

Oakland Academy

Minutes of the Regular Board Meeting

August 24, 2023

1. Call to Order

The meeting of the Board of Oakland Academy was called to order at 5:00 pm, by Dennis Simpson, Board President. Copies of the agenda were emailed to the Board members and posted at Oakland Academy for other interested parties in accordance with the Open Meetings Act.

Roll Call:

Members Present

Members Absent

1. Dennis Simpson – President 2. Therese Searles- VP 3. Jeff Boyd – Member 4. Alexandria Wibert- Secretary	Therese Searles Arrived at 5:05 David Kidder
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2. Approval Agenda

Motion by Alexandria Wibert to approve the August 24, 2023, board meeting agenda with the addition of board calendar review under item 4. Second: Jeff Boyd

Aye: 4 Opposed: 0

Discussion: None

Motion Carried

3. Regular Business:

Public comment: None

Visitors: Omar Khayyam, PTO member and Bill Barker, GVSU Representative

Correspondence: Travis Gostinger reviewed a letter from GVSU sent to Eastern Michigan Bank regarding the State Aid note/borrowing. The letter states the academy is in good standing and able to borrow. The letter will be filed with board documentation.

Approval of the July 20, 2023, reorganizational board meeting minutes

Motion by Jeff Boyd to approve the July 20, 2023, reorganizational board meeting minutes.

Second: Alexandria Wibert

Aye: 5 Opposed: 0

Discussion: None

Motion Carried

Dennis requested all documents for the board meetings to be provided in the board email. Any late additions will be submitted to Shawn to copy and be brought to the board meetings.

Financial Reports

Lori LaMontagne presented the July financial reports. She reviewed the financial report process with the board and what they can expect to see each month as well as year to year. Items that are unusual will be noted. Travis explained the enrollment numbers from the state and how they are calculated. Therese asked why the numbers are different from what was on the chart summary. Lori reviewed the correct revenue and expenditures. Therese asked if the \$107,597 was a bill from FBR and if it was a reasonable and appropriate cost. Travis communicated that the amount included year end payroll and payroll accruals for July and August. That took care of everything that was discussed with them through June. Most of the July State Aid was used to cover that. We will have August State Aid for school operations. We will update the chart with the \$4,960 for July. Lori communicated that there is no State Aid for the month of September. Therese inquired about the Consumers Power charge. Lori communicated that there are two meters. Therese asked about the Petoskey Stone Media fees. Travis communicated that will be a monthly billing for new website and monthly marketing. The separate charge is for the buildout of the website and hosting for this year.

Motion by Therese Searles to approve the July Financial Reports.

Second: Jeff Boyd

Aye: 5 Opposed: 0

Discussion: None

Motion Carried

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Dennis requested that an Item “Action Items” be added to the future regular board meeting agendas above the Leadership Update.

4. Leadership Update

Principal Report

Shawn Boris presented her report. Enrollment is at 189. We had our Open House last night and it was a packed house. We have 15 student applicants that did not show up to the event. We will know on the first day of school if they are in attendance. We ended the year at 158 so we are in a good spot. Some families do need the before and after care. CDC next door has a waitlist. Shawn has spoken with the director, and they are trying to grow. She has been working with Petoskey Stone weekly with marketing/enrollment. She discussed a staff member returning to the school as well as a staff resignation. Further discussion commenced. Shawn communicated a new gradebook that will be used. More information will be communicated as she has details. Staff returned on Monday and started training. We were recently gifted technology, furniture and curriculum from Francis St. Primary School that recently closed. IT will be updating our computer lab. We will also have a mobile computer lab. Dennis asked about the CDC access and if Travis was working with FBR and could communicate with parents requesting access of the facility.

PTO Report

Omer reported a play date set up at a park for a back-to-school event. Last night at the Open House we set up a uniform sale. We are planning to pass out keys to students on the first day of school. PTO will be helping with the pickup line after school as well. Next month on the 20th will be our first meeting. Dennis asked Shawn to put out that meeting to the board.

Authorizer Report

Bill Barker informed the board that at the Arbor meeting there was a concern about the food service. I spoke with Travis about it, and he is going to talk with Midwest to see what the situation was. Travis is reaching out to Dave and expects to speak with him tomorrow. Travis communicated that he spoke with Doug McNeill and there are two things that are part of the discussion including the food service contract competitive bid and that there is a 30 day out in that contract if there ends up being an issue. That was written into the agreement. Travis will keep the board informed on this. Dennis inquired if the fees are reasonable, and Travis answered yes. Further discussion commenced.

Bill Barker administered the oath of office to Alexandria Wibert.

Bill communicated that we sent tips for the board to all schools. The set up in this room for meetings is not good for visitors. He suggested meeting in another room when meetings are at night. He suggested name plates for the board as well. Also, having a sign in sheet and copies

Initial ___AW___

for guests are suggestions. Alyson in our compliance office is leaving and we have hired for that position. We are searching/interviewing for the VP position. School performance reports are presented every year. Further discussion commenced. Fall principal meeting is in October, updates to come. First training is in September with MAPSA.

Management Report

Travis Gostinger started by sharing the Francis St. donations we received. Dennis asked the board for a resolution to thank Doug McNeill for referring the resources to our school. Travis gave the 90-day report out. We have Board policies and have put those in the portal for board access. I will be connecting with National Charter School Institute for Oakland's contact so we can get on a routine review. We will start the strategic planning process after the beginning of the school year is underway. We will be bringing the board into those discussions as well to look at the current happening and what we want. The last thing is the financial audit. The board engaged with the auditing company with FBR. We are staying in communication to make sure the audit is done in a timely manner. Travis will look into the final financial audit submission date. These requested each item have a number or example Item 3 a b c d and the next board meeting.

Motion by Therese Searles to thank Douglas McNeill for assisting and acquiring resources for Oakland Academy.

Second: Alexandria Wibert
Aye: 5 Opposed: 0
Discussion: None

Motion Carried

5. Board Strategy & Planning

2023-2024 Student Handbook for approval

Shawn presented the updates to the board.

Motion by Therese Searles to approve the 2023-2024 Oakland Academy student/parent handbook.

Second: Jeff Boyd
Aye: 5 Opposed: 0
Discussion: None

Motion Carried

2023-2024 Employee Handbook for adoption

Motion by Alexandria Wibert to receive the 2023-2024 Summit employee handbook. Second: Jeff Boyd
Aye: 5 Opposed: 0
Discussion: None

Motion Carried

Resolution for Borrowing

RESOLVED, that this Board of Directors hereby approves a State Aid Note in the amount of \$250,000, pending final approval from Grand Valley State University in accordance with the Charter Contract, and directs Travis Gostinger, CEO Summit Management, to sign the agreement on behalf of Oakland Academy.

Motion by Jeff Boyd

Second: Therese Searles
Aye: 5 Opposed: 0
Discussion: Therese asked if we qualify. Travis communicated yes and discussed the process.

Motion Carried

Board Calendar Report

Dennis communicated 3 meetings on the calendar are during the school day. He asked if the board would like to change the December and February meetings. The board would like to keep the calendar as is.

Theresa asked about printing agendas for the board and visitors.

6. Adjournment: Next meeting on October 19, 2023, at 6:30 p.m. at Oakland Academy
Oakland Academy.

Motion by Alexandria Wibert to adjourn at 6:10 p.m.

Second: Jeff Boyd
Aye:4 Opposed:0

Motion Carried

Board Secretary Signature _____ Alexandria Wibert _____
Date _____ 10/29/2023 _____

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