

Marshall Academy Board of Directors  
Regular Meeting  
May 11<sup>th</sup>, 2016 6:00P.M.  
Proposed Minutes

*Approved*  
*6/8/16*

I. Meeting Call to Order

Called to order at 6:02 P.M.

II. Roll Call

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

Also Present: Frank Patterson, Ralph Cunningham, Brent Swan, Leslie Katz  
Public: Kristen McDowell, Aaron Grenier, Cyd Deane, Carrie Knobloch, Tricia Mullins, John Miller, Marissa Voke, Mary Doane, Willard Smith.

III. Public Comment

Mr. Miller thanked Patti Cornwell for helping with Walk to the Fountain. Date is May 27<sup>th</sup>; starts at 1 PM. – Mrs. Katz reminded the public that comments at this time are related to the agenda only. Further comment should wait until “Extended Comment”.

IV. Approval of Consent Calendar

Motion made by Cornwell supported by Kempinski that the Consent Calendar including the April 13<sup>th</sup>, 2016 Regular Meeting Minutes and the May 11<sup>th</sup>, 2016 Regular Board Meeting Agenda be approved with the ILA update moved before the financial report to allow Mr. Grenier to make a quiz bowl practice. Motion passed unanimously.

V. Correspondence

None

VI. Treasurer's Report

A. April Financial Report

- Revenues and Expenditures for April
  - State Aid has been consistent. Pupil membership count won't change for the rest of the year.
  - Checks and fees \$37,578. Harley-Duke, US Bank, and payroll other large items.
  - Received 2<sup>nd</sup> Special Ed reimbursement
  - Food sales roughly \$1,200 - \$1,500. School Meals Revenue \$5,170.
  - Payment to ILA for their invoice, but the funds were raised through the Battle Creek Foundation.
  - Title I expenditures based off of fall. Aides/Paraprofessionals will be paid the rest of the year from other funds.
  - Nothing majorly over budget.
  - Other issue was debt to Harley-Duke. Accrued interest for quite some time.
  - \$27,000 of unpaid bills.
  - Owe the ISD \$4,800. Paying them in chunks. Will have it finished in a couple more months. They have been gracious working with Midwest Management.
  - Bus Lease is a 9 month lease. June, July, August that bill will not be there.
  - Advertising costs this month for KG Round-Up and Open Enrollment.
  - December 31<sup>st</sup> the school was at over \$100,000 in debt, but now down to \$30,000.
  - How much is still owed on the original? Hamlin Group?
    - Roughly \$3 million. \$5 million between the two.

**The Board reviewed the April Financial Statement and Harley-Duke Amendment to the Mortgage. It was moved by Kempinski and supported by Cornwell that the treasurer's report, including the amendment to the Harley-Duke mortgage, be approved. The motion passed unanimously.**

VII. New Business

A. Board Calendar for 2016-2017.

- Two April dates. Changed to April 12<sup>th</sup>. Other dates were inaccurate and updated. No conflicts with breaks. Discussion to make sure dates were going to work with board members. A few conflicts with Spotts, but no alternative at this time. Ability to amend if a quorum isn't available for a future date.

**It was moved by Cornwell and supported by Koziarski that the calendar be accepted. The motion passed unanimously.**

B. Proposal for Early Release 1<sup>st</sup> Tuesday of each month

- Proposal by Mrs. Katz for the 2016-2017 school year.
- Will put together the actual dates for the June meeting and adjustments to school calendar, but wanted the Board to have time to review the idea before a vote. Board will vote in June.

VIII. Other Business

A. ILA Update – (moved in agenda to post correspondence, prior to financial report)

- Mr. Grenier:
  - Meeting with Dr. Neal and Tara to work and brainstorm. Parents and students want to re-enroll for next year. Read a thank you note from a parent in the program from the parent meeting held a few weeks ago.
  - Has heard other students/parents are interested and some students have come to MA looking for the program in the future.
  - Informal survey with students about ILA. Positive feedback and student interest. Some students have bad days, but most are good.
  - Need to increase parental involvement based on that check.
  - Success in getting students to participate in the community and think about others.
  - Students are raising money for the victims of the Ecuador earthquake. Practice planning, organizing, collecting, etc.
  - Looking to work in a homeless shelter.
  - Working to plan quiz bowl tournament.
  - Student ambassadors coming in to encourage classmates is going well.
- Areas of growth:
  - Refining the hourly reflection process.
  - Integrating more concrete parent involvement. Fine line between making students independent and keeping parents involved.
- Question from Spotts:
  - What cost is remaining with the survey? Mr. Grenier said it was covered, it just needed to be utilized more – time constraints currently.
- Further information from Mr. Miller:
  - Parent has noticed a huge difference in their child's attitude toward their grade.
  - During opening ceremony Mr. Swan and Mr. Grenier give an explanation of ILA focus for the week. The whole student body gets the information explained and tied into the virtues.
- Cyd Deane:
  - One student is consistently forgetting his folder. Her observation was when that student remembered his folder his excitement was evident

as he found success.

- Mentor program question from Twiss. How is that working? Doesn't want the ambassador to be a crutch, assistance is fine, but doesn't want them to be a crutch.
  - Mr. Grenier mentioned they have had one or two opportunities to come in – their goal is to try to bring their expertise and knowledge to these students and develop leadership skills by empowering the ambassadors.
  - Mr. Swan – a key component to student ambassadors not being a crutch is that students on the spectrum need that social relationship and that peer involvement.
- Word is getting out about ILA. Mr. Swan and Mr. Grenier will be speaking on the WBCK morning show to speak about the ILA program.
- Twiss asked if parent contact was being sent through child or directly to parents:
  - Mr. Grenier sends weekly updates to parents through email. Some have responded, some have not. Students are also encouraged to take the folders home and get them signed with a conversation.
- Twiss also concerned about follow through in the summer. Are there proactive steps for that?
  - Mr. Grenier has been discussing with Dr. Neal and Tara about summer projects. Working on ideas to make sure no progress is lost.
- Koziarski commented that one of the student ambassadors talked to her son and convinced him to go to prom. He will join them as a group. He's nervous but doing it anyway.

#### B. Curriculum Committee Update – Mrs. Katz

- Committee is comprised of Mary Kempinski, Leslie Katz, Marcine McCarthy, and Karma Pritchard. Would like to get an elementary perspective.
- Met two weeks ago to begin. Determined to begin with reading lists and anchor texts. Want to make sure graduation requirements are analyzed prior to the start of the 2016-2017 school year.
- Mary nominated Carrie Knobloch as an elementary perspective to join the committee – she accepted.

#### C. Board Nominations

- Cyd Deane – parent of one student. Currently enrolled in ILA. Has been involved in ILA as a push-in volunteer. Has been on MAPA board since 2011. Does graphics and newsletter for MAPA. Conscious choice to come here from Battle Creek and it has worked out very well.
- Carrie Knobloch – Moved from Grand Rapids. KG and 3<sup>rd</sup> grade student, a third one who will start in 2017. Wanted a small school with a solid foundation of values and a traditional education. They believe they found that with the Academy and they would like to see their children go all the way through. Background is a business degree from MSU and another from U of M. Experience on boards with non-profits for hospitals and other agencies. Loves the work that boards do to give organizations the direction and support they need.
- There will be two openings by October. President Twiss will be leaving the board after June. He would like both nominated and to join the board to promote children's education. He is confident the school is in better financial standing and the staff is committed to raising good citizens. It took a long time to find someone to ask, and both stepped up.
- There may be other openings on the board as well. Spotts is concerned that with his conflicts in scheduling that he will not be a strong board candidate to return. He is thinking of resigning depending on calendared events. Twiss asked that he hold his resignation until the two nominees can officially join the Board. Cornwell's daughter is interested so that may transition well later in the year.

**It was moved by Koziarski and supported by Cornwell that Knobloch and Deane fill out their applications and officially submit their applications. The motion passed unanimously.**

IX. Business/Management Report

A. Headmaster

- Student Achievement
  1. Right in the middle of testing season. M-Step testing is currently happening and MAP has begun as well. All testing is online computerized testing. Mr. Miller has been doing a great job making sure the schedule is being followed and students are not missing tests. Mrs. Katz created the schedule and is making sure tests are coordinated.
- Operations
  1. School Calendar
    - Calhoun County has a common calendar. If a school does not follow the common calendar the days in session not on the common calendar do not count as days of instruction for State total. Itinerant staff also unavailable during those days not on the common calendar.
    - Holiday break is supposed to be Wednesday, December 21<sup>st</sup> to Wednesday, January 4<sup>th</sup>. Need to adjust the calendar to fit. Can table and bring back in June to do a final approved calendar, but families are asking now what Holiday break is.

**It was moved by Spotts and supported by Cornwell that calendar be updated to fit the common county calendar. The motion passed unanimously.**

2. Secondary Functional Program – Certificate of Completion
  - Recommended by Swan that the Board adopt the criterion to allow students to earn a Certificate of Completion from Marshall Academy. This doesn't happen a lot. In the past 9 years only two have been awarded. A push by the State now that each school has the criteria spelled out.
  - Presentation by Mrs. Mullins:
    - Certificate of Completion needs to mean something for employers. Will show employers what the students receiving a Certificate of Completion are capable of.
    - Calhoun ISD asked all schools to develop these curriculums.
    - Currently two MA students working toward this, and a potential of a few students in elementary that will need this program in high school.
    - The course work can be adjusted based on individual student needs. This will be used with life skills to prepare these students for success after high school.
    - It's nice to have guidelines for enrollment in this program. Needs to be stringent so that diploma is the main goal. If a student has been here for a long time the staff will know by 9<sup>th</sup> grade if a student qualifies. If a new student enrolls, that student will have to spend time on diploma track with accommodations to make sure all attempts are made for a diploma. Up to the teachers to show the documentation and data that certificate is the way to go. Decision made by a team: case manager, teachers, administration, and parents.
  - Spotts asked how was it done in the past?
    - Swan explained there was a focus on life skills and ISD staff helped with forming a program at that time. Now the county wants every school to have a program of guidelines. This will keep Marshall Academy competitive with other schools.

- Spotts concerned that what was not written is concerning. Doesn't want Marshall Academy to be a place where students come to get a Certificate of Completion and have it "easy". Doesn't want this pushed in front of students. Should only be used in extreme circumstances. Diploma needs to be the goal.
  - Swan and Mullins agreed that this path will only be used sparingly. These procedures will prevent everyone from choosing this. Having these criteria spelled out will protect from that.
  - This program is not prep for college – it is pre-vocational, adult living, and social skills. Could get a GED later, but not a diploma.
  - Certificate means students can't get federal loans for college as diploma students can.
  - Focus is on employability, not college prep. Calhoun County has services for these students.
- Spotts asked - What if a student comes in with a Certificate track already?
  - If they are already on Certificate track it cannot be changed. It will be in their IEP and IEP is law, so it has to be followed.
  - Spotts concerned about this.
  - Swan thought with parental support and ISD help a student could be moved back to diploma, but it would be a long process.
  - Koziarski commented that IEPs are hard to come by and they are not given lightly.
- It is a push by the county to have these guidelines adopted by school boards.

**Twiss wanted this to be decided on in June. Board members agreed.**

3. KG buddy day. Next year's kindergarten students come spend the day with other students. Well received and a good day. Had 8 yesterday and 9 today. 17 enrolled now.
4. Mr. Swan read his letter of resignation. He will resign his position at the end of his contract in June. He thanked the Board for the opportunity to work here for 9 years and is ready to move in his career and is trusting God to guide his path. Mr. Twiss and other board members thanked him for his service. Will work with Midwest and his replacement for training and transition.

#### B. Midwest School Services

- Summation of a consultant's observations of the school on May 2. Ralph shared his report with the Board and would like it discussed at the June meeting.
- Highlighted in yellow are items most important. Walk through notes given as well. Accepted as presented and will review before next meeting.

#### C. Ferris State University

- Absent.

### X. Extended Public Comment

- Mrs. Katz reminded the Board that ILA is a pilot program and a final vote will need to take place in June. ILA is coming again in June for professional development if the program is accepted. The Board will vote without a proposal from committee in June.
  - Patterson asked what will the costs be. Mrs. Koziarski said the Kellogg Trustees will pay for April, June, and August training. Marshall Community Foundation also heard a grant proposal. Will not vote until May 24<sup>th</sup>.
  - Kempinski asked about ongoing costs. If program continued into next year, the only costs would be the training, but Koziarski is working on funding for the fall and will find funding for four more days of training.

After that MA will be a training site.

- Spotts asked how much it costs – 2 days equals \$10,000 according to Koziarski. Koziarski has been raising discretionary funds to pay for travel expenses and the cost of training.
- Cyd Deane – Sorry to hear that Swan is leaving. She thinks he is fantastic for this school and wishes him the very best. Her understanding is that if ILA continues the school will be able to earn more students and money with that.
- John Miller – Invited parents and Board members to walk to the fountain on May 27<sup>th</sup>. Help and supervisors needed. Would like a lot of community support. Family of benefit would like to donate the money back to the school and the arts. Part of the funds will go to the Diversity Dance Team and part to the music program. There will be a dance off at the fountain as part of the event. Thank you to Patti. Patti feels she would love the use of funds and the dance off.
- Mary Doane – Suggestion for curriculum committee that more educators be on the committee. Perhaps have alternate members for each subject area. Twiss gave Mrs. Katz the flexibility to bring in other members to review areas of curriculum at different grade levels and subject areas.
- Willard Smith – Great gratitude for the ILA program. Has a daughter in the program and her grades and organization have gone up. Will miss Mr. Swan. In the two years his daughter has been at the Academy she has gone up 3 grade levels and he is very thankful.

XI. Board Comments

- Koziarski – in lieu of all resignations that have come forth, Koziarski suggested that Twiss stay on until October to help with the transition. However, Twiss explained he is term limited; he has not completed his continuing education. Will speak with Don Haist about possibility of staying on for a few months to assist with transitions.
- Kempinski spoke with Mindy that a board retreat was suggested for May or June (will complete 2 credits). Can a retreat happen before Twiss leaves?
- Twiss thanked the nominees to the Board and Mr. Grenier's honesty regarding the ILA program. Thanked parents for coming and sharing comments about ILA. Anecdotal evidence is important.

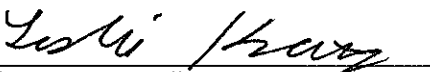
XII. Reconfirmation of Next Meeting Date: June 8<sup>th</sup>, 2016 at 5:30 P.M. for Budget Hearing to be included.

Moved by Cornwell and supported by Kempinski. Motion passed unanimously

XIII. Adjournment

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

Proposed minutes respectfully submitted,

  
Leslie Katz, recording secretary

Date: May 11<sup>th</sup>, 2016

Approved by the Board of Directors at its June 8, 2016 meeting.

Board Secretary David E. Spotts Date: 6/8/16