

**MCA Mission Statement:** *The Muskegon Covenant Academy provides at-risk youth, ages 16-22 years, hope and the opportunity to earn their high school diploma. MCA believes that all students are valuable members of our community. MCA students will be guided by a caring, compassionate staff that will provide students with an academic foundation guiding them to post-secondary careers, training and college. MCA believes that providing this foundation for our youth will prevent poverty, homelessness and underachievement. This will be done with absolute respect and unconditional love while offering home and encouragement to all students.*

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## MUSKEGON COVENANT ACADEMY

### BOARD OF DIRECTORS MEETING

#### AGENDA

**Date:** December 11, 2019  
**Time:** 12:00 P.M.  
**Location:** 125 Catherine Avenue  
Muskegon, MI 49442

**A. Call to Order**

**B. Roll Call**

Asaline Scott, President	<input type="checkbox"/> Present	<input type="checkbox"/> Absent
Dave Sipka, Vice President	<input type="checkbox"/> Present	<input type="checkbox"/> Absent
Jim Fisher, Treasurer	<input type="checkbox"/> Present	<input type="checkbox"/> Absent
Donna Secor Pennington, Secretary	<input type="checkbox"/> Present	<input type="checkbox"/> Absent
Goeff Hanson, Member	<input type="checkbox"/> Present	<input type="checkbox"/> Absent

**Other Attendees:**

Doug McNeil, Legal Counsel  
Matt Cawood, GVSU  
Dan Matthews, CAF  
Sam Joseph, Founder  
Joe Tenbusch, Senior Director of Retention & Mission  
Gretchen LaHaie, Director of Operational Services  
Mia Clark, MCA School Leader  
Suzanne English, MCA Supervisor of Academic Progress  
Tonya Landis, MCA Board Recording Secretary

**C. Public Comment on Agenda** (comment on Agenda items only, reserved to three minutes per person)

**D. Approval of Agenda**

Motion: \_\_\_\_\_ Second: \_\_\_\_\_  
Ayes: \_\_\_\_\_ Opposed: \_\_\_\_\_

**E. Approval/Acceptance of Standard Business**

**i. Regular Board Meeting Minutes – October 3, 2019**

Motion: \_\_\_\_\_ Second: \_\_\_\_\_  
Ayes: \_\_\_\_\_ Opposed: \_\_\_\_\_

**ii. Board Retreat Meeting Minutes – October 3, 2019**

Motion: \_\_\_\_\_ Second: \_\_\_\_\_  
Ayes: \_\_\_\_\_ Opposed: \_\_\_\_\_

- iii. **GVSU Update (Matt Cawood)**
- iv. **Retention Report (Mia Clark)**
- v. **Update on Legal Matters (Doug McNeil)**
- vi. **Financial Reports**
  - a. **Audit Presentation (Brickley DeLong)**

**F. Correspondence**

- a. GVSU Annual Board Member Conflict of Interest Forms

**G. Old Business**

**H. New Business**

**a. Approval of the amended NCJA Policy**

Motion: \_\_\_\_\_ Second: \_\_\_\_\_  
 Ayes: \_\_\_\_\_ Opposed: \_\_\_\_\_

**b. Approval of the Emergency Operations Plan**

Motion: \_\_\_\_\_ Second: \_\_\_\_\_  
 Ayes: \_\_\_\_\_ Opposed: \_\_\_\_\_

**c. Approval of the MCA Employee Handbook**

Motion: \_\_\_\_\_ Second: \_\_\_\_\_  
 Ayes: \_\_\_\_\_ Opposed: \_\_\_\_\_

**d. Approval of Tangi Stuart to be the MCA Special Education Parent Advisory Committee Representative for 19-20 school year**

Motion: \_\_\_\_\_ Second: \_\_\_\_\_  
 Ayes: \_\_\_\_\_ Opposed: \_\_\_\_\_

**e. Approval of MCA Bank Signers to be added (Goeff Hanson) and removed (Jon Felske, Dave Sipka, Chris McGuigan)**

Motion: \_\_\_\_\_ Second: \_\_\_\_\_  
 Ayes: \_\_\_\_\_ Opposed: \_\_\_\_\_

**I. Discussion**

- a. Weekly Check Signer
- b. Winter Graduation - Tonight, Wednesday, December 11th @ 6:00 PM

**J. Public Comment on Non-Agenda Items**

**K. Reminder of Next Board Meeting** Wednesday, February 19th, 2020 at 12:00 PM.

**L. Adjournment**

Motion: \_\_\_\_\_ Second: \_\_\_\_\_  
 Ayes: \_\_\_\_\_ Opposed: \_\_\_\_\_

*This is a meeting of the Board of Directors, held in public, for the purpose of conducting the Academy's business, and is not to be considered a public community meeting. A time for public participation during the meeting is indicated in the agenda.*