

Marshall Academy Board of Directors  
Regular Meeting  
September 10<sup>th</sup>, 2015 6:00P.M.  
Proposed Minutes

Approved

I. Meeting Call to Order  
Called to order at 6:06 P.M.

II. Roll Call  
Present: Dave Twiss, Mary Kempinski, Heather Weberling, and Paul Spotts  
Excused: Patti Cornwell

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

III. Public Comment

None

IV. Approval of Consent Calendar  
Motion made by Kempinski supported by Weberling that the Consent Calendar including the August 11<sup>th</sup>, 2015 Regular Meeting Minutes, and the September 10<sup>th</sup>, 2015 Regular Board Meeting Agenda be approved. Motion passed unanimously.

V. Correspondence  
**FSU to President Dave Twiss**  
Financial Plan accepted and approved by the Charter Schools Office.

VI. Treasurer's Report

A. Approval of Financial Report

- Cash Balance
  - Low now, but once State Aid comes in more bills will be paid. State Aid comes October 20<sup>th</sup>.
- Updated Unpaid Bills
  - Midwest has been paying down portions of many bills with companies in order to show good faith. There has been communication to insure good relations.
  - Midwest Management can cover the costs of the US Bank bill for now until October State Aid comes in.
- Pressing issues are Harley & Duke and US Bank.
- Spotts recommended if any changes in financing or loans occur make payments due November 1<sup>st</sup> so that it's after State Aid comes in.

The Board reviewed the treasurer's report. It was moved by Kempinski and supported by Spotts that the treasurer's report be approved. The motion passed unanimously.

VII. New Business

A. Bid Protest Policy and Procedures

- Explanation by Headmaster Swan that it is needed as a process in case vendors have an issue with a choice. Bids and Proposals only requested if a large sum (i.e. bus, food program, cleaning services, landscaping). It's a safety feature. Guidelines from a model policy by the State and an expectation of FSU.

The Board reviewed the Bid Protest Policy and Procedures. It was moved by Spotts and supported by Kempinski that the Bid Protest Policy and Procedures be approved. The motion passed unanimously.

B. Bullying and Prevention Policy

Needs updated with language regarding cyber-bullying or cyber-harassment on and off campus. Applies to all members of the school community.

The Board reviewed the Bullying Prevention Policy. It was moved by Kempinski and supported by Weberling that the Bullying Prevention Policy be approved as presented. The motion passed unanimously.

VIII. Other Business

A. Contract for Support Services with Tami Phelps regarding Pupil Accounting

- Will provide all State reporting services that are now absent. Midwest Management does not provide this service. Crucial reports are timely and accurate in order to receive funds. Title I and At-Risk money can be accessed until pupil accounting is complete. Tami Phelps would be able to complete reports and paperwork that would alleviate responsibility from the administrative office at the Academy. Tami Phelps is also very familiar with the school's Student Information System – Skyward.
- \$220/week – considered reasonable according to Frank Patterson – Midwest Management Rep.
- Creates checks and balances by separating the management company and the person uploading the information requesting funds.
- Contract is dated for August, but will be changed for the date that the contract is accepted and started.

Motion by Kempinski and supported by Weberling that the contract be signed and entered into on a month to month basis and revisit the contract in November after count day and to allow for a budget amendment. Motion approved unanimously.

IX. Business/Management Report

A. Headmaster

1. Student Achievement

- Starting Monday students will begin the NWEA – MAP testing according to FSU's charter. The secure browser still needs to be uploaded. Grades 2-10 are required to test in Reading and Math. 1<sup>st</sup> grade is optional and will be testing. It's a growth assessment and gives the teachers more information to use right away.

2. Operations

- Current count is 252 students. Had 9 no shows on Tuesday – the first day of school. Working to build back – goal is back over 260 by count day. Four students enrolling by Monday.
- Busing Update
  - 93 riders on bus routes.
  - Do have two buses, however, only one bus driver. Currently running two bus runs.
  - Tweaking organization of students and seating arrangements because of varied age groups.
  - Trying to recruit a bus driver is difficult. Other schools are also short drivers – seems to be a shortage county wide. Contacted Marshall transportation services. Hoping to work together for training drivers. Needs a CDL with a chauffeur endorsement and a bus endorsement.
  - Hanover as a back-up for training drivers. They will come to the school to train drivers – takes three days.
  - Cost of training a new driver is \$500-\$600.
- Lunch Program

- Midwest Management has been really working hard to get a school lunch program up and running. MAPA has stepped up to provide lunches for students until an official school lunch program can be started.
- Have to get at least 3 bids.
- Prepared off site and brought in. Some companies will bring in all the equipment needed – warmers, freezers, milk cooler.
- Health Department would then need to come in and approve.
- Currently working on the National School Lunch Program in order to get funding for Free and Reduced lunch qualifiers. This would be a breakfast/lunch/after school snack program.
  - Requirements from the program to make a full balanced nutritional meal.
- Preferred Meals System has already come in.
  - Scoop and Serve – family style with a person who scoops it up.
  - Meals prepared in trays as a second option. The trays are heated on site and served.
  - Preferred Meals will hire their own people or the school can hire their own.
- Would need to hire someone to serve meals and coordinate. Cost of this person would be paid through the program itself. Better to hire own workers because of their familiarity with students and staff.
- Goal is to have the program pay for itself and provide an important service to the students.
- Spotts is concerned because the expectation at Marshall Academy is that families who come to this school will put something into it and be invested in their child's education. Concerned that if too much is given there's an attitude of expectation rather than putting an effort into it. Likes the idea of taking down barriers to students coming and wants others to get the same education that his children are getting. Doesn't want an attitude of expectation, wants parents to support the school and gets their kids educated. Doesn't want to become a place to ship students off for the day.
  - Headmaster Swan addressed building a culture at Marshall Academy and the expectation of parents and students and the partnership involved in education. Currently concerned that the lunches being brought are unhealthy and a lunch program could improve the nutritional value for students and thus impact academic performance through healthier eating.
- Logistics of equipment also a concern. Several locations in the gymnasium.
- Health Department would have to authorize prior to starting a program.
- Currently collecting data to determine how many students qualify for free and reduced lunch and who would utilize the program. There was a survey of parents to see who would be interested – 60-70 lunches per day in the responses. Some companies require a minimum number of lunches per day.
- Spotts also concerned about the waste of food that could happen and what he sees working in schools currently. Just because it's a healthy meal doesn't mean the students will eat it. Concerned about time waster of running the program – don't want to take time from the classroom.
- Frank Patterson mentioned schools don't have to participate in the National School Lunch Program. Another option is the school to have its own program. Will require purchase of own equipment.
- Can put out there to have a pre-bid on October 8<sup>th</sup> for the next board meeting with samples and options.
- Recommendation of the Headmaster that the Board allow Midwest

Management to seek the bids so the Board can make a decision with as much information as possible.

- President Twiss wants hard numbers in October, Kempinski requested also having bids prepared so all the information is there to make a decision.

B. Midwest School Services

- 401k plan.
  - Adoption agreement to be signed by Board President and another member. Plan is a 2% input across the board for all paid staff. Previous plan was 2.5% for only salaried staff. Drops the .5% to include all staff (aides, custodial, transportation).
    - President Twiss and Heather Weberling will sign it.

C. Ferris State University

1. Presentation of Compliance Award – 7 years running.
2. Updating contact information for the FSU-Charter Schools Office.

X. Extended Public Comment

Kristen McDowell commented that a majority of new parents really wanted the opportunity for their students to come to Marshall Academy and the students she has spoken to have all said they love it here and are very excited to be here.

Headmaster Swan mentioned that several parents have come and attended school for the day to set the tone for their students.

XI. Board Comments

Spotts wanted to thank those involved in marketing and helping promote the school and improve enrollment.

Spotts checked into legal representation and is looking for options. Wants more local representation.

Spotts to budget committee that they hold the line on spending and continue to find ways to pay off the major debt.

XII. Reconfirmation of Next Meeting Date: October 8<sup>th</sup>, 2015 at 6:00 P.M.

Schedule budget meeting for 5:00 PM before the board meeting. Budget committee is Weberling, Kempinski, and Twiss.

XIII. Adjournment

Moved by Kempinski supported by Weberling to adjourn. Unanimous approval to adjourn. Meeting adjourned at 8:00 P.M.

Proposed minutes respectfully submitted,

Leslie Katz  
Leslie Katz, recording secretary

Date: September 10<sup>th</sup>, 2015

Approved by the Board of Directors at its October 8<sup>th</sup>, 2015 meeting.

Board Secretary David E. Ferris Date: 10/8/15