

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

Minutes of the Board Of Education March 8, 2017, 5:30pm

1. Call Meeting to Order by President Seidel . Pledge of Allegiance.
2. Present: Seidel, Sigulinsky, Earls, Randall, Kroon, Olach, Dillon.
3. Approval of:
 - A. **Agenda:** Motion by Seidel to approve, second by Olach. 6 Ayes/ 0 No, Approved.
 - B. **Minutes of Previous Meetings:** Motion to approve with corrections by Seidel, second by Sigulinsky. 6 Ayes/ 0 No, Approved.
 - C. **Financial Report:** Kondrat reported that 65 students are currently enrolled at CMA. Kroon and Dillon will be working together to complete the Financial Quarterly Review due 3/31/17. Motion to approve by Seidel, second by Olach. 6 Ayes/ 0 No, Approved.
4. **Correspondence:** Christine Dillon provided Board Members with a card to sign to be sent to Mr. and Mrs. Lemon regarding their generous donation for our CMA yard sale. Board preferred that CMA school staff sign the card. Dillon will forward card to CMA staff for signatures.
5. **Public Comment:** None.
6. **School Leader's Report:** Kondrat reviewed the School Leaders Report with the Board. A Quality Improvement Grant for the amount of \$4500.00 may be received by CMA to be utilized for the Early Childhood program. Monies from this grant will be utilized to have the Early Childhood teacher certified in the Montessori curriculum and to provide necessary learning tools in the classroom. A grant was received to cover the cost for 2nd graders to receive 4 swimming sessions and for 5th graders to receive 1 swim safety session at the Charlevoix Community Pool. The Prime for Life program for 8th graders regarding drug prevention was reviewed. Motion to approve Sigulinsky, second by Randall. 6 Ayes/ 0 No, Approved.
7. **Committee Reports:** Review of recent loan committee meeting consisting of Seidel, Dillon, Kondrat and Herriman. Kondrat filled out the Business Loan Application with assistance from Seidel, Herriman and Dillon. Purpose of loan: Buying CMA building from Building Corp and re-financing the current loan balance. Tim Timmer of 4Front Bank contacted by Kali Kondrat and Christine Dillon. Need for an independent appraisal to be scheduled and bids need to be made on repairs necessary to the building prior to being subject to approval. Potential new refinance rate to be 5% with a 20 year amortization schedule also subject to approval. Kondrat agreed to take loan packet to Tim Timmer at 4Front in Petoskey.
8. **Old Business:** None.
9. **New Business:**
 - A. **Financial Administrative Review:** Recent Events: Kondrat and Kroon met to discuss benefit options for staff of CMA. Kondrat reported that she will be sending out a survey to staff regarding benefit options within the next 30 days. Consideration given to target an enrollment of 70 students for the 2017/2018 school year to support providing a 50/50 deal for benefit options to CMA staff. Kroon and Kondrat discussed upgrading computer technology for IT services through grant assistance. Kali will meet with Kyle, CMA's IT contractor, to formulate an amount needed as well as a list of items needed for IT upgrade. Discussed looking at tribal grant opportunities for IT. Considered utilization of a company that allows charter schools to self-manage versus having Denise provide current services.
 - B. **Janitorial Services:** Kondrat reported that she will put together a list of janitorial duties to present to pre-school parents who continue to have unpaid balances to see if they would consider providing this assistance to CMA.

10. **Public Comments:** Dillon introduced PTO secretary Ada Tuck and PTO Treasurer Brian Tuck who were in attendance. Dillon reported that CMA has received \$6000.00 in Direct Your Dollars sales slips, Seidel reported on box top progress and opportunity for Wreaths Across America to occur in fall/winter.

11. **Adjournment:** Motion by Seidel, second by Olach. 6 Ayes/0 No. Approved.

Respectfully Submitted,

Christine Dillon
Board Secretary