

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

Board Meeting
MUSKEGON COVENANT ACADEMY
BOARD OF DIRECTORS

Date: June 15, 2021
Time: 12:10 P.M.
Location: Zoom meeting

MEETING TYPE: Regular Special Proposed Approved

A. Call to Order – Asaline Scott called the meeting to order at 12:40 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
Goeff Hansen, Secretary	X Present	<input type="checkbox"/> Absent
John Selmon, Member	X Present	<input type="checkbox"/> Absent

Left at 1:35 pm

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
Tina Harmon, MCA Supervisor of Academic Progress	

C. Public Comment on Agenda- None

D. Approval of Agenda

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 Regular Meeting Minutes – May 11, 2021

Motion: Jim Fisher motioned to approve the board meeting minutes

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

b. School Report

- i. Retention Report-(Mia Clark-Grissom)** Enrollment is at 125 students. Vaccinated 8 families from MCA hosting the event and will be coming back to get the second vaccination. Two graduates for June graduation.
- ii. Progress Update -(Mandy Acker)** Over 80% of students have been active in edgenuity the last 21 days. There have been a lot of tech upgrades for the students. Making changes coming into the new school year such as providing care while challenging growth, making learning fun and exciting, focus moving toward literacy, and post-secondary exploration. Discussion about helping students get training and jobs.

Weekly Two-Way Interaction Rates-posted to website:

May 4th: 2 TWI 54% & 1 TWI 82%

May 11th: 2 TWI 45% & 1 TWI 72%

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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May 18th: 2 TWI 35% & 1 TWI 72%

May 25th: 2 TWI 41% & 1 TWI 63%

iii. Financial/Personnel Update: (Gretchen LaHaie)

1. Approval of the following budgets:

a. 2020-2021 MCA Final Budget Amendment

b. 2021-2022 MCA Projected Budget

Motion: Jim Fisher motioned to approve the board meeting minutes

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

2. New Hires: Supervisor of Academic Progress (5/15) - (Tina Harmon)

iv. GVSU Update: (Matt Cawood)- Thank you to all who were able to attend the Board Reception.

v. Legal Update: (Chris McGuigan)- Reviewed contracts

F. Correspondence-None

G. Old Business

a. Recertification of the MCA Extended COVID-19 Learning Plan

Motion: Jim Fisher motioned to approve the Learning Plan

Support: Goeff Hansen seconded the motion **Ayes: 5 Nays: 0**

b. Approval of the 21-22 Employee Handbook

Motion: Jim Fisher motioned to approve the Employee Handbook

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

H. New Business

a. Approval of the following Educational Service Provider (ESP) contracts:

i. CAF/MCA Management Services Contract

ii. Axios/MCA Employment Services Contract

Motion: Jim Fisher motioned to approve the contracts

Support: Goeff Hansen seconded the motion **Ayes: 5 Nays: 0**

b. Approval of the following items:

i. 2021-2022 Auditor Engagement Letter

ii. Budget Timeline and Designation of Chief Administrative Officer

Motion: Goeff Hansen motioned to approve

Support: Jim Fisher seconded the motion **Ayes: 5 Nays: 0**

c. Approval of the Organizational Resolutions (i-vi)

i. Election of Officers

1. Board President Asaline Scott

2. Vice President Donna Secor-Pennington

3. Secretary John Selmon

4. Treasurer Jim Fisher

Motion: Jim Fisher motioned to approve the Organizational Resolutions

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

ii. Designation of Legal Counsel

iii. Indemnification of Authorizer

iv. Indemnification of Certain Individuals Associated with the Academy

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v. **Compliance with All Laws, Rules, and Regulations**

vi. **Bank Account Designation and Signatories**

Motion: Jim Fisher motioned to approve the Organizational Resolutions

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

d. **Approval of the Operational Resolutions (i-viii)**

i. **Board Correspondence Agent**

ii. **Civil Rights Representative**

iii. **McKinney-Vento Assistance Act**

iv. **Freedom of Information Act Coordinator**

v. **Designation of Title IX Representative**

vi. **Executive Summary of Title IX**

vii. **Principal Office and Public Notice Posting Location**

viii. **Newspaper for Public Notice**

Motion: Goeff Hansen motioned to approve the Operational Resolutions

Support: Donna Secor-Pennington seconded the motion **Ayes: 4 Nays: 0**

I. **Committee Reports - (Donna) Contract for mentorship program with Cedric Scott. Two more members were added. Changed name of the committee. Discussed connecting with students for feedback on wants and needs. Involved in the Ignite Program. Next meeting in July.**

J. **Public Comment on Non-Agenda Items - Thanking Jim Tyler for all of the help with leases.**

K. **Reminder of Next Board Meeting - Regular Board Meeting: Tuesday, August 17, 2021 at 12:00 PM**

L. **Adjournment**

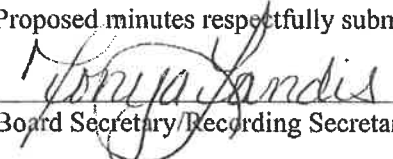
Motion: Jim Fisher motioned to adjourn the meeting.

Support: Goeff Hansen seconded the motion

Ayes: 4 Nays: 0 The meeting was adjourned at 1:52 P.M.

MINUTES CERTIFICATION

Proposed minutes respectfully submitted,

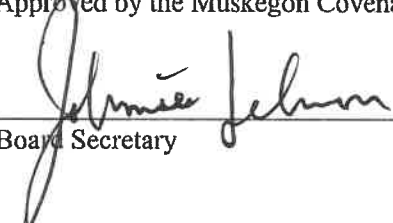


Board Secretary/Recording Secretary

8/17/2021

Date

Approved by the Muskegon Covenant Academy Board of Directors on August 17, 2021.



Board Secretary

8/19/21

Date

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