

Marshall Academy Board of Directors
Regular Meeting
August 11th, 2015 6:00p.m.
Proposed Minutes

*Approved
9/10/15*

I. Meeting Call to Order

6:45 (waited for Quorum to arrive)

II. Roll Call

Present: Dave Twiss, Mary Kempinski, Heather Weberling, and Patti Cornwell
Excused: Paul Spotts

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

III. Public Comment

Kristen McDowell concerned that some of the incoming families are unaware that we don't have a lunch program, and if we have families fill out the Free and Reduced Lunch Form they will want it. Have a booth at open house where it is communicated and assistance given.

IV. Approval of Consent Calendar

Motion made by Cornwell supported by Kempinski that the Consent Calendar including the August 11th, 2015 Regular Meeting Agenda, and the July 30th, 2015 Organizational Meeting Minutes and the July 30th, 2015 Regular Meeting Minutes be approved. Motion passed unanimously.

V. Correspondence

FSU to President Dave Twiss

Ferris State thanked Marshall Academy and congratulated the school and office on 100% compliance on Epicenter.

VI. Treasurer's Report

A. Approval of Financial Report (Including Fourth Quarter)

- Updated Unpaid Bills
 - Only funding in July was State Aid.
 - Midwest Admin Fee 4% of Gross Wages.
 - Local Debts paid down.
 - Working on paying invoices for landscaping, plowing, etc.
 - All utilities paid – still waiting on city of Marshall's electric bill.
- Budget based on 235 students.
 - Consumables and textbooks purchased for the year, but more will probably need to happen as numbers adjust.
- Audit needs to be finished in order to complete letter to State for financial aid.
- Need to be honest with creditors about financial stability and plans; open communication is key.

B. Fourth Quarter Report

- Breakdown of the quarter.
- Last page of spreadsheet shows the fund balance.
- Still not tackling the debt service (will be addressed in the 3 Year Financial Plan).
- Bus budgeted for \$48,000. Includes driver and an aide if needed. Includes all insurances.

The Board reviewed the treasurer's report. It was moved by Kempinski and supported by Weberling that the treasurer's report, including the fourth quarter report, be approved. The motion passed unanimously.

VII. New Business

A. 3 Year Marshall Academy Financial Plan

- Budget for 2015-2016 based on 233/235 (blended count).
- Plan wants a 10% increase over each year for the next 3 years. (about 23 kids). 2016-2017 goals is 256, 2017-2018 goal is 279 students.
- Does not project any increase in State aid per pupil funding.
- Enrollment is currently 255 but we need that for count day in October (October 7th) before we can think about any budget changes.
- Need to find out other ways to make money. State aid will just not be enough.
 - **Suggestions:**
 - GSRP program – try again. Will provide a needed service. 18 max students; need 12 to financially be stable. 38 weeks long. Best to start in September, but don't have to.
 - Might be more beneficial to do a Pre-school then GSRP could be added in later.
 - Daycare. Rent out facility to them. Great for staff and parents. One drop off.
 - School Meal Program. Important for disadvantaged students. But important for achievement and a service for parents. Contract out probably more viable rather than installing a kitchen. Would need coolers and heaters – but much cheaper than a kitchen. If 55% of students are free and reduced the whole population gets it! Also affects At-Risk money.
- Bus transportation.
 - Planning for Albion this year (holds 71 students).
 - Moving forward add another bus next year – Battle Creek.
- Student Count
 - Increasing enrollment is important but so is retention of new families.
 - 2.5% back into staff each year for the next two years.
 - Want 100% retention of students and staff.
 - Will need to increase administration as student numbers grow. Wish list:
 - Part-time instructional coach
 - Athletic Director
 - Assessment Coordinator
 - Dean of Students – more long term (2nd administrator)
 - 256 kids will need another elementary teacher.
 - Over next two years will need another elementary teacher and high school teacher as numbers grow.
 - At-Risk projected for about half in three years (48%). Would like to get to the 55% for whole school lunch program.
- Debt Services
 - This plan will address the long-term debt and allow that to be paid and on-time.

The Board reviewed the 3 Year Financial Plan. It was moved by Kempinski and supported by Cornwell that the 3 Year Financial Plan be approved. The motion passed unanimously.

VIII. Other Business

- A. Review and Vote on Board Applicant – Laura Koziarski
Discussion of Board Applicant Laura Koziarski. Well-qualified.

Motion by Cornwell and supported by Kempinski that Laura Koziarski's application be forwarded to FSU for Trustee approval. Unanimous approval.

- B. 7/8 Reading Curriculum
Discussed briefly at the July 30th, 2015 meeting.

Motion by Cornwell and supported by Kempinski that the curriculum suggestions be approved for the 2015-2016 school year. Unanimous approval.

IX. Business/Management Report

A. Headmaster

1. Student Achievement
2. Operations

- Student Growth – Personal Goal is 275!
 - Developing a plan/orientation for new students. With so many new students we need to assimilate them to our school culture.
 - Being very intentional about what Marshall Academy expects and being consistent. Mrs. Mrcozkowski and Headmaster working on a plan.
 - Most new students are in elementary – Grades 2 – 4.
 - Fliers for Kids Day at Calhoun County Fair.
 - Postcards will be sent out this week and next with a chart ranking area schools (8,000 postcards; every door delivery in Marshall, and east side of Battle Creek).
 - Rally at Victory Park in Albion was very successful, thanks to MAPA.
- Staffing
 - Hire a 2nd grade teacher – Mrs. Long will not be returning.
 - Have to open a second 3rd grade classroom.
 - Interviewing next week for 2nd and 3rd grade.
 - Interviewing this week for Special Ed. Position.
 - Posted a part-time ELA position to cover release time for two teachers to help with administration.
 - If 7/8 separate will probably make that person full-time and have to accommodate a schedule.
- Need a Second Bus – Need it right now.
 - 71 passenger bus. Have 75 signed up.
 - About 40 new students; most families from Albion returning are taking the bus as well.
 - Mr. Swan requested authorization for a 2nd bus from the board.
 - President Twiss wanted a stipulation with the leasing company that if there aren't enough students for a second bus we have an out in September.

Motion by Kempinski and supported by Weberling that negotiations for a second bus be authorized for the 2015-2016 school year. Motion passed unanimously.
- Grant for Integral Flow
 - Not ready for a full presentation, but working on it.
 - Laura Koziarski and Mr. Swan working on this grant.
 - Funding to assist students on Autism spectrum.

- Training for the staff.
- Investigating heavily a lunch program.
 - A cooperative/vendor and how quickly we could make a school lunch program happen.
 - Goal would be to find a way to incorporate something this year (even if not start of year).
 - Wants to incorporate MAPA lunches and not take that away from them.
 - 40% of free and reduced lunch families will allow school to get more At-risk funding.
- Received a letter today that the State Superintendent has released Marshall Academy from the Focus School designation.

B. Midwest School Services

1. Working with Tami Phelps for pupil accounting and grant searches.
 - Recommends a month-to-month contract with her from August to November. If student numbers are not there she would be relieved, but if they are there we would bring her on board more long-term.
 - Would fall under support services – pupil consultant.
 - Will be voted on in September.

C. Ferris State University

Compliments on the progress Marshall Academy is making.

X. Extended Public Comment

- Concerns about bringing in more students and discipline issues. Heard about issues from Marshall Public and we don't want discipline issues to push families away.
 - Twiss addressed the idea that we want motivated parents and need to keep that idea strong in order to keep standards high. We will make students better.
- Thanks to Midwest for their support and help. They are doing so much work to help Marshall Academy.

XI. Board Comments


- Weberling - Thanks to Mr. Swan, Mrs. Katz, Ms. McDowell, Midwest and other staff for working so hard. The joint effort is important for success. Energy is amazing and looking forward to the school year.

XII. Reconfirmation of Next Meeting Date: September 10th, 2015 at 6:00 P.M.

XIII. Adjournment

Moved by Kempinski supported by Weberling to adjourn. Unanimous approval to adjourn. Meeting adjourned at 8:10 P.M.

Proposed minutes respectfully submitted,



 Leslie Katz, recording secretary

Date: August 11th, 2015

Approved by the Board of Directors at its September 10th 2015 meeting.

Board Secretary  Date: 9/10/15

 President