

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

Board Meeting
MUSKEGON COVENANT ACADEMY
BOARD OF DIRECTORS

Date: December 11, 2019
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 11:35 AM

B. Roll Call

| | | |
|-----------------------------------|---|--|
| Asaline Scott, President | <input checked="" type="checkbox"/> Present | <input type="checkbox"/> Absent |
| Dave Sipka, Vice President | <input checked="" type="checkbox"/> Present | <input type="checkbox"/> Absent |
| Jim Fisher, Treasurer | <input checked="" type="checkbox"/> Present | <input type="checkbox"/> Absent |
| Donna Secor Pennington, Secretary | <input checked="" type="checkbox"/> Present | <input type="checkbox"/> Absent (Came in 12:15 PM) |
| Goeff Hansen, Member | <input type="checkbox"/> Present | <input checked="" type="checkbox"/> Absent |

Other Attendees:

Joe Kaplan, CAF Board
Sam Joseph, Founder
Gretchen LaHaie, CAF
Doug McNeil, Legal Counsel
Matt Cawood, GVSU
Joe Tenbusch, Senior Director of Retention & Mission
Brian McFarren, Brickley DeLong
Tonya Landis, MCA Board Recording Secretary
Mia Clark, MCA School Leader

C. Public Comment on Agenda

None

D. Approval of Agenda

Motion: Dave Sipka motioned to approve agenda

Support: Jim Fisher seconded the motion

Ayes: 3 Nays: 0

E. Approval/Acceptance of Standard Business

a. Regular Meeting Minutes –October 3, 2019

Motion: Donna Secor-Pennington motioned to approve the regular board meeting minutes

Support: Jim Fisher seconded the motion

Ayes: 3 Nays: 0

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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b. Board Retreat Meeting Minutes - October 3, 2019

Motion: Jim Fisher motioned to approve the regular board meeting minutes

Support: Dave Sipka seconded the motion

Ayes: 3 Nays: 0

c. GVSU Update- Optimistic that the Charter School Funding bill will pass and be retroactive. Grant awards will be coming and the board members have fulfilled their professional development obligation. The board reception will be April 20, 2020. Conflict of Interest Forms are due.

d. Retention Report- Introduction of Joe Tenbusch, Senior Director of Retention & Mission. He will work with all of the schools, but housed out of MCA and collaborate with Mia for board meetings. Mr. Joseph asks to see 60% daily attendance and the schools have been having weekly retention meetings to discuss attendance and barriers. The biggest issue right now is transportation, but many of the students have jobs and work second or third shift. Side note: board would like to look at some subsets and possibly those incarcerated on report. Also is WorkKeys the best/right testing for the students.

e. Legal Matters Update- Has been working on the Fall 2019 updates to the policies, the NCJA, and the EOP.

f. Financial Reports- There is a variance due to the loan payoff not happening in the last fiscal year.

i. Audit presentation- Reported there was no difficulty with management, no difficulty with the audit, and no uncorrected statements. MCA has a healthy fund balance.

F. Correspondence

GVSU Annual Board Member Conflict of Interest Forms

G. Old Business

None

H. New Business

a. Approval of the amended NCJA Policy

Motion: Jim Fisher motioned to approve

Support: Dave Sipka seconded the motion

Ayes: 4 Nays: 0

b. Approval of the Emergency Operations Plan (EOP)

Motion: Jim Fisher motioned to approve

Support: Dave Sipka seconded the motion

Ayes: 4 Nays: 0

c. Approval of the MCA Employee Handbook

Motion: Dave Sipka motioned to approve

Support: Donna Secor-Pennington seconded the motion

Ayes: 4 Nay: 0

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

Motion: Dave Sipka motioned to approve

Support: Donna Secor-Pennington seconded the motion

Ayes: 4 Nay: 0

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

Motion: Jim Fisher motioned to approve

Support: Donna Secor-Pennington seconded the motion

Ayes: 4 Nays: 0

I. Discussion

- 1) Weekly Check Signer- Gretchen will sign the checks and a board member signs the registry
- 2) Winter Graduation- Tonight, Wednesday, December 11th @ 6:00 PM

J. Public Comment on Non-Agenda Items

K. Reminder of Next Board Meeting

Regular Board Meeting: Wednesday, February 19th, 2020 at 12:00 PM at MCA

L. Adjournment

Motion: Jim Fisher motioned to adjourn the meeting

Support: Dave Sipka seconded the motion

Ayes: 4 Nays: 0

The meeting was adjourned at 12:57 P.M.

Proposed minutes respectfully submitted,

Board Secretary/Recording Secretary

Date

Approved by the Muskegon Covenant Academy Board of Directors on February 19, 2020.

Board Secretary

Date

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