

Minutes of The Greenspire School
Board of Education - Regular Meeting
February 15th, 2016
Unapproved

- I. **Call to Order & Roll Call:** President Kurt Sanford called the meeting to order at 5:32 p.m. The meeting was held in the Math Commons area. Present: Kurt Sanford, Blythe Skarshaug, Matthew Missias, Meagan Batdorff, Raymond Minervini, Tara Ward. Absent: Gina Aranki.
- II. **Changes or Additions to Agenda:** None.
- III. **Approval of Previous Meeting Minutes:** Motion by Skarshaug to approve the January 25th, 2016 special meeting minutes, seconded by Minervini, voice vote; 6 ayes, 0 nays, motion carried. Motion by Skarshaug to approve the January 25th, 2016 regular meeting minutes, seconded by Batdorff, voice vote; 6 ayes, 0 nays, motion carried.
- IV. **Public Comment:** None.
- V. **Recognitions:** None.
- VI. **Board Correspondence:** None.
- VII. **Presentations:** None
- VIII. **Reports:**
 - a. Head of School and Superintendent's Report: Kelly reported that Ward was sworn in by Traverse City Area Public School, count day was moved to last Friday, Fall pupil accounting audit passed thanks to Kelly Francisco, 2016-2017 open enrollment started today. Received certification waiver for Physical Education teacher, Corey Hansen. Kelly will be recommending to personnel and finance to hire a certified PE teacher for 2016-2017. Project Lead the Way implementation continuing with Emily Ferguson travelling to Indianapolis for training. Also have secured one training position for Kelly Francisco in Project Based Learning from the Buck Institute for June training out west.
 - b. President's Report: Sanford still working on formal replacement for Skarshaug.
 - c. Treasurer's Report: Kelly referred to executive summary included in packet. Half-way through negotiating cash flow loan, to cover shortage in State funding schedule.
 - d. Committee Reports
 - i. Finance: Sanford reported committee met and discussed annual fund update.
 - ii. Facilities: Sanford reported committee discussed wetlands survey, and holding public forums meetings. The committee can then meet to discuss recommendations to board about building on the west side of campus. A building on the north side of campus was also resurrected, which already have early plans for to ease getting funding at once rather than going back a second time for additional funding.
 - iii. Grants: Kelly reported rejection of GT Band, two grants pending and five other grant applications at various stages.
 - iv. Advancement: Kelly referred to annual fund update, doing quite well.
 - v. Family Teacher Council: Ward reviewed minutes and upcoming winterfest. enhancing next year's fundraising to focus on raising more money with less effort.
 - vi. Personnel: Skarshaug reported discussion of Kelly's mid year evaluation, and next year's PE position.

vii. Curriculum: Did not meet.

IX. Discussion Items:

a. Community Forum Dates - Kelly is recommending Monday, March 14th for staff and Wednesday, April 13th, both at 7:00 pm and both are open to public. Brief discussion on the location and format of meetings.

b. Preliminary Building Design Considerations: Kelly discussed permission to start discussions with staff as far as the needs and wants of a new building. Board discussed the sustainability of current enrollment and the feasibility of how many students

X. Action Items:

a. Organizational Items for 2016-2017

i. Election of Board Officers

1. President- Motion by Minervini to elect Kurt Sanford as President, second by Missias, voice vote; 6 ayes, 0 nays, motion carried.
2. Vice-President - Motion by Missias to elect Raymond Minervini as Vice-President, seconded by Skarshaug, voice vote; 6 ayes, 0 nays, motion carried.
3. Treasurer - Tabled
4. Secretary - Motion by Skarshaug to elect Tara Ward as Secretary, seconded by Minervini, voice vote; 6 ayes, 0 nays, motion carried.

ii. Adoption of Calendar of Meetings / Dates, Times and Location: The Board will meet on the 3rd Monday of each month with the exception of July with meetings to commence at 5:30 pm in Spruce Hall - Motion by Minervini, seconded by Ward, voice vote; 6 ayes, 0 nays, motion carried.

iii. Designation of Place of Meeting Postings: All Greenspire Board of Education meetings shall be publicized through public postings in the Spruce Hall reception area and on the Greenspire website - Motion by Ward, seconded by Minervini, voice vote; 6 ayes, 0 nays, motion carried.

iv. Designation of Depository of Funds: The Greenspire School shall utilize Chase Bank for all deposit accounts - Motion by Skarshaug, seconded by Missias, voice vote; 6 ayes, 0 nays, motion carried.

v. Designation of Principal Print Media Outlet: The Greenspire School shall utilize the Traverse City Record Eagle as its principal print outlet for all legally mandated public postings - Motion by Ward, seconded by Minervini, voice vote; 6 ayes, 0 nays, motion carried.

vi. Designation of Board and Personnel Signatories on Deposit Account(s): The board president, board treasurer, the superintendent and assistant head of school shall be signatories on all Greenspire deposit accounts - Motion by Skarshaug, seconded by Batdorff, voice vote; 6 ayes, 0 nays, motion carried.

vii. Designation of Personnel Authorized to Negotiate and Implement Contracts with Service Providers: The board president and superintendent shall be authorized to negotiate and implement contracts up to an annual expenditure of \$5,000 per vendor - Motion by Minervini, seconded by Missias, voice vote; 6 ayes, 0 nays, motion carried.

viii. Adoption of the School Year Calendar- Tabled.

ix. Appointment of Title IX Coordinator: The superintendent shall act as the Title IX Coordinator for The Greenspire School - Motion by Skarshaug, seconded by Batdorff, voice vote; 6 ayes, 0 nays, motion carried.

x. Appointment of Freedom of Information Coordinator: The superintendent shall act as the Freedom of Information Coordinator for The Greenspire School - Motion by Minervini, seconded by Ward, voice vote; 6 ayes, 0 nays, motion carried.

xi. Appointment of Civil Rights Coordinator: The superintendent shall act as the Civil Rights Coordinator for The Greenspire School - Motion by Skarshaug, seconded by Minervini, voice vote; 6 ayes, 0 nays, motion carried.

xii. Appointment of Legal Counsel: Kuhn Rogers, PLC, of Traverse City shall act as legal counsel for The Greenspire School - Motion by Skarshaug, seconded by Ward, voice vote; 6 ayes, 0 nays, motion carried.

xiii. Appointment of External Auditor: Maner Costerisan Certified Public Accountants of Lansing shall act as the external auditor for The Greenspire School - Motion by Ward, seconded by Skarshaug, voice vote; 6 ayes, 0 nays, motion carried.

xiv. Appointment of Electronic Transfer Officer: The superintendent shall act as the electronic transfer officer for The Greenspire School - Motion by Minervini, seconded by Missias, voice vote; 6 ayes, 0 nays, motion carried.

xv. Designation of Committee Chairs and Members

1. Finance Committee Chair - Kurt Sanford
2. Finance Committee Member(s) - Megan Batdorff & Raymond Minervini
3. Facilities Committee Chair - Kurt Sanford
4. Facilities Committee Member(s) - Raymond Minervini
5. Personnel Committee Chair - Blythe Skarshaug
6. Personnel Committee Member(s) - Matthew Missias
7. Curriculum Committee Chair - Tara Ward
8. Curriculum Committee Member(s) - Matthew Missias
9. Grants & Advancement Committee Chair - Gina Aranki
10. Grants & Advancement Committee Member(s) - Blythe Skarshaug

XI. Closed Session for the Purpose of Evaluating the Performance of the Superintendent. Motion by Skarshaug to go to closed session, seconded by Minervini, voice vote; 6 ayes, 0 nays, motion carried.

Minutes of closed session

A closed session for the purposes of evaluating the performance of the superintendent Kevin Kelly and recommending or withholding a mid-year merit raise began at 7:00 pm.

Present at the closed session: Blythe Skarshaug, Raymond Minervini, Meagan Batdorff, Kurt Sanford, Matthew Missias, Tara Ward.

Board members reviewed and discussed the 6 performance goals previously established at the board level for assessment of the superintendent's leadership, as well as the self-evaluation of those goals provided by superintendent Kevin Kelly.

Board members are very pleased with superintendent Kevin Kelly's performance on these 6 measures. The Personnel Committee recommends the mid-year merit raise.

Motion to end the closed session by Skarshaug, second by Minervini. Voice vote, 6 ayes, 0 nays, motion carried.

Motion to open the meeting by Batdorff, second by Minervini. Voice vote, 6 ayes, 0 nays, motion carried.

Motion to give superintendent Kevin Kelly a mid-year merit raise of \$2,460.00 (3.1%) by Massias, second by Skarshaug. Voice vote, 6 ayes, 0 nays, motion carried.

Meeting is re-opened at 7:30 p.m.

Board members compliment Kevin Kelly, superintendent, on his work and told him they had approved the mid-year merit raise.

XII. Public Comment: None

XIII. Adjournment: Motion by Minervini to adjourn meeting, second by Skarshaug, voice vote; 6 ayes, 0 nays, motion carried. Meeting adjourned at 7:40 p.m.

Eric Breithaupt
Recording Secretary