

Charlevoix Montessori Academy (CMA)
115 West Hurlbut Street
Charlevoix, MI 49720
(231) 547-9000

Minutes of the Board Of Education October 12, 2016, 5:30pm

1. Call Meeting to Order by President Seidel at 5:30 pm
 2. Present: Olach, Randall, Kroon, Dillon.
 3. Approval of:
 - A. **Agenda:** Motion by Kroon to approve. Supported by Randall. 4 Ayes/ 0 No, Approved.
 - B. **Minutes of Previous Meetings:** Minutes of Regular Board Meeting of September 2016: Minutes approved. Motion to approve by Randall, second by Olach. 4 Ayes/ 0 No, Approved.
 - C. **Financial Report:** Financial Report presented by Kali Kondrat. Discussion. Motion to approve by Randall, second by Olach. 4 Ayes/0 No, Approved.
 - D. **2016-2017 School Improvement Plan:** Presentation of CMA Improvement Plan for board approval. Motion to approve by Kroon, second by Olach. 4 Ayes/0 No, Approved
 4. **Correspondence:** None.
 5. **Public Comment:** None.
 6. **School Leader's Report:** Kali Kondrat reported that enrollment is currently at 63 including pre-school.
 - A. **Strategic Enrollment Plan:** Discussed need for aggressive enrollment plan designed to stabilize and increase enrollment at a target range of 75-100 students. Review of mission, vision, branding. Kroon and Dillon agree to develop the strategic enrollment plan prior to due date of December 31st, 2016.
 - B. **PTO:** 1st meeting scheduled for October 13th at 3:30pm.
 - C. **Fundraisers:** Discussed current Mixed Bag Fundraiser, upcoming Equal Exchange Fundraiser and PTO schedule for fundraising moving forward. Jennifer Earls will attend the Life Roots Family and Birth Expo 10/23, Direct your dollars currently at \$1083.00.
 - D. **Kids in the Kitchen:** 3rd annual program with the Health Department of Northwest Michigan beginning 10/14/16.
 - E. **Tang Soo Do Class:** Beginning Thursdays from 4pm-5pm. Teacher agreed to \$10 contribution to CMA per week for utilization of space for her class.
 - F. **Area Wide Professional Development** 11/1/16.
 - G. **Department of Treasury Conference in Lansing:** Will be attended on 11/28 by Kali Kondrat, Leslie Herriman and Board Member Dave Kroon.
 - H. **Kyle Kopicke** hired for IT services and has increased online speed and accuracy.
 - I. **Special Education teacher** will be on leave for health reasons. She has applied for a Charlevoix Community Foundation Literacy Grant and Great Lakes Energy Literacy Grant. Plan is to hire a substitute Special Education Teacher while Tracey is on leave.
 - J. **Pre-School Payments:** Discussed on-going need to capture pre-school payment for current children attending CMA. Approximately 8 to be paid monthly at \$150.00 per week for each child. \$1200—per week for all students, \$4800 per month, \$43,000 per year. Discussed action for a procedure for assisting parents in filling out DHS and other paperwork necessary to capture payment. Dillon agreed to contact DHS regarding packets.
- Motion to approve School Leader's Report by Dillon, second by Olach. 4 Ayes/0 No, Approved.
7. **Committee Reports:** None.
 8. **New Business:**
 - A. **Financial Administrative Review:** Reviewed by Board Members. Kroon motion to establish financial review committee, second by Randall.
 - B. **Apple Fest Parking:** Discussed need for people to direct parking. Event parking allows approximately 40 parking spaces at \$5.00 per space.

5. Public Comments: None

6. Adjournment. Motion by Kroon, second by Randall. 4 Ayes/0 No. Approved.

Respectfully Submitted,

A handwritten signature in black ink that reads "Christine Dillon". The signature is written in a cursive, flowing style.

Christine Dillon
Board Secretary