

Charlevoix Montessori Academy for the Arts (CMAftA)
115 West Hurlbut Street
(231) 547-9000
Charlevoix, MI 49720

DATE: 12-11-19, TIME: 5:30pm

Regular or Special Meeting Minutes

1. Call to Order: Seidel called the meeting to order at 5:31pm.
2. Pledge of Allegiance
3. Roll Call:

Joseph Seidel	<input checked="" type="checkbox"/>	Eryn Willson	<input type="checkbox"/>	Judy Sigulinsky	<input type="checkbox"/>
David Kroon	<input checked="" type="checkbox"/>	Christine Dillon	<input checked="" type="checkbox"/>		
Gloria (Joni) Olach	<input checked="" type="checkbox"/>	Michael Randall	<input checked="" type="checkbox"/>		
4. Approval of:
 - A. Agenda: Move to accept agenda as written by Seidel, 2nd by Randall. 5 yes, 0 no, all agreed
 - B. Approve Minutes of 11/13/19 Board Meeting: Seidel moved to accept minutes as presented, 2nd by Randall. 5 yes, 0 no, all agreed.
 - C. Approve Financial Report/Checks Written: Board reviewed Executive Summary received from Advanced Education Services. Seidel motion to accept financial report, checks written, 2nd by Olach. 5 yes, 0 no, all agreed.
 - D. School Leader Report: Report presented by David Harwood. Motion to approve by Seidel, 2nd by Dillon, 5 yes, 0 no, all agreed.
4. Old Business:
 - A. Grant from Rainbow Shoppe: Seidel stated that we receive a grant of \$500.00 from the Rainbow Shoppe for CMA's lunch program. Mr. Harwood has contacted Dan Walter to meet regarding this program moving forward.
 - B. Craft Sale/Fund Raisers: CMA parent group led by Ada Tuck held a craft show on 11/29/19 that raised \$408.72.
 - C. Parking: Seidel stated that there may be an opportunity to utilize the back parking lot along with the front parking lot for festival parking.
5. New Business:
 - A. Crisis Response Plan: Mr. Harwood presented the Crisis Response Plan to the Board. Motion to approve by Seidel, 2nd by Randall, 5 yes, 0 no, all agreed.
 - B. Resolution for new on-line banking administrator: Randall Motion that Leslie Herriman be the new on-lining banking administrator for the 2019-2020 school year, 2nd by Seidel. 5 yes, 0 no, all agreed.
 - C. Chicago Trip: Ms. Kaiser proposed a Chicago Trip for High School Students in May or June 2020. This would cost approximately \$600.00 per student. This would cover costs for train and public transportation tickets, hostile stay, tickets to cultural events and food. Fund raisers would include Little Ceasars in Late January early February as well as others. Seidel motion to approve this school trip, 2nd by Olach. 5 yes, 0 no, all agree.

A. Music Composition Fund Raiser: Student Matt Kage presented on Beatstars. He is an instrumental artist who is proposing a fundraiser opportunity utilizing the Beatstars platform. His idea is to utilize the Beatstars Marketplace to buy and sell instrumentals. A free account allows for 30% to Beatstars and 70% to the artist. An additional idea is to spend \$170 per year for a pro account for 100% of profits going to the artist with an option for a percentage going to the school. This could be tied to marketing credits for classes. Matt would like to set up a reward system for students so that students are able to receive awards for selling the most instrumentals. Is there just a one time fee for purchase for the instrumentals? There is an option for lease or exclusive rights opportunity. Is there any royalty or licensing opportunities? Who sets the rates for each instrumental? Is there some sort of signing fee that Matt would receive? Does 1 pro account license an unlimited number of students completing the instrumentals? Privacy? There is no time limit or track limit for the pro account. Matt would train students who are interested to do this and he would mix and master each track that is submitted. This would be a music production class taught by Matt and he would be the administrator of this program with a faculty mentor. Matt has sold over 50 songs over the past year through Beatstars. The Board would like to have an opportunity to review the Beatstars and receive a program plan from Matt regarding what he would be teaching the students.

7. Correspondence: None.

8. Public Comment: None.

9. Adjournment: Seidel moved to adjourn at 6:46pm, 2nd by Randall. 5 yes, 0 no, all agreed.

Approved by:

Date:

Joseph P. Seidel
8 JAN 20

December School Leader Report

1. November 14: Marci McQuillan and Shiloh Coppersmith attended Nonviolent Intervention Certification training at Char-Em ISD.
2. November 14: Elementary students performed "Acoustic Rooster" and the K-12 Dance recital.
3. November 21: David Harwood attended Leadership Learning Network and Special Education Law update at Char-EM ISD.
4. November 22: David Harwood attended 504 Guidance at Char-EM ISD.
5. November 20th: Middle School and High School students made Apple pies at the Wellness center.
6. November 22: The Mackinac Historical Society presented, "Water, woods, and wildlife".
7. November 24: Applied the First Robotics Gap Grant. Awarded on December 3, 2019 : \$2,195.
8. November 25: contacted Charlevoix County Health department about mental health services support for students.
9. November 25: apply for the Bill and Melinda Gates grants to assist with school funding.
10. November 25: competed the 2018-2019 Annual Report :

Charlevoix Montessori Academy for the Arts plan for improvement with academic achievement:

1. School Improvement plan: Charlevoix Montessori Academy for the Arts teaching staff and Principal will work together to develop the school improvement plan for 2020-2021 school year. The staff will work with guidance from Julie Bergman at Char-EM. ISD on February 14 and March 13.
2. Illuminate: Staff will have Professional development training at the Char-Em ISD on Illuminate. Illuminate is a computer software program that allows teachers and schools to filter, organize, and synthesize student data. The goal is that the staff at Charlevoix Montessori Academy for the Arts will be able to utilize the student data better and will be able to use it to drive instruction.
3. Reading Apprentice: Three teachers at CMA received training the summer of 2019. Reading Apprentice supports reading comprehension and content in core subjects. CMA has dedicated one staff meeting a month for Reading Apprentice to assist other staff members to be trained and optimized the learning for all the students.
4. Curriculum maps: Currently at CMA there is no curriculum mapping. Teachers and Principal will work together to create curriculum maps. Curriculum mapping will help ensure that there are no gaps in student learning. The curriculum maps will also be used as a planning tool to guide future instruction.
5. Teacher evaluations: The Principal will use 5D+ teacher evaluations. Teacher evaluations and observations will be used to help guide teachers to improve instruction.

Charlevoix Montessori Academy for the Arts plan for improvement with governance

1. CMA has completed a Deficit Elimination Plan and was approved by the Michigan Department of Education.
2. Decrease in staffing. The 2018-2019 Charelvoix Montessori Academy for the Arts had 15 staff members working for the school at some point during the school year. The staffing cost the school \$347,982
2019-2020 Charelvoix Montessori Academy for the Arts staffing has been decreased. There are 10 staff members for the school. The projected pay for the staff is \$272,238
This will save the school approximately \$75,744
3. Limit the use of the school credit:
While analyzing the 2018-2019 Charelvoix Montessori Academy for the Arts school credit card, there were some charges that should be limited: hotel rooms, restaurant trips, rental cars, teacher certification tests, and personal food items.
For the 2019-2020 school year at Charelvoix Montessori Academy for the Arts, the school credit card should only be used for education expenses that directly impact student learning.
4. Student Enrollment:
The student enrollment for 2018-2019 at Charelvoix Montessori Academy for the Arts was below expectations; therefore, the school lost FTE's.
For the 2019-2020 school year at Charelvoix Montessori Academy for the Arts, the school must be more assertive attracting students. Staff will include the students in community. School Principal will increase marketing of the school by weekly YouTube and Facebook videos of Charelvoix Montessori Academy for the Arts.
Charelvoix Montessori Academy for the Arts will have a goal have 70 students attending by second count day.
5. Grants:
Charelvoix Montessori Academy for the Arts has spent hundreds a dollars monthly for heat and electricity during the 2018-2019 school year.
For the 2019-2020 school year, the school Principal will apply for grants. The grants will help offset some of financial issues.
6. School board Professional Development: Doug Newcombe will conduct School Board Professional Development on January 8th and February 12th. Each session will be 2 hours long and will be held from 4:00 PM to 6:00 PM then followed by that the board meeting.
11. November 29: The CMA parent group led by Ada Tuck put on a craft show with a bake sale. \$408.72
12. December 2: Applied for Toyota First Grant: \$500 Grant for funding returning robotics teams. December 4th CMA was awarded \$500.
13. December 5: Laura Jackson and Marilyn Wilmot came to CMA for Middle School and High School art classes and led the classes with Christmas wreaths.
14. December 4: Created an Amazon Smile account: Amazon will donate 0.5% of the price of eligible purchases
15. December 4: Applied for grant at Dow Chemical to help with assistance with operational expenses.

16. December 4: Applied for grant to pay for Insurance for the school at 4Front Credit Union.
17. December 4: Applied for Community Share grant at Oleson's
18. December 4: Contacted Petoskey Plastics, East Jordan Iron Works, and St. Mary's Cement end of year donations.
19. December 4: Chicago Club Fund Committee. Sent a letter for consideration for their spring donations.
20. December 5: Gail Alpert from First Robotics agreed to pay to remainder of CMA Robotics balance.

Upcoming:

- December 12: Meet with Steven Curry from MDE about grant/funding possibilities for CMA
- December 13: Illuminate Training
- December 16: Hearing screening K,2,4
- December 16: Grant cycle information at East Jordan: Charlevoix County Community Foundation
- December 19: Middle School and High School Band performance (changed to 1/31/19)
- December 23-January 5 Christmas break
- January 10: Access Point training on new software
- January 16: Leadership meeting at Char-EM
- January 23-25: Through the looking glass

