

Marshall Academy Board of Directors
Regular Meeting
June 8th, 2016 5:30P.M.
Proposed Minutes

I. Meeting Call to Order

Called to order at 5:32 P.M.

II. Roll Call

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

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

Public: Aaron Grenier, Cyd Deane, Tricia Mullins, John Miller, Carrie Knobloch, Kathleen Brutsche, Deb Palmer, Susan Twiss, Susan Mroczkowski, and Willard Smith.

III. Public Comment

Cyd Deane commented on her support of the ILA program based on improvement she's seen in her son.

IV. Approval of Consent Calendar

Motion made by Kempinski supported by Koziarski that the Consent Calendar including the May 11th, 2016 Regular Meeting Minutes and the June 8th, 2016 Regular Board Meeting Agenda be approved. Motion passed unanimously.

V. Correspondence

None

VI. Treasurer's Report

A. May Financial Report

- Revenues and Expenditures for May
 - Athletics were busy with fundraising initiatives. 3-on-3 Memorial Basketball Tournament.
 - Doing well with Hamlin Group discussions – they are happy with what's happening at the school.
 - The end statement does say there is a loss, but that's because the Harley-Duke debt is still on there, but it's still missing two State Aid payments (July and August).
 - Check Register – current on everything except ISD agreement (paying a quarter of it every State Aid payment).
 - Last page is projected accounts payable for June.

B. Budget Amendment 2015-2016

- Change due to accrued note with Harley-Duke and rolling it into the current loan. Will appear as revenue in 2015-2016 budget. Also accrued teacher salaries (9 month employees) for the 2015-2016 school year and put their final payments (July and August) into the 2015-2016 budget. Increased the expenses into the budget line item to note that. Future budgets will have salaries for a full year into the school year that teachers worked, rather than splitting.
- A little less money spent on unemployment, dual enrollment, and insurance.
- Title I and At-risk didn't fluctuate much.
- This year's budget is based on 257 students (that's the State Aid number).

The Board reviewed the May Financial Statement and Budget Amendment. It was

moved by Spotts and supported by Kempinski that the treasurer's report, including the May Financial Report and Budget Amendment be approved. The motion passed unanimously.

VII. New Business

A. MFA Board Resolution

- It's a bridge note to cover expenses until fall State Aid comes in. Through State of Michigan because it's a better interest rate. There's an authorizer certificate (FSU) schools go into a pool and end of July, early August the funds are dispersed if schools are approved. This is due Friday, June 10th. Don't have to do this. Other options are a private loan from elsewhere, i.e. Comerica.
- Twiss asked for the percentage rate and the amount.
 - Up to \$200,000 (doesn't expect to need to borrow that much), interest would be \$6,000. 11 payments throughout the year. First payment in August.
- Spotts noticed the paperwork was \$225,000. Frank wasn't sure why the discrepancy, but still does not anticipate or want to borrow that much. Just under \$175,000 would be needed to make payroll and pay bills.
- Continued issue with State Aid and school funding not matching budgets.
- In past the school had borrowed roughly \$500,000, this is an improvement. A much lower amount.
- Only borrow what is needed.

It was moved by Koziarski and supported by Kempinski that the MFA Board Resolution be accepted. The motion passed unanimously.

B. Budget Hearing

- Motion to suspend the rules for public hearing
Moved by Kempinski supported by Spotts and unanimously carried by those present, to suspend rules for public hearing at 6:16 p.m.
 1. The purpose of this portion of the meeting is to provide the public with the opportunity to review and comment on the 2016-2017 budget.
 2. Open floor to public comment regarding 2016-2017 budget.
 - a. Cyd Deane – Why is there not a Foreign Language Instructor?
 - i. Frank didn't include it to include a behavior interventionist to handle the discipline.
 - b. Cyd Deane – What would the behavioral interventionist exactly do?
 - i. Frank explained that Ralph and HR are working on the duties of the role.
 - ii. Would be right hand to the Headmaster. Oversee discipline and communicate with parents. Coordinate ISS, perhaps other duties as well.
 - c. Kempinski – Would the new Headmaster have input on that role?
 - i. Frank responded yes.
 - ii. Resumes are coming in for Headmaster role and interventionist. Internally resumes have been submitted to Midwest Management even though it hasn't been posted.
 - iii. Mrs. Katz reminded the public that questions need to be related to the budget and not the new Headmaster search.
 - d. Carrie Knobloch asked about a general increase in the

administrative salary.

- i. Staff decreased their pay by 5% two years ago. The next budget reinstates the 5% so there's an increase in all salaries.
 - e. Per Pupil funding went up in State of Michigan. Blended count is 260 for 2016-2017 (a very small increase from current year). 5% reinstatement to salaries is included. Increases in classroom supply budgets. Included money for updating of Battle Creek Math and Science Center Kits. Increase in Improvement of Instruction (workshops and conference) allows more opportunities for staff to attend professional development or funds can be for in house professional development.
 - f. Marketing – Still proposing same amount of advertising to increase or keep enrollment. Postage, direct mailers (2-3 last summer). Cyd Deane asked about the expense of design fee.
 - g. Carrie Knobloch – Will fund balance be higher next year in comparison to this year? What is the point of that? Frank explained that it couldn't be negative and you always want to increase it. Wants to find a way to finance a Latin teacher.
 - h. Would take 7-8 students to cover the hiring of a new teacher. Depends on the subject, grade level, etc. Roughly 7-8.
 - i. Homeless Liaison line item question from Willard Smith.
 - i. Swan explained that money from the State has to be set aside to take care of students that become homeless. Transportation services, supplies. Make you set them aside, if you don't use them you can roll them over to Title I the next year, but you have to set them aside. A tremendous amount of paperwork.
- Motion to End Public Hearing and Resume Meeting of Board of Directors Moved by Spotts supported by Kempinski and unanimously carried by those present, to resume the meeting of the board of directors at 6:39 p.m.
 - Approval of 2016-2017 Operating Budget
 - Koziarski asked about ILA expenses.
 - No money in budget for elementary teacher of ILA? Frank responded that there currently is not. Koziarski wants a part-time teaching position for elementary. Frank did not want to increase staff. Koziarski asked what would happen if ILA is approved and extended and there's an increase in enrollment. Frank said the budget could be amended to add staff if numbers increase and more staff is warranted. Does not want to over project and hire staff that could not be afforded in the fall if enrollment does not go up.
 - Spotts asked about the budget based on increase in enrollment and whether that's a good idea. Wiser to assume lower than the number the Academy currently sits at and then add things in if numbers go up. Would rather plan on less, hope for more, and add things in if numbers go up.
 - Swan responded that enrollment for next year is 249 currently. Reenrollment is going strong. Parent tours are up. Swan is optimistic.
 - Weberling asked about marketing to increase numbers to make the projected number. Wants mailers in Marshall.
 - Frank said if numbers go up in Albion another bus could be added quickly. Thoughts on recruiting to East Battle Creek as well. Dial a Ride works for students in Marshall, a bus not needed.
 - Twiss referred to the history of numbers and fluctuation. Promise of lunch

and busing were needed to make the numbers this year. Since more people were asked for and the numbers increased there is now a need for a behavior interventionist. There's a cost to getting children in the door, but that's the duty of the school to live up to teaching and meeting the needs of the students. Another office employee is great. Latin was big when the school started and agrees it's important and wants Latin to be a first addition if numbers increase. Plan carefully and hoping the school keeps the current families. Maybe not 60, but in a size that can be absorbed more easily. Culture of the school is the most important thing to conserve. Appreciates Midwest's prudence on the budget. Budget can be amended as needed in the future, it is fluid, but it needs a strong steady hand at the wheel.

Moved by Koziarski supported by Kempinski and unanimously carried by those present, to approve the 2016-2017 Operating Budget.

C. Board Retreat Discussion and Date Set

- A retreat is 2 credit hours. It is for strategic planning. No voting can take place, it is Open (post it on the door). A management representative would be present. Twiss will attend and would like Don Haist as well. Haist said it would be productive to send out questions in advance to think about and bring them to the meeting. Spotts questioned if it would be permissible to invite prospective board members. Haist said yes.
- Spotts feels as if he should step down from the board because his schedule is too busy, and he feels there should be an opening so that someone else could step in. Last board meeting he can attend for the next 2-3 months. Has decided to resign at the end of the meeting to create an opening for someone else. Don Haist mentioned that logistically a new board member can't be approved until November.
- Monday, July 11th at 9 am at Koziarski's residence.

It was moved by Kempinski and supported by Weberling that the date be set at July 11th at 9 am. The motion passed unanimously.

D. Academy Name Change – Proposed to Marshall Preparatory Academy

Spotts commented that local schools with the title “Preparatory” had a poor reputation in the area and is concerned with the name change.

Tabled - Ralph Cunningham was not in attendance for the presentation.

E. MHSAA Board Resolution

What the Academy does every year to partner with the MHSAA. The agreement is to follow policies and procedures for the athletic association.

It was moved by Spotts and supported by Kempinski that the MHSAA Resolution be accepted. The motion passed unanimously.

VIII. Other Business

A. ILA Update – VOTE

- Mr. Grenier:
 - Had a lot of parent and student feedback to share. Feedback was positive; keep in mind it was over a few months. Increased academic performance, organization, and social interactions. Open letter to the Board from parents, Mike and Annalisa Brower: The program is important to help students meet the high standards expected at the Academy and for life outside of school.

- Encouraged the Board to approve the program and continue it next year.
 - Mr. Grenier is pleased to be spearheading this program and creating belonging for those students at school.
 - Survey responses 5 (2 verbal, total of 7). Each parent who responded would like their child to continue in the program next year if the Board approved. Because of scheduling students after 10th grade would likely not be able to continue if they attend the CACC (Calhoun Area Career Center). But will create openings.
 - Summer ILA course if Board approves program. 9 families interested already.
- Koziarski reminded the Board that aspects of the program can be school wide to improve belonging and it matches well with the virtues and it has positive behavior supports to help the behavior interventionist.
- Twiss asked about staff involvement. Has there been resistance to this? Or resentments from other students?
 - John Miller responded that Mr. Grenier is the perfect person to lead this to encourage other staff members and keep everything positive. Commented that the staff are supportive as a team. Has seen improvement in students. Haven't involved the elementary staff yet but sees good buy-in and good things in the future.
 - Brent Swan added that the slight negative was the time and scheduling. However, in the future the class could be scheduled as an elective and would not take them away from other things.
- Twiss asked if there was any regression from students in the program.
 - Mr. Grenier doesn't believe anyone over all slipped or regressed.
- Twiss wants the program to have a lasting effect, hard to judge with a short period of time. Twiss asked if Spotts had any reservations. Spotts's said his concerns were more broad and not particular to this program.
- Weberling asked what would happen if there isn't money to get an elementary ILA teacher? Something has to happen. Frank mentioned that
- Koziarski shared finances. Women of Impact donated \$3,350 to be used for Summer ILA Program and travel expenses for June in-service. Marshall Community Foundation gave money for one day of fall training. Michael Slavoff Memorial Fund – A grant for Marshall Academy. Currently \$5,000. Once more funds are available over \$5,000 funds will go to Marshall Academy. Doesn't have to be specific to ILA, can be made to anything but specific to Marshall Academy. Felpausch would like to pay \$6,000 for more if a grant is filed. John and Karen Yakimow would like to give a donation. Karen would like to be involved in the program directly. Donations take the school through the summer. \$10,000 for every training. Will need it in the fall, but only needs \$1,000 more for that. Still needs to raise \$20,000. Lieutenant Governor wants a site visit in August (August 31st). Will invite Kellogg Foundation in August as well.
- How do you become a training site? Koziarski isn't sure, more information to come. Curriculum belongs to the school. Philosophy is it belongs in small schools and a lot of small schools.
- Kempinski concerned that advertising it will have more students for the program than the school can accommodate. Doesn't want to promise parents students can be in it, if there isn't room. Wants it to continue, but doesn't want it to overwhelm. Establish a waiting list?
- Koziarski mentioned that if it becomes a school culture it won't matter if they are in the specific class. Swan mentioned that one already enrolled and wants in for the fall. Two other families are interested and if ILA is at the Academy they will be at the Academy.
- Mr. Grenier can accommodate 10-15 as a manageable number.
- Frank asked if the class be transient. Could it be semester based?

- Kempinski - Keep students in it as long as needed. Graduate out then create an opening.
- Twiss concerned that leaving it open K-12 is too much. Doesn't want to overpromise. Willing to continue 6-10th with caveat that if the numbers are there and the talents is there to extend to elementary.
- Weberling asked if there are enough elementary students now for this program? The answer from Mr. Swan was yes.

It was moved by Koziarski and supported by Kempinski that ILA be continued through next year and grades be determined at the discretion of administration based on funds and staff. The motion passed 4 Yes, 1 No. Motion carried.

B. Proposal for Early Release – VOTE

- 6 dates chosen that work best with the school calendar. Budget does include PD increase so funds available if needed for development.

It was moved by Kempinski and supported by Weberling that the dates be approved and added to the school calendar. The motion passed unanimously.

C. Certificate of Completion – VOTE

- For students with IEPs not expected to graduate with a diploma. The coursework is life skills and job training. The Special Ed teacher instructs in these skills. Makes students more marketable and prepares them for independence.

It was moved by Spotts and supported by Kempinski that the Certificate of Completion Program be approved. The motion passed unanimously.

D. Curriculum Committee Update

- Current members – Karma Pritchard (parent), Marcine McCarthy (parent), Carrie Knobloch (parent), Mary Kempinski (Board member), Leslie Katz (committee chair/teacher) . Meet every few weeks. Found that reading anchor books need to be focused on again and will need to be addressed during PD in the fall for staff.

IX. Business/Management Report

A. Headmaster

- Student Achievement
 1. Achievement Status and Growth of grades 1-10. 9th excluded because the number is below 10 (5 currently). Reading and Math.
 - a. Reading - 1st and 2nd fairly strong, 3rd did not meet target (higher achieving classes need challenged), 4th strong, 5th and 6th approaching growth target, 7th did not meet target , 8th growth numbers solid, achievement level is lower, but growth was solid, 10th grade is high achieving and their growth was in the 50th %ile, average growth.
 - i. 3rd and 7th had teacher changes and did not meet goal, perhaps a factor.
 - b. Math – 1st grade improved immensely. 2nd-5th similar in growth percentiles and achievement. 6th and 7th strong in achievement and growth.
 - c. Why was 3rd grade down in both? – Spotts
 - d. Not a lot of resources spent on 3rd grade with small class sizes. In February noticed the scores were low and started to allocate resources there. Data is important for those interventions.
 - e. Fall to Spring is what FSU looks at and holds the school

accountable for. First administration of the test.

- Operations
 1. KG Round up. Class is at 20 students. Good for this time of year, usually pick up a few in the summer.
 2. Plans with maintenance to improve building. Moving dumpsters to the other side of the building, perhaps have a fence. Keeps garbage trucks off the driveway and not where kids are. Garbage trucks are causing issues with asphalt of the drive. Extend sidewalk where the parking is in the front and put a pad for the dumpsters.
 3. Summer School – ILA Program, Reading and Math Interventions (K-1, 2-3, 4-5), credit recovery for MS/HS. Program will be 4 weeks for targeted students. Starts July 11th, Monday-Thursday (9-2 pm will provide lunch). Using Dial-A-Ride Albion/Marshall Connector to transport students. \$1 each way for elementary students. Looking at 10-12 students in each one.
 4. Final Board meeting. Expressed gratitude to the Board and the families that represent Marshall Academy. “Gained more than you’ve given. Benefited being part of the community for 9 years.”

B. Midwest School Services

C. Ferris State University

X. Extended Public Comment

- Mrs. Katz – Thank you to Dave Twiss for his service on the Board and everything he’s done for the school.
- Cyd Deane – Thank you to Dave Twiss and will miss Mr. Swan. Talking about getting the reading scores up, recommended looking into reading buddies - business people, parents, mentors to read with students. Not a cost, they are volunteers.
- Will Smith – Thank you for approving the ILA program. Would like to present his application to the Board as a potential Board member. Dave Twiss accepted it for review and will look at a formal nomination in the future.
- Faith’s mom – Thank you to Mr. Swan. Thanked Mr. Grenier for his work with Faith. She has come up 3 grade levels and is now on track for graduation. Expressed concern for the 1st grade class and wants something done there. Believes ILA needs to be down in the elementary and to improve community. Only concern is addressing elementary behavior and improving academics there. Middle School and High School are strong, but concerned about elementary.
- John Miller – Thank you to Mr. Swan as well. He’s been an amazing mentor in this academic setting. Background was college, but Mr. Swan greatly helped him with patience and advice. Was a challenging year for Marshall Academy for Mr. Swan and for the teachers. Have made positive strides but still room to improve. That’s growth – moving forward. Still in contact with previous staff and they speak highly of Marshall Academy and would still be here if they could for various reasons. ILA is a great program for this school and it needs to be pushed into the classrooms. Trying to teach students for a lifetime and Marshall Academy does that. View in community is improving and Marshall Academy can improve the community as a whole.
- Susan Twiss – Thank you to Mr. Swan, was a member of the hiring committee 9 years ago. To the Board thank you to Paul Spotts for his service. Would like to be more accepted in the community, but as long as MA is helping kids, that’s the goal. We are here to do our job. Thank you to Laura for all she’s done for the ILA program.

XI. Extended Board Comment

Weberling – Thanks to the school for communication about next year. That’s great. Thank you to management for realistic numbers. Thank you to Mr. Swan for his service.

Twiss – Thank you to everyone in attendance and their interest in ILA, their interest in the school, their interest in the community. Thank you to Midwest for their financial help.

Thank you to Mrs. Katz for keeping minutes and taking over the job at Board meetings. Thank you Paul Spotts for your devil's advocacy. Thank you to Laura Koziarski for her initiative with the ILA program and service on the Board. Thank you to Mary Kempinski for her long involvement. Thank you to FSU for making the charter for Marshall Academy available so quickly to become a charter school by noon the day they opened. Started in 1999 with 8 people in a dentist's office (Dave and Susan Twiss, Eric and Heidi Heidenreich, Brendan and Marcine McCarthy, Mike and Lynn Darling). Referenced Mr. Knoch's graduation speech and the most important thing for students to learn would be the virtues. The first four are human virtues, the last three are the theological virtues. Overview of each virtue. "They are words to live by and guiding principles." God bless you all for your involvement in the school.

Spotts – though it's not always popular he asks the questions he needs in order to have all the information, doesn't want decisions based on hearsay.

XII. Reconfirmation of Next Meeting Date: July 13th, 2016 at 6:00 P.M.

Moved by Koziarski and supported by Kempinski. Motion passed unanimously

XIII. Adjournment

Moved by Kempinski supported by Spotts to adjourn. Unanimous approval to adjourn. Meeting adjourned 8:52 PM

Proposed minutes respectfully submitted,

Leslie Katz
Leslie Katz, recording secretary

Date: June 8th, 2016

Approved by the Board of Directors at its _____, _____ meeting.

Board Secretary _____

Date: _____