

Marshall Academy Board of Directors  
Regular Meeting  
January 14<sup>th</sup>, 2016 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, Laura Koziarski

Excused: Paul Spotts, Patti Cornwell

Also Present: Frank Patterson, Don Haist, Brent Swan, Leslie Katz

Public: Deb Palmer, Cyd Dean, Ed Dean, Aaron Grenier, John Miller, Susie Twiss, Mary Doane, Dr. Neal Sarahan from Integral Flow

III. Public Comment

None

IV. Approval of Consent Calendar

Motion made by Koziarski supported by Weberling that the Consent Calendar including the December 10<sup>th</sup>, 2015 Regular Meeting Minutes, and the January 14<sup>th</sup>, 2016 Regular Board Meeting Agenda be approved. Motion passed unanimously.

V. Correspondence

Letter from Board Member Paul Spotts – Read by Board President, Dave Twiss

- The letter addressed concerns Paul Spotts had with the procedural implementation of Integrated Learning and bringing it to Marshall Academy. He cautioned the Board to proceed with committee rather than voting to accept the adoption of the program. He requested that the Board table any decision making at this time.

VI. Treasurer's Report

A. December Financial Report

- The quarterly financial report (6 months ending 12/31/15) will be discussed at the February 11<sup>th</sup> Board Meeting.
- December is when State Aid comes in to catch up for student count.
- \$33,003.65 still owed to Midwest for floating payroll until State Aid came in with new student count.
- State Aid will be roughly \$174,000 a month, FSU fee \$5,000. Midwest will be paid off and a majority of bills can be paid off in the near future.
- Review of outstanding bills and those paid in January or projected to be paid next week. A large bill run set for after the 21<sup>st</sup> when the January State Aid comes in.
- Request to look closely at lunch expenses and revenue. Money from Federal Government will come in mid-February from January. All data is being kept in SIS (Skyward) to keep track of purchases and student lunches to make sure record keeping is accurate for an audit. Weekly counts given to Midwest Management.
- Projected to have outstanding bills paid off by March/April.
- Outstanding bill to ISD is high – covers SIS (Skyward) and IT Services. Revenue from them is reimbursement for Special Ed Services.

**The Board reviewed the December Financial Statement. It was moved by Kempinski and supported by Weberling that the treasurer's report be approved. The motion passed unanimously.**

## VII. New Business

- A. Updating Procurement Policy
- B. Updating Reimbursement Policy

The board was informed these policies already exist and have been approved in the past. For transparency reporting these policies will be uploaded to the website. Swan and Patterson were informed by the State that these policies needed to be added to the transparency reporting on the website. According to Don Haist every district was audited and informed to upload these to the website.

## VIII. Other Business

### A. Lunch Program Update by Headmaster Brent Swan

1. Avg. 93 lunches/day, 44 breakfast/day. Avg 137 meals/day. 1,100 meals served in 8 days.
2. Data entry into SIS (Skyward) going smoothly. Currently being done on paper with pen, would like to purchase a scanner for future use to speed up the process and make data entry instant.
3. Contracted through GFS, delivering once a week.
4. Does purchase milk through GFS, but has to pick up.
5. Mr. Swan meeting with Prairie Farms to renew contract that was cancelled this summer. Now that the numbers are up they are interested in renewing a contract.
6. Mrs. Palmer reports the program is going well. Two helpers come in to help prep and serve (bus driver is also a food service provider).
7. Three compartment sink came in this week and will be installed.
8. County Health Department will be contacted for approval.
9. Pizza lunch for MAPA fundraiser being worked out in conjunction with National School Lunch program.
10. Koziarski asked to follow up if breakfasts interfered with morning start of classes. Response by Swan and Palmer. A few students needed to get used to sitting down and eating and not lingering. Students are headed to class by 7:55. Opening Ceremony has not been delayed. All tables are put away and gym cleaned before Opening Ceremony.
11. Reduced cost – 40 cents for lunch, 30 cents for breakfast.
12. \$2.50 for a whole lunch/non-reduced.
13. Parents are still writing checks to MAPA, but need to transition to writing checks to Marshall Academy. Working to get online pay setup for parents as well.

### B. Integrated Learning Approach Update

1. Laura Koziarski introduced Dr. Neal Sarahan from Integral Flow.
2. Presentation made by Dr. Neal Sarahan of the program.
  - Worked for past 35 years to increase the ability of educational institutions to find the talents that are hidden, to find the capacity which is blocked. He is an applied developmental psychologist. Small company based on 30 years of program application to help educators and schools.
3. Koziarski addressed benefit to all especially discipline concerns.
4. Grenier asked to speak.
  - Basic function was to facilitate students at Montcalm School. Facilitate understanding of four core areas. Identify strengths and growth areas and set goals (student, parent and educator input).
  - Had a one hour long class day.
  - Each week make meaning from feedback. Would focus on a theme per week with activities. At end of week students input data from staff observations and self-observations (sheet that teachers need to fill out daily).
  - Staff has to be aware of goals.

- Had 8-10 in a group per teacher at Montcalm.
5. Dr. Neal said, "If you build it, they will come." You don't need a carrot or a stick, you just need to provide a map and people want to belong.
  6. Twiss asked if peer influence is enough to get the new population to assimilate?
  7. Dr. Neal – With presence of these structures discipline and violence go down. MA has the culture and focus – this program would build on that – if MA were more intentional – staff must be stubborn that we occupy the "we" and be a part of the community.
  8. Koziarski – This program will give staff tools to deal with discipline concerns and acculturate new students.
  9. Twiss – Concerned about C student having a better change, and D students to B. Peers being accepted and not invisible. Concerned about good citizens and neighbors – wants MA's students to be better. How difficult is it for a staff to embrace it? Addressed to Mr. Grenier.
  10. Grenier – Was a classroom teacher and had training with Dr. Neal. Staff went to observe system in practice. His staff team was 10-12 teachers (school wide staff was 60-70). All involved in process. Believes it's possible to implement the program here at MA. Self-reflection is a huge struggle for teenagers and he believes it will benefit all students.
  11. Twiss – Focus would be where?
  12. Grenier – MS and HS start.
  13. Swan – Train all staff, but implement in MS/HS then work down.
  14. Dr. Neal – Recommends identifying 10-12 students to start with. Offer 6<sup>th</sup> period class and run for spring. Learn from those what you need to expand to a larger community. Potentially begin this spring with sample and develop and expand this summer for a larger community. Would be a pilot in essence.
  15. Twiss – Would need complete parental permission.
  16. Kempinski – How would it affect schedule?
  17. Swan – Students would go into a 6<sup>th</sup> hour class.
  18. Kempinski – How much extra time and work will it take to get teachers up to date on goals?
  19. Grenier – Put into CARE team process, would be easy to implement.
  20. Kempinski – How long does training take?
  21. Swan – Initial 2 days – Integral flow comes to MA.
  22. Weberling – What is the timeline?
  23. Twiss – Wants a committee formed.
  24. Koziarski – Refer to handout of timeline.
  25. Twiss – Appreciates Dr. Neal's time and Koziarski's care and passion. Wants a committee formed to give a proposal and recommendation to the Board at the February 11<sup>th</sup> board meeting.
  26. Koziarski – Raised \$32,000 for spring, money is designated for Integral Flow. Suggests doing a pilot as it's already paid for, stay on schedule and train staff in February. Won't be able to access excitement from local foundations if the pilot doesn't go this spring. There's no loss with a pilot as it's already paid for.

Adjourned for 5 minutes 8:25 to 8:30.

Reconvened at 8:30 PM.

27. Twiss – Still wants to form a committee and present in February. Committee should consist of Paul Spotts, Laura Koziarski, Aaron Grenier, John Miller, Cyd Deane, Brent Swan, and one other parent to present a proposal with a recommendation on February 11<sup>th</sup> whether to pilot this spring or not. It's a big change, MA is taking a lot on right now, and this program could help with all of the changes. Wants a pitch from a committee.
28. Koziarski – Needs more input from staff and to communicate with them.

29. Twiss – Start with MS/HS and get a recommendation from the committee.  
Committee should meet twice to discuss before Feb. 11<sup>th</sup>.

IX. Business/Management Report

A. Headmaster

1. Student Achievement
  - M-Step Results
    - Wide range, all over the place.
  - Paper/pencil seems to score better than computer adaptive.
  - M-Step for this year has cut a lot of elements and should be shorter.
2. Operations
  - Count is 257 students.
  - School Choice Rally planned at United Methodist Church in Albion Saturday, February 16<sup>th</sup> 12-2 PM.
    - Mailing went out.
    - Formal presentation at 12:30 to highlight the school, rest of the time is more of an Open House.

B. Midwest School Services

1. Insurance Policies needed to be reviewed. There was one issue with the original policy, Marshall Academy needed to be added to their policy in writing. Hylant group updated their language and the policies were reviewed again and passed through FSU.
2. Handout of mailer sent for School Choice Rally.

C. Ferris State University

1. 2 members up for renewal. Will need to get reconfirmed by FSU Board if they plan to stay on the Board.
2. Budget planning – start for next year.

X. Extended Public Comment

Cyd Deane – Has an 8<sup>th</sup> grader. Helpful having Dr. Neal here to explain the program. Thinks the program would really benefit the whole school – a rounded approach. If talking about the Albion kids who need a place, wouldn't this be a selling point for them?

Susie Twiss – Hopes that this program can be implemented quickly in the elementary because of what she has heard from the elementary end with discipline issues. This program would help them so much. Hears from families that this school has done so much for them and hopes this can help others as well. January is board appreciation month and she appreciates what they do! It's a hard job and they don't get thanked enough.

John Miller – Cannot believe that Koziarski's son was what she says he was. He is blown away with her son's growth if that's true. Concerned with Paul Spotts's spot on the committee because he is already against it. Hopeful that Spotts will come around and wants this program at Marshall Academy. Wants more staff on the committee to benefit communication in building. **(Twiss addressed Mr. Miller - wants to make sure the committee is not one sided. Wants Paul's opinion because he will question it.)**

Mary Doane – Heard about the program at last month's board meeting. Lack of communication with staff about this program; knows very little about it. Program does sound valuable now but is still concerned with it and the communication of it to staff.

XI. Board Comments

Heather Weberling – Hears every night how awful 1<sup>st</sup> grade class is from her daughter. Behavior is a huge issue in 1<sup>st</sup> grade. The discipline has to be addressed; this program, Integral Flow, could be the change they need.

Dave Twiss – Married to a very thoughtful person. Cards and notes to each board member from his wife to board members. Marshall paper has missed school board pictures at the Academy for 15 years. Thank you to Midwest for making MA a financially sound school. Thank you to Mr. Swan for all he does. Thank you to Don Haist and FSU for all of their hard work with MA. Thank you to parents for understanding the goal is making students excel, making good neighbors, make the teachers' lives easier, and be proud of our children.

XII. Reconfirmation of Next Meeting Date: February 11<sup>th</sup>, 2016 at 6:00 P.M.  
Budget meeting at 5:00 PM. Kempinski, Weberling, Twiss, and Patterson.

XIII. Adjournment

Moved by Kempinski supported by Koziarski to adjourn. Unanimous approval to adjourn.  
Meeting adjourned at 9:00 PM

Proposed minutes respectfully submitted,

Leslie Katz  
Leslie Katz, recording secretary

Date: January 14<sup>th</sup>, 2016

Approved by the Board of Directors at its March 9<sup>th</sup>, 2016 meeting.

Board Secretary D. Swiss RR  
Pres

Date: 3/9/16

