright-Carter (K12), Kelley Davis (VSTS Consulting)
3. **Approval of Agenda:**
Motion: Director Buckles move that the Agenda be approved.
Seconded by: Director Lake
Approved: Unanimous approval
4. **Approval of Minutes from regular meeting October 26, 2015:**
Motion: Director Buckles move that the Minutes be approved.
Seconded by: Director Hester
Approved: Unanimous approval

Approval of minutes for the special meeting on November 2, 2015:

Motion: Director Buckles move that the Minutes be approved.

Seconded by: Director Hester

Approved: Unanimous approval

5. **Public Comments (limited to agenda items 3 minutes limit):** None
6. **Financial Statements October: Presented by Sean Hampton**
Title 1 amendment is due on 12/30/2015. MVCA had 2888 students for the first count day. The fund balance needs to have 5% at the end of the year.
7. **Finance Committee: Presented by David Jenkins**
 - a. **Action Items:**
Motion: Director Buckles move that the invoices are paid in the amount of \$6,207,723.63.
Seconded by: Director Hester
Approved: Unanimous approval
8. **Head of School Report: Presented by Andrei Nichols**
 - On Tuesday, November 17, 2015 members of the MVCA School Improvement Team met to begin planning for the March 2016 MVCA site visit from MDE Field Services team members for an On Site Review. In preparation for this visit, the SIP:
 - Established all members of the team, defining roles, responsibilities and deadlines for the full preparation of consensus documents – district and school level – for submission and reviewThe SIP agreed upon December 1, 2015 as the submission day for the above reporting.
 - Our pupil audit to Kent ISD will be held on December 8, 2015. This will be an audit of the pupil count submitted for Fall 2015. The team will pull a sample of students' reported and verify the students course list, verify their attendance and pull their CA 60's (student file).
 - MVCA completed financial audit for the 2014-2015 school year and it has been uploaded on the school's website. It can be viewed at <http://mvca.k12.com/who-we-are/transparency-reporting>

- Immunization reporting is mandatory for all school districts. Our next report is due to the Kent County Health department on Feb. 1, 2016. This is for students enrolled between January 2015 and December 2015
- The final expenditure report for our Title I and Title II grant which ended September 30, 2015 is due to the MDE on November 30, 2015. It will be completed by the department. At that time the final cash draw will also be submitted.
- Budget Transparency Reporting – (See information in Board packet. Changes will be posted to the MVCA website on or before the deadline of December 1, 2015.)

Over view: by Julie Overholt

Julie thanked the board for coming to the meeting. Growth measure score is not until spring for MVCA. Larry said there are 7 million other kids that take the NWEA test.

- a. *K-12 overview:* Presented by Shannon Hare and Tiffany Snyder
Shannon and Tiffany just shared scenarios with the board to help them understand how each child day goes at MVCA.

David Jenkins explained Intacct to the Board and how it works for the employee payables and vendor payables.

Motion: Director Buckles move that MVCA start using Intacct for the start day of December 7, 2015

Seconded by: Director Stangeland

Approved: Unanimous approval

9. *FAST Program: Presented by Andrea Kitomary*
Presentation is in packet for the Board to review

10. *Student enrollment update:*
Presentation is in packet for the Board to review

11. *Letter of Appreciation to parents: Present by Julius Bender*
The Board will write a letter to parents to tell them how much MVCA appreciate them as families. Director Bender stressed the academics to the Board. He would

like a decision to be made on the HOS position. Director Buckles likes that we are making improvements at MVCA.

12. Authorizer Comments: Presented by Larry Spencer

Larry said he wished the team that MVCA has now for the academics was in place 3 years ago, then maybe Dr. Woods would not be answering to the Board of Trustees right now. Larry wants to see the mid-year scores to be an improvement from last year. Larry really likes Andrei Nichols as Interim HOS, and that there are only two principals. He appreciates all of the hard work that MVCA staff members are putting. He said he really enjoys working with the MVCA board members. December 3rd there is a rally in Lansing for the Board members. CPR's, GVSU is working on them when they are ready Larry will bring them in at a future Board meeting.

13. New Business: None

14. Adjournment: Director Bender called the meeting at 8:11

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

The undersigned duly qualified and Secretary of the Board of Directors of the Michigan Virtual Charter Academy, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board at a regular meeting held on November 23, 2015, the original of which is a part of the Board's minutes and further certifies that a notice of the meeting was given to the public pursuant to the provisions of the Open Meetings Act, 1976 PA 267, as amended.

Secretary, Board of Directors


