

**Hope Academy of West Michigan Board of Directors  
Approved Organizational Meeting Minutes**

*Mission: HAWM is a safe place for Preschool to 12th grade students and their families where they can succeed academically and grow psychologically, emotionally, and socially.*

**Date: July 16, 2015**

**Time: 7:00 AM**

**Place: Hope Academy of West Michigan  
240 Brown Street, SE  
Grand Rapids, MI 49507**

I. Call to Order and Roll Call

The meeting was called to order by Barth Roberts, President, at 6:58am

Board Members Present: Barth Roberts, William Kirby, Dennis Cuson, Todd Medendorp and Linda Haveman

Board Members Absent with Notice: (none)

Others Present: Heidi Cate, Superintendent; Drew VanGoor, IES Budget Analyst ; Dan Goodemoot, IES COO; Teriena Schwartz, Asst. Principal; John Hackett, FSU Rep and Kacie Westmaas, Admin Asst.

II. Hearing of the Public (limited to agenda items only)

III. Approval of Agenda

IV. Business Items

a. Election of Officers

Barth Roberts opened the floor for nominations for the officer positions. Barth Roberts was nominated for President by Linda Haveman and supported by Dennis Cuson. Todd Medendorp was nominated for Vice President by Linda Haveman and supported by Dennis Cuson. William Kirby was nominated for Secretary by Linda Haveman and supported by Dennis Cuson. Linda Haveman was nominated for Treasurer by Dennis Cuson and supported by William Kirby

1. President – Barth Roberts
2. Vice President – Todd Medendorp
3. Secretary – William Kirby
4. Treasurer – Linda Haveman

b. Adoption of Resolution Designating the Person Responsible for Posting Regularly-Scheduled and Special Board Meeting Date Notice for the Academy Board

Kacie Westmaas and Phil Haack Principal, or designee

- c. Adoption of Resolution Designating public places to Post Calendar and Individual Meeting Notices of Regularly-Scheduled and Special Meeting Date Notices for the Academy Board  
Front entrance Hope Academy of West Michigan 240 Brown Street, SE
- d. Adoption of Calendar of Regularly-Scheduled Meeting Dates and Time for Academy Board
- e. Adoption of Resolution Designating Depository for Academy Funds  
Chemical Bank
- f. Adoption of Resolution Designating Principal Print Media Source  
El Vocero, The Advance, Grand Rapids Times, or Grand Rapids Press
- g. Adoption of Resolution Designating Board members and Personnel Eligible to Sign Academy Checks  
  
Diane Rabe, CFO IES  
Linda Haveman, Board Treasurer  
Heidi Cate, Superintendent
- h. Adoption of Resolution Designating Personnel Authorized to Negotiate and Implement Contracts with Service Providers (Vendors)  
Heidi Cate, Superintendent and Phillip Haack, Principal
- i. Adoption of 2015-2016 School Year Calendar
- j. Appointment of Title IX, Freedom of Information, Civil Rights, Title VI, Sexual Harassment and Section 504 Coordinators and Copyright Agent  
Phillip Haack, Principal
- k. Appointment of Homeless Children and Youth Liaison  
Alan Bosker
- l. Appointment of Personal Curriculum Liaison  
Alan Bosker
- m. Appointment of Legal Counsel  
Meg Hackett, Thurn Law Firm
- n. Appointment of External Auditor  
Hungerford
- o. Appointment of Chief Administrative Officer  
Heidi Cate, Superintendent

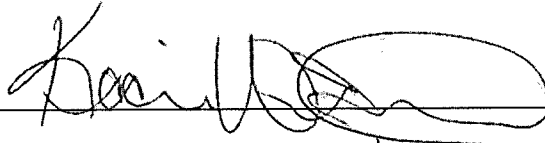
- p. Appointment of Registered Agent  
Heidi Cate, Superintendent
- q. Appointment of Recording Secretary  
Kacie Westmaas
- r. Appointment of Automatic Clearing House/Electronic Transfer Officer  
(ACH/ETO)  
Diane Rabe, CFO IES

A motion to approve the board resolutions B-Q was made by Todd Medendorp and supported by Dennis Cuson. The motion passed unanimously.

V. Hearing of the Public (related to non-agenda items)

VI. Adjournment - A motion to adjourn was made by Dennis Cuson and supported by William Kirby. The meeting was adjourned at 7:07 am

Prepared by Kacie Westmaas



William Kirby, Board Secretary



**Hope Academy of West Michigan Board of Directors**  
**Approved Regular Meeting Minutes**

**Mission:** *HAWM is a safe place for Preschool to 12th grade students and their families where they can succeed academically and grow psychologically, emotionally, and socially.*

**Date:** July 16, 2015

**Time:** 7:00 AM

**Place:** Hope Academy of West Michigan  
240 Brown Street, SE  
Grand Rapids, MI 49507

I. Call to Order and Roll Call

The meeting was called to order by Barth Roberts, President, at 7:07am

Board Members Present: Barth Roberts, Todd Medendorp, William Kirby, Dennis Cuson and Linda Haveman

Board Members Absent: (none)

Others Present: Heidi Cate, Superintendent; Drew VanGoor, IES Budget Analyst; Dan Goodemoot, IES COO; Teriena Schwartz, Vice Principal; John Hackett, FSU Rep.; Kacie Westmaas, Admin Asst.

II. Public Comment\* (limited to agenda items only)

III. Approval of Agenda – A motion to approve the agenda was made by Linda Haveman and supported by William Kirby. The motion passed unanimously.

IV. Consent Calendar

- A. Approval of June 26, 2015 Special Meeting Minutes – A motion to approve the Special Meeting Minutes was made by Todd Medendorp and supported by Linda Haveman. The motion passed unanimously.

V. Old Business

- A. Recruiting New Board Members – The board discussed the continuing need for additional board members. Professional and personal contacts and possible contacts were reviewed. The board will use contacts to try to meet with local church pastors and local business owners.

VI. New Business

- A. Priority Plan Updates – Teriena Schwartz presented the board with a month by month implementation outline of the Priority Plan. Professional developments and staff training have been scheduled to start in August. Some of the trainings include; Standards Base Grading, SIOP, Data Team Assessments and the new assessment testing NWEA MAP. Leadership will continue to monitor progress closely to insure students' academic success continues. Teriena also reported to the board the anticipated student retention rate for this school year is more than 90%.

- B. Student Achievement Update – Currently offering Summer School on Tuesdays and Thursdays. A daily average of 70-75 students in attendance. The primary focus is on Reading and Math.
- C. School Improvement Plan – Heidi Cate presented the SIP to the board. The board will review the document and provide input at the August meeting. Heidi explained that the SIP is directly created from the existing Priority Plan.
- D. 2015-2016 Curriculum Handbook – The board reviewed the updated curriculum handbook. A motion to approve the 2015-2016 Curriculum Handbook was made by William Kirby and supported by Linda Haveman. The motion passed unanimously.
- E. Integrity Educational Services Reports
  - 1) Monthly Financial Summary – Drew VanGoor reviewed the previous month’s financial statement with the board. Drew explained that this statement was only the preliminary statement not the final statement for the fiscal year. The financial audit is scheduled to take place at the end of August.
  - 2) Father Jose parking lot curbs covered by city; funds for basketball court – A motion to table this proposal was made by William Kirby and supported by Todd Medendorp. The motion passed unanimously. The proposal will be reviewed at a future date pending additional information.
- F. School Monthly Summary – The board received a written monthly summary to review prior to the meeting.
- G. Human Resources Update – Employee contracts have been sent out and most have been returned. Openings include: 6<sup>th</sup> Grade Teacher, Special Education Teacher, and Interventionist.
- H. FOIA updated process – The board reviewed the newly required Freedom of Information Act Transparency guidelines and regulations. A motion to approve the new FOIA Procedures, Guidelines and Fee Schedule was made by Linda Haveman and supported by Dennis Cuson. The motion passed unanimously.
- I. Full-Contract Review for Hope Academy of West Michigan-Dates November 4 & 5, 2015 – The board was notified by FSU that the Full Contract Review would take place on November 4-5, 2015. The first step in the review process is to complete the application. The board requested the IES Leadership put a draft together to be reviewed at the August board meeting. The board also reviewed the timeline and requirements for the review.
- J. Legal request to join efforts regarding EH matter – The board requested the proposal be discussed with the insurance company to avoid any conflict of interest.
- K. Ferris State University report – John Hackett informed the board that FSU will be offering Professional Development training on the new NWEA MAP testing, as well as Data Team Training in August. John will also present additional information pertaining to the contract review at the August board meeting.

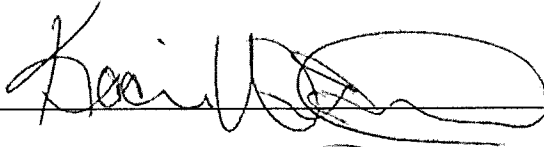
VII. Correspondence

VIII. Extended Public Comment – Board members, Linda Haveman and William Kirby discussed the option of having paperless meetings. The rest of the board appreciated this idea and will be further discussed.

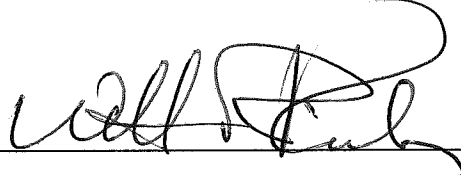
IX. Reconfirmation of Next Meeting Date: August 20, 2015 at 7:00am, at Hope Academy of West Michigan, 240 Brown St. SE, Grand Rapids, MI 49507.

X. Adjournment – A motion to adjourn was made by Todd Medendorp and supported by William Kirby. The motion passed unanimously and the meeting adjourned at 8:48am.

Prepared by Kacie Westmaas

A handwritten signature in cursive script, appearing to read "Kacie Westmaas", written over a horizontal line.

William Kirby, Board Secretary

A handwritten signature in cursive script, appearing to read "William Kirby", written over a horizontal line.