

Minutes of The Greenspire School
Board of Education - Regular Meeting
March 18th, 2019

- I. **Call to Order & Roll Call:** President Kurt Sanford called the meeting to order at 5:37p.m. The meeting was held in Spruce Hall. Present: Kurt Sanford, Yvette Babin-Ringsmuth, Tara Ward, Steve Cousins, and Meagan Batdorff. Superintendent Kevin Kelly was also present. Absent: Matthew Missias.
- II. **Changes or Additions to Agenda:** None
- III. **Approval of Previous Meeting Minutes:** Motion by Ward to approve the regular minutes dated February 18, 2019, seconded by Babin-Ringsmuth; voice vote: 5 ayes, 0 nays; motion carried.
- IV. **Public Comment:** None
- V. **Recognitions:** None
- VI. **Board Correspondence:** None
- VII. **Presentations:** None
- VIII. **Reports:**
 - a. Superintendent's Report: Kelly reported the recent closing of the refinanced mortgage. The early open enrollment period has also closed and Kelly provided a recap of student retention and grade level wait lists. Marketing tools were also reviewed. Kelly also reported anticipated 100% staff retention for the 2019-2020 academic year. Kelly and Cousins provided information regarding research on health insurance coverage. Kelly reported that SET SEG is no longer available for liability insurance coverage once the charter moves to GVSU. Kelly is meeting with the ISD on April 9th to discuss possible financial services. He is also meeting with the General Agency Company to discuss liability coverage. Kelly reported that Laughton Gallagher, a marketing firm, has two confirmed dates to conduct high school focus groups in April. Kelly reviewed longitudinal data of students receiving special services at Greenspire. The current census is 21 or 16% of the student body. Kelly outlined the fundraising campaign for the spring. Lastly, he reviewed the items included in phase two of the GVSU authorization process which must receive board approval prior to June 1.
 - b. President's Report: None
 - c. Treasurer's Report: Batdorff reported fund raising has surpassed annual goals. Cash flow is currently stable.
 - d. Committee Reports:
 - i. Facilities/Finance: Sanford reported discussion of traffic flow study and the desire to expedite a meeting with all stakeholders on implementing the construction of the new "Purple Drive". Sanford reviewed upcoming costs or interior painting and repairs to exterior doors. LED lighting options were also reviewed.

- ii. High School Expansion: Kelly reported committee discussion on the size of the school and the mission and vision of the high school. Kelly reported discussion on the scope of programming, early graduation options, physical needs of the space, parking, NMC related expenses, and high school models. Curriculum consultants were also discussed.
- iii. Personnel: Babin-Ringsmuth reported discussing the staff absence policy regarding graduate work. She also reported that Kelly and Payette have plans for a PBL Academy next fall.
- iv. Curriculum: Ward reported that current and last quarter projects were reviewed. School improvement updates were discussed and a potential committee would begin in the fall to overhaul the school improvement process. The fall PBL Academy was also reviewed.
- v. Faculty summary: On behalf of the staff, Treasa Merchant shared an interest in having a rotation of board officer positions. The staff is also interested in a diverse pool of board members and looks forward to hearing the nominations of new board members soon. Merchant also reported staff interest in a possible partnership with NMC on Greenspire High.
- vi. Family Teacher Council: Kelly expressed a need for volunteer opportunities in the spring. A spring alumni reunion will tentatively take place in May, coinciding with the fundraising campaign.

IX. Discussion Items

- a. Board Recruitment: Kelly reviewed board recommendations for prospective new board members. Board nominations will stay on the agenda until all positions are filled. Ward suggested we clarify the preference of having an additional board member be a parent and include the staff in the process.
- b. Local School Expansions: Kelly reviewed data dating back to 2014 regarding Greenspire “feeder schools” and the high school destinations of our graduates. Ward requested the same data from Kelly regarding the past year.
- c. TCAPS Services Agreement: Kelly shared a letter from TCAPS regarding assurances of financial and other ad hoc services. Cousins suggested we obtain a formal memorandum of understanding (MOU) with TCAPS about services rendered. Kelly will seek the MOU from TCAPS as soon as possible. Cousins recommends the ISD for these services. Kelly will meet with ISD representatives about financial services on April 9.

X. Action Items

- a. 2019-20 .Organizational Items:
 - i. Adoption of Calendar of Meetings/Dates, Times and Location: Babin-Ringsmuth made motion; seconded by Cousins; 5 ayes, 0 nays; motion carried.
 - ii. Designation of Place of Meeting Postings: Cousins made motion; seconded by Babin-Ringsmuth; 5 ayes, 0 nays; motion carried.
 - iii. Designation of Depository of Funds: Cousins made motion; second by Ward; 5 ayes, 0 nays; motion carried
 - iv. Designation of Principal Print Media Outlet: Batdorff made motion; seconded by Babin-Ringsmuth; 5 ayes, 0 nays; motion carried.

- v. Designation of Board and Personnel Signatories on Deposit Account(s): Ward made motion; seconded by Batdorf; 5 ayes, 0 nays; motion carried.
- vi. Designation of Personnel Authorized to Negotiate and Implement Contracts with Service Providers: Ward made motion; seconded by Batdorff; 5 ayes, 0 nays; motion carried.
- vii. Adoption of the School Year Calendar: Cousins made motion; Ward seconded; 5 ayes, 0 nays; motion carried.
- viii. Approval of Course Offerings: Ward made motion; seconded by Batdorff; 5 ayes, 0 nays, motion carried.
- ix. Appointment of Title IX Coordinator: Babin-Ringsmuth made motion; seconded by Cousins; 5 ayes, 0 nays; motion carried.
- x. Appointment of Freedom of Information Coordinator: Ward made motion; seconded by Batdorff; 5 ayes, 0 nays; motion carried.
- xi. Appointment of Civil Rights Coordinator: Batdorff made Motion; seconded by Cousins; 5 ayes, 0 nays; motion carried.
- xii. Appointment of Legal Counsel: Cousins made motion; seconded by Ward; 5 ayes, 0 nays, motion carried.
- xiii. Appointment of External Auditor: Ward made motion; seconded by Babin-Ringsmuth; 5 ayes, 0 nays; motion carried.
- xiv. Appointment of Electronic Transfer Officer: Motion made by Cousins; seconded by Batdorff; 5 ayes, 0 nays; motion carried.

b. Election of Board Officers

1. President: Nomination of Sanford by Cousins; seconded by Batdorff; 5 ayes, 0 nays; nomination carried.
2. Vice President: Nomination of Babin-Ringsmuth by Sanford; seconded by Cousins; 5 ayes, 0 nays; nomination carried.
3. Treasurer: Nomination of Batdorff by Sanford, seconded by Babin-Ringsmuth; 5 ayes, 0 nays; nomination carried.
4. Secretary: Nomination of Ward by Babin-Ringsmuth; seconded by Cousins; 5 ayes, 0 nays; nomination carried.

c. Designation of Committee Chairs & Members

1. Finance Committee Chair: Batdorff nominated; Ward seconded; 5 ayes, 0 nays; motion carried.
2. Finance Committee Member(s): Sanford nominated; Ward seconded; 5 ayes, 0 nays; motion carried.
3. Facilities Committee Chair: Sanford nominated; Ward seconded; 5 ayes, 0 nays; motion carried.
4. Facilities Committee Member(s): Ward seconded; 5 ayes, 0 nays; motion carried.
5. Personnel Committee Chair: Babin-Ringsmuth nominated; Ward seconded; 5 ayes, 0 nays; motion carried.
6. Personnel Committee Member(s): seconded by Ward; 5 ayes, 0 nays; motion carried.

7. Curriculum Committee Chair: Ward nominated; Sanford seconded; 5 ayes, 0 nays; motion carried.
8. Curriculum Committee Member(s): seconded by Ward; 5 ayes, 0 nays; motion carried.

XI. *Closed Session:* Superintendent's Evaluation. Motion by Babin Ringmuth; seconded by Cousins ; 5 ayes, 0 nays; motion carried. Closed session called to order at 6:48p.m.

XII. *Adjournment of closed session:* Motion by Cousins, seconded by Ward; voice vote: 5 ayes, 0 nays; motion carried. Closed session adjourned at 7:05 p.m.

XIII. *Public Comment:* None

XIV. *Adjournment:* Motion by Missias to adjourn meeting, seconded by Ward; voice vote: 5 ayes, 0 nays; motion carried. Meeting adjourned at 7:08 p.m.

Sarah Payette
Recording Secretary