

Kalamazoo Covenant Academy
400 W. Crosstown Parkway
Kalamazoo, MI 49001
(269) 888-2700

Special Board Meeting
KALAMAZOO COVENANT ACADEMY
BOARD OF DIRECTORS

Date: October 17, 2019
Time: 12:00 P.M.
Location: 400 W. Crosstown Parkway, Kalamazoo, MI 49001

MINUTES

MEETING TYPE: Regular Special Proposed Approved

A. Call to Order

The meeting was called to order at 12:00 PM with confirmation that a quorum was present.

B. Roll Call

Luke Kujacznski, President	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Casey Alger, Vice President	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
John Lewis, Secretary	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Barbara Miller, Treasurer	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Albert Little, Member	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Elizabeth Bernhard, Member	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent

Other Attendees:

Sam Joseph, CAF; Gretchen LaHaie, CAF; Dan Matthews, CAF; Doug MNeil, Legal Counsel (conferenced in); Matt Cawood, GVSU; Jamie San Miguel, KCA School Leader; Lluvi Diaz-Lanier, Board Recording Secretary; Sandy Standish, guest

C. Public Comment on Agenda- None

D. Approval of Adjusted Agenda

Motion: Barb Miller motioned to approve the agenda

Support: Albert Little seconded the motion

Ayes: 5 **Nays:** 0

E. Approval/Acceptance of Standard Business

i Board Meeting Minutes - Regular Meeting - September 19, 2019

Motion: Casey Alger motioned to approve the minutes

Support: John Lewis seconded the motion

Ayes: 5 **Nays:** 0

ii. Board Meeting Minutes - Special Meeting - September 27, 2019

Motion: John Lewis motioned to approve the minutes

Support: Casey Alger seconded the motion

Ayes: 5 **Nays:** 0

iii School Update

- (Dan Matthews) Dan shared the results of the Student Asset survey. Very positive numbers. Input from 224 students in all three schools. 71 from KCA. Major role is to retain. Second is to get input on how we are doing. Based on Dr. Ed Ford's research 80% is a good place to be. Retention is the rock we stand on. KCA is at 84%.
- (Jamie San Miguel) Retention: On Count Day, Oct. 2, we had 183 students. Staff's mission is to go after and we recovered 53 students within 10 day rules. 20 students missing and cannot find as we don't have correct contact info and parents don't even know their whereabouts. Staff is in search for them throughout

A copy of the meeting minutes is available for public inspection at 400 W. Crosstown Pkwy Kalamazoo, MI 49001, 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 Lluvi Diaz-Lanier 269.888.2706 prior to the meeting.

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the community. 5 are out because of medical reasons. Reassigning advocates so that every staff members have 14 students. The board will be given the average attendance per month and see the number of students dropped and retained.

- Progress: Expecting 10-12 graduates for December's graduation.
 - Other: Students serving at Tree of Life. Parent volunteer serves snacks and lunch. The Bridge Church is a huge supporter, painted entryway, volunteers organized. New Partnership with Young Lives to work with our teen moms on a regular basis to help with parenting skills. Prevention Works will help with life skills and employability skills beginning 1st week of November for 10 weeks. Students forming a student board, we want to give them a voice and see what they come up with.
- iv. **GVSU Update (Matt Cawood)**
- Per pupil funding; state budget veto approx. 150 line items. 40 line items affected school aid. \$240/pupil increase was not given to charter schools. Board should consider adopting this resolution that charters should not be discriminated. Nearly 10 thousand parents have raised their voice through emails/phone calls. GVSU is recommending Board Resolution. Matt brought in new GVSU flag to put in the school.
- v. **Update on Legal Matters (Doug McNeil) –**
- Working on 2019 board policy. Request for Proposal Employment Service to make known that CAF manages KCA and also manages other schools so that if one submits proposal for one school, it submits proposal for all schools.
- vi. **Financial Update (Gretchen LaHaie)**
- 1st document is balance sheet. \$181,000 cash equivalence and \$157,000 total liabilities. 2nd document is YTD through Sept. 30th and compares projected versus actual. We don't receive revenue until this month. Need to find \$120-130k in the budget on various different line items and will likely not fill positions that we were going to hire for. A CAF board member paid off KCAs loan owed to Huntington Bank of \$74,000. Auditors will be at the next board meeting to share 18-19 audited financial statements.

C. Correspondence- None

D. Old Business-Casey asked status on the Jim Gilmore fund for the washer and dryer. Gretchen: we have not received funds, we were told to expect them in December. We need to get 3 bids from contractors. If you know of contractors, please send info to Lluvi.

E. New Business

a. Approval of KCA checks to be signed by one board member who is also an authorized signer

Motion: John Lewis motioned to approve

Support: Casey Alger seconded the motion

Ayes: 5 **Nays:** 0

b. Approval of the Spring 2019 Board Policy Updates for KCA

Motion: Barb Miller motioned to approve

Support: Albert Little seconded the motion

Ayes: 5 **Nays:** 0

c. Approval of RFP for Employment Services for KCA

Motion: Casey Alger motioned to approve

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Support: John Lewis seconded the motion

Ayes: 5 **Nays:** 0

d. Approval of 19-20 KCA Employee Handbook

Motion: Barb Miller motioned to approve

Support: Casey Alger seconded the motion

Ayes: 5 **Nays:** 0

e. Approval of Board Resolution

Motion: John Lewis motioned to approve

Support: Albert Little seconded the motion

Ayes: 5 **Nays:** 0

f. Approval of Wish List

Motion: Barb Miller motioned to approve

Support: Albert Little seconded the motion

Ayes: 5 **Nays:** 0

F. Discussion

i. Marc Schupan working diligently to demo building next door; waiting on Consumer's Energy to clear things. Demo should be complete in a few weeks. Looking for keynote speaker for graduation, any suggestions are welcomed.

ii. Graduation: December 19, 2019 @ KVCC downtown campus @ 6:00PM

G. Public Comment on Non-Agenda Items - None

H. Reminder for the next board meeting:

Regular Meeting: Thursday, December 19, 2019 @ 12:00 PM @ KCA

I. Adjournment - The meeting was adjourned at 12:59 P.M.

Motion: Barb Miller motioned to approve the meeting adjournment.

Support: Casey Alger seconded the motion.

Ayes:5 **Nays:** 0

Board Secretary/Recording Secretary

Date

Approved by the Kalamazoo Covenant Academy Board of Directors on December 19, 2019.

Board Secretary

Date