

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

Minutes of the Board Of Education November 9, 2016, 5:30pm

1. Call Meeting to Order by President Seidel at 5:27 pm
2. Present: Olach, Randall, Kroon, Dillon.
3. Approval of:
  - A. **Agenda:** Motion by Seidel to approve, second by Olach. 4 Ayes/ 0 No, Approved.
  - B. **Minutes of Previous Meetings:** Minutes of Regular Board Meeting of **October 12 2016:** Minutes approved with corrections. 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 Dillon, 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:**
  - A: Edupass: Leanne received a letter of appreciation from Edupass, discussed by board.
  - B: Discussion regarding suitability of two new School Board Candidates 10/18/16: Letter from Seidel to SVU.
  - C: Michigan State Police: 9/12/16: Letter with Sandra Billingsly: regarding improving all supporting security posture. She did write a report regarding recommendations. Emphasis was a set of templates to fill in that have been given to them for personnel information. Regarding on how to safeguard and protect this information. Copies of fingerprint scans are kept in employee files and an electronic copy is kept on Leslie Herriman's computer. Joe did fill out templates with appropriate information. Discussion regarding a working party from the School Board to monitor continued protocol. Discussion regarding encryption service for email services. Joe will bring copy of Sandra's letter for record. **ACTION:** Seidel and Randall agree to review documents for compliance 10/16/16.
5. **Public Comment:** Kelsey, Lily, Alicia – students at CMA presented a proposal to begin a gymnastics club for middle school to high school students during lunch hour. Kelsey has mats available and the group would like to meet in the arts building. Students created sign-up sheets to be posted at the school. Group would like to have 2 levels: Beginner and Experienced. Cartwheels/roundoffs/front walk overs. Work towards balance beam work. Students wrote a proposal and presented it to the teaching staff and now to the board. Need an advisor or a sponser/supervisor. Group would occur either daily or every other day. Students will need to meet grade eligibility criteria by Ms. Kondrat prior to engaging in the group. No cost to students. Need to have liability form signed by parents. Have advisor help plan curriculum for weeks to ensure that kids are moving/stretching correctly. **ACTION:** By lunch hour for next Thursday, students will have identified an advisor along with liability sheets signed by parents and present this to Seidel and Randall. Pavla Pennell is a certified Yoga instructor who may be interested in assisting. Discussed difficulties associated with use of more advanced movements. Seidel move to accept proposal upon demonstration by students that they have secured an advisor and ability to have liability sheets signed, Olach second.
6. **School Leader's Report:** Kali Kondrat reported that enrollment is currently at 64 including pre-school. A 7<sup>th</sup> grade student will be enrolled this Friday or Monday.
  - 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 31<sup>st</sup>, 2016. **ACTION:** Kali Kondrat will work with Jen Earls to create a post

card, rack card and letter to past families. Kroon and Dillon will meet 11/11/16 @ Flap Jack at 5pm. Dillon will post meeting date/time 24 hours prior to this meeting.

B. Administrator Evaluation: Kali Kondrat requested information about her review. **ACTION:** Joe Seidel will inquire about the compliance template necessary to fill out for this review.

C. Student parent teacher conferences will be Thursday, November 10<sup>th</sup> from 4-7pm.

D. End of the 1<sup>st</sup> marking period is Friday, November 11<sup>th</sup>

E. Department of Treasury Conference in Lansing Monday November 28<sup>th</sup>, 8am-5pm to be attended by Kali Kondrat, Leslie Herriman, Joe Seidel, Dave Kroon. Motion to Approve: Seidel, 2<sup>nd</sup> Olach. 4 Ayes/0 No, Approved.

7. **North West Building Corporation:** Seidel responded to letter from SVU by saying that the bank is using the names of old guarantors to verify or secure our current loan. History: North West Building Corp and School Board had become 1 entity over the years. Non-profit status has been maintained for both as per legal council events. 12/10/15: Meeting with both groups to determine disbanding North West Building Corporation. Seidel did review with a Lawyer to eliminate the corporation. Loan was financed and bank insisted on guarantors as appraisal is more than the current amount of the loan. **ACTION:** Seidel will respond again to SVU with information as stated above that North West Building Corporation no longer exists.

8. **Roof:** Seidel approached current bank regarding obtaining equity Loan based on value of building to get a loan to fix the leaking roof. Seidel did approach the Credit Union regarding re-financing the loan. Equity does outweigh the balance. Appraisal is at \$800,000, we owe approximately \$370,000. Motion by Randall to approve refinancing loan in CMA's name from ForeFront Credit Union with obtaining a loan to repair roof. 2<sup>nd</sup> by Kroon. **ACTION:** Seidel will continue to pursue this with ForeFront Credit Union.

9. **Parking:** Seidel reported that parking for events earned the school \$1000.00.

10. **Committee Reports:** None.

11. **Old Business:** Resolutions designating Freedom of Information Act contact, Sexual Harassment contact, Title VI designee, Title IX designee, Section 504 contact, and AHERA contact for adoption by the board of education of CMA: Motion: Seidel, Second: Randall

12. **New Business:**

A. **Reauthorization:** Received a letter regarding reauthorization from SVU. Kondrat, Themm, Herriman, Kroon and Dillon will review this in order to make sure CMA is in compliance. Response is due January 13<sup>th</sup>. **ACTION:** Kroon and Dillon will meet to schedule dates to do this post meeting.

B. Next Tribal Grant: **ACTION:** Kondrat will follow up on this and report during next meeting.

13. **Public Comments:**

A. Discussion regarding development of back parking lot. PTO members will create a comprehensive plan with costs to present to Oleson's for approval of restoration of parking lot property.

B. Fundraising update by Dillon for PTO status of fundraising events for 2016/2017 school year.

15. **Adjournment:** Motion by Seidel, second by Randall. 4 Ayes/0 No. Approved.

Respectfully Submitted,



Christine Dillon  
Board Secretary