

Marshall Academy Board of Directors  
Regular Meeting  
November 12<sup>th</sup>, 2015 6:00P.M.  
Proposed Minutes

*Approved*

I. Meeting Call to Order

Called to order at 6:04 P.M.

II. Roll Call

Present: Dave Twiss, Mary Kempinski, Heather Weberling, Patti Cornwell and Paul Spotts.  
After swearing in – Laura Koziarski

Also Present: Frank Patterson, Don Haist, Brent Swan, Leslie Katz  
Public: Kristen McDowell, Deb Palmer, Kristy Husted, Richard Palmer

Swearing in of new board member – Laura Koziarski.

III. Public Comment

None

IV. Approval of Consent Calendar

Motion made by Cornwell supported by Kempinski that the Consent Calendar including the October 8<sup>th</sup>, 2015 Regular Meeting Minutes, and the November 12<sup>th</sup>, 2015 Regular Board Meeting Agenda be approved. Motion passed unanimously.

V. Correspondence

**Daniel Webster P.C. – Ken Foley to Midwest Management and Marshall Academy**  
Proposed to pay half in November and half in December. Full payments starting in January through June.

VI. Treasurer's Report

A. Approval of October Financial Report

- Received State aid money. Based off of last year's numbers (215 students). That number changes in November based on October's count (258).
- Section 25 students (added after Count Day) - based on FTE (full time enrollment). Formula to figure out the percentage; that happens on a monthly basis, after all Count numbers have been certified – roughly December.
- Began paying back Midwest Services for their coverage of payroll.
- Special Ed installment comes in January.
- Created line items per grade to keep track of \$200 budget per classroom. High school based off of class advisors (Enrichment classes).
- Unpaid bills – will be able to pay down some after this month.

B. Approval of 1<sup>st</sup> Quarter Financial Report

- 1<sup>st</sup> page is cash income and outgoing July 1<sup>st</sup> – September 30<sup>th</sup>.
- Line by line detail with expenses, budgeted amounts, and budget variances.

C. Budget Amendment Proposed

- 235 was budgeted; the amendment of 255 is a blended count (5 SpEd, and 250 regular education).
- Increases revenue \$145,000.
- Added a 3<sup>rd</sup> grade teacher. Put in money for long-term substitutes for several teachers going on maternity leave.
- Title I allocation is \$2,000 more since creation of budget amendment.
- Title IIA funds went down based on State allocation.

- Aides for Pupil Transportation. Currently do not have aides on the buses. May need to look at hiring an aide to actually sit and monitor behavior. Wanted the money available if the need arises.
- Increase in advertising. Direct mailings this past summer and includes money for spring push during open enrollment.
- An additional budget amendment option – one based on a food service brought in (Preferred Meal); the other based on local operation. This portion was moved to the School Lunch Proposal discussion and vote.

**The Board reviewed the October Financial Statement and 1<sup>st</sup> Quarter Financials. It was moved by Spotts and supported by Cornwell that the treasurer's report be approved. The motion passed unanimously.**

VII. New Business

VIII. Other Business

A. School Lunch Proposal

- Free and reduced numbers – 41.6% of MA students will qualify for free or reduced priced lunch and breakfast.
- Ms. McDowell has worked hard to get forms turned in.
- Being over 40% then next year MA can apply to have whole school receive free-reduced lunch. This year, only those that qualify.
- Two options:
  1. Preferred Meals
    - a. Tray dinners heated and served K-5.
    - b. 6-12 larger trays and scoop and serve.
    - c. \$1,500 to build a kitchen prep area.
    - d. Would provide equipment for freezer and oven.
  2. Self-Prepare
    - a. All food primarily prepared that day on site in kitchen prep area.
    - b. Food service director responsible for planning, collecting money, and record keeping
    - c. \$2,000 to build a kitchen prep area. More because it includes an electric range to prepare food. Cheaper than gas – no ventilation or gas line required.
    - d. Breakfast would be cold and bagged.
    - e. Approximately \$2.00 a meal. Selling 100 lunches and 50 breakfasts – Revenue would be \$48,560.
    - f. Expenses - \$47,249.
    - g. Would break even (just under). Goal would be to at least break even this year.

Food preparation area

Build in alcove in gymnasium. Serving line would face the gym. Extends MAPA closet almost to elementary entrance. Area could double for sporting events and concessions. Electrical and plumbing closer if use in alcove than somewhere else. Can still store lunch tables along the alcove and MAPA closet wall during gym time. MAPA will supply the money to build the prep area.

Task Force Recommendations:

1. The Board of Directors should join the National School Lunch Program beginning in January of 2016.
2. Breakfast and lunch be provided beginning in January of 2016.
3. Utilize self-prepare meals for the remainder of the current school year and evaluate the school lunch program at the end of the year to determine if self-prepared vs. vended

meals is the correct avenue to pursue in the long-term.

4. That \$2,000 be allocated to construct the kitchen preparation area in the alcove of the gymnasium. – MAPA has already agreed to fund the construction.

Discussion:

Spotts

- Will the Food Prep Area interfere with seating during sports event? Swan said no.
- Will the school need to get ventilation? Cornwell said no, based on State requirements.
- Shared concerns about breakfast cutting into class time.
- How many employees will be taken on? One main – a few aides.

Twiss

- Cost per meal for students not free-reduced? Swan - \$2.75.
- How many were not paid back? Palmer – 120 lunches not paid for in October.
- Breakfast is a concern. Bus getting late? Opening Ceremony might be late? Eating in classrooms?

Cornwell

- Students learn better with food in their belly. There are concerns about buses getting here on time, classes starting, and opening ceremony starting on time – but those can be worked out with routine.

Weberling

- Lunch is served in less than ten minutes. Breakfast can be faster.
- Will MAPA still be involved? Frank Patterson – No. Midwest will take over business management.

Swan

- Kids can keep part of breakfast not consumed in 10-15 mins for morning snack.
- Can work out kinks to make sure classes start on time.

**The Board reviewed the proposal. It was moved by Cornwell and supported by Kempinski that the Board accept the Task Force's recommendations for Food Service:**

- 1. The Board of Directors should join the National School Lunch Program beginning in January of 2016.**
  - 2. Breakfast and lunch be provided beginning in January of 2016.**
  - 3. Utilize self-prepared meals for the remainder of the current school year and evaluate the school lunch program at the end of the year to determine if self-prepared vs. vended meals is the correct avenue to pursue in the long-term.**
- Motion Passed - 4 Yes, 2 No, 0 Abstentions.**

**B. Tami Phelps Contract Review**

She does the pupil accounting. She can help with Title I and Free-Reduced lunch. It would be nice to send the information (personal info) to a 3<sup>rd</sup> party.

The Board reviewed the contract. It was moved by Spotts and supported by Cornwell that the contract be continued. The motion passed unanimously.

**IX. Business/Management Report**

**A. Headmaster**

**1. Student Achievement**

- Report from FSU regarding MAP. Compares Marshall Academy's scores with the National Average. There was a Ferris Fall Target as well.
- Teachers have viewed growth targets per student. Will test again in the Spring to view growth.
- MA is doing the best of all FSU Chartered schools according to Don Haist.

**2. Operations**

- Busing Update
  - Bus discipline can take 1-3 hours a day. Parents accept the discipline –

bus suspensions (off the bus for a week for example). Busing is a privilege.

- Staff changes
  - Steve Witzki – Stepped down from custodian position.
  - Brian Rubley – Promoted to head custodian.
  - 4<sup>th</sup> Grade – Jessica Fellwock
    - Leaving Thanksgiving Break – accepted a job with Marshall Public Schools.
    - Interviews have started. Had someone come in today to shadow the position.

B. Midwest School Services

**Motion by Cornwell and supported by Kempinski to pass the Budget Amendment with Self-Prepared Meals. Motion passed unanimously.**

C. Ferris State University

1. FSU Scholarship
2. Gave orientation to new board member.
3. Job well done by the Board and the Lunch Committee on the Proposal.

X. Extended Public Comment

None.

XI. Board Comments

Spotts appreciates the committee's work for the School Lunch Program.  
Twiss will miss Steve and thanks the Palmers for their hard work and effort.

XII. Reconfirmation of Next Meeting Date: December 10<sup>th</sup>, 2015 at 6:00 P.M.

Cornwell will be absent.

XIII. Adjournment

Moved by Cornwell supported by Kempinski to adjourn. Unanimous approval to adjourn.  
Meeting adjourned at 8:00 PM

Proposed minutes respectfully submitted,

Leslie Katz  
Leslie Katz, recording secretary

Date: November 12<sup>th</sup>, 2015

Approved by the Board of Directors at its December 10<sup>th</sup>, 2015 meeting.

Board Secretary David E. Switzer  
RLH

Date: 12/10/15