

**Muskegon Covenant Academy**  
125 Catherine Ave, Muskegon, MI 49442  
(231) 720-3100

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**Board Meeting**  
**MUSKEGON COVENANT ACADEMY**  
**BOARD OF DIRECTORS**

Date: August 17, 2021  
Time: 12:00 P.M.  
Location: 125 Catherine Ave  
Muskegon, MI 49442

**MINUTES**

MEETING TYPE:     Regular     Special     Proposed     Approved

**A. Call to Order** – Asaline Scott called the meeting to order at 12:02 PM

**B. Roll Call**

Asaline Scott, President	X Present	<input type="checkbox"/> Absent
Donna Secor-Pennington, Vice President	X Present	<input type="checkbox"/> Absent
Jim Fisher, Treasurer	X Present	<input type="checkbox"/> Absent
John Selmon, Secretary	X Present	<input type="checkbox"/> Absent via ZOOM & Left 1:00pm
Goeff Hansen, Member	X Present	<input type="checkbox"/> Absent

**Other Attendees:**

Sam Joseph, Founder	Dan Matthews, CAF
Matt Cawood, GVSU	Amanda Acker, Director of Academic Progress
Chris McGuigan, Legal Counsel	Mia Clark, MCA School Leader
Gretchen LaHaie, CAF	Tonya Landis, MCA Board Recording Secretary
Constantine Karis, MCA Teacher	Kelly Lyro, MCA Teacher
Deondre Taylor, MCA Teacher	Judge Pittman, CAF Board

**C. Public Comment on Agenda-** None

**D. Approval of Agenda** - Jim Fisher would like to add the new job description discussion to the agenda, it was added to committee reports.

**Motion:** Jim Fisher motioned to approve the agenda

**Support:** Donna Secor-Pennington seconded the motion    **Ayes: 5**    **Nays: 0**

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

**a. Approval of the following Meeting Minutes:**

**i. Regular Meeting Minutes – June 15, 2021**

**ii. Annual Budget Meeting Minutes - June 15, 2021**

**Motion:** Goeff Hansen motioned to approve the board meeting minutes

**Support:** John Selmon seconded the motion    **Ayes: 5**    **Nays: 0**

**b. CAF Announcement-(Sam Joseph)** Dan Matthews will continue in his consulting role to the school leaders and conduct mission surveys and collect mission data.

**c. School Report**

**i. Retention Report-(Mia Clark-Grissom)** Enrollment is currently at 121 and MCA had 109 transfers from last year. On average there are 10 students a day attending in the building. MCA Family and Friends Day will be Monday for the community. There will be activities, food, backpack and prize giveaways, and community partner booths to help service the community. The staff street outreach has started every week, Tuesday through Thursday.

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A copy of the meeting minutes is available for public inspection at 125 Catherine Ave, Muskegon, MI 49442, within 8 business days for proposed minutes and within 5 business days of approval for approved minutes.

The Academy shall comply with subtitle A of Title II of the Americans with Disabilities Act of 1990, Public Law 101-336, 62 USC § 12101 et seq or any successor law. Should you require specific accommodation(s) please contact Ms. Landis (231-720-3100) prior to the meeting.

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- ii. **Progress Update -(Mandy Acker)** Explanation of academic revamp and why it was needed. Goeff asked about schedule expectations of the students. Jim asked about literacy support especially with virtual students. The master schedule will be very structured and also have a time slotted for comprehensive reading and writing for all students.
- iii. **Financial/Personnel Update: (Gretchen LaHaie)**
  - 1. Moved money into a savings account that is a higher rate than MILAF. Per pupil rate actually increased. Audit has started virtually.
  - 2. Hired a new Science Teacher and the Enrollment/Data Specialist has been posted.
- iv. **GVSU Update: (Matt Cawood)-** Finalizing the board virtual training and trying to expand opportunities.
- v. **Legal Update: (Chris McGuigan)-** Updated board policies have been reviewed and recommended for approval.

**F. Correspondence**-None

**G. Old Business** -None

**H. New Business**

- a. **Approval of the Spring 2021 Policy Updates**
- b. **Approval of the Amended 21-22 School Year Calendar**
- c. **Approval of the GVSU/MCA Contract Amendment: Schedule 7-2, Curriculum**
- d. **Approval of the 21-22 Student Handbook**

**Approval of items a-d together**

**Motion:** Jim Fisher motioned to approve items a-d

**Support:** Goeff Hansen seconded the motion                      **Ayes: 4                      Nays: 0**

- e. **Expansion of MCA Board of Directors** - Discussion of reasons to expand to seven board members. The MCA board will need to find at least one more board member with Goeff Hansen wanting to retire. Continue thinking about a replacement and also other possibilities for adding the additional board members.
- f. **Dan Mathews Report** - Results of the staff survey about the impact that COVID has had on the school and the barriers for student's attendance. Discussion about the biggest barrier being the students working during school hours or third shift.

**I. Committee Reports** - Mentoring Pilot Program - mentoring/counseling with 5-10 students. Ignite Program - career placement for students. New position for a college and career ready specialist to help students to graduation and prepare them for the future.

**J. Discussion** - None

**K. Public Comment on Non-Agenda Items** - Letter read from the teachers - board members thanked them for sharing their thoughts

**L. Reminder of Next Board Meeting** - Regular Board Meeting: Tuesday, October 19, 2021 at 12:00 PM

**M. Adjournment**

**Motion:** Jim Fisher motioned to adjourn the meeting.

**Support:** Goeff Hansen seconded the motion

**Ayes: 4                      Nays: 0                      The meeting was adjourned at 1:46 P.M.**

**MINUTES CERTIFICATION**

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Proposed minutes respectfully submitted,

\_\_\_\_\_  
Board Secretary/Recording Secretary

\_\_\_\_\_  
Date

Approved by the Muskegon Covenant Academy Board of Directors on October 19, 2021.

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Date

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