

**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: December 17, 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 at 7:00am.

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

Board Members Absent: Linda Haveman (with notice)

Others Present: Randy Zylstra, IES CEO; Dan Goodemoot, IES COO; Diane Rabe, IES CFO; Heidi Cate, Superintendent; Phillip Haack, Principal; Teriena Schwartz, Vice Principal; Alan Bosker, School Counselor; Kacie Westmaas, Exec. Admin. Asst.; James Scholten, FSU Field Rep; Peter Kladder, Potential Board Member

Presenting Staff: Allyssa Dean; Lesia Jones, Academic Interventionist; Cynthia Hillary, ELL Interventionist

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

- III. Approval of Agenda – The board added the Closed Session Item ‘Pending Legal Matter Update’ to the agenda under Old Business. A motion to approve the agenda with the additional item was made by Todd Medendorp and supported by William Kirby. The motion passed unanimously.

- IV. Consent Calendar

- A. Approval of November 19, 2015 Regular Meeting Minutes – a motion to approve the items under the consent calendar was made by Todd Medendorp and supported by William Kirby. The motion passed unanimously.

- V. Old Business

- A. Pending Legal Matter Update – (Closed Session) A motion was made to continue in closed session to discuss pending legal matters so to preserve Attorney/Client Privileges, by Todd Medendorp and supported by Dennis Cuson.  
A Roll Call Vote was taken: Barth Roberts – Yay, Todd Medendorp – Yay, William Kirby – Yay, Dennis Cuson - Yay

The motion passed unanimously and the board went into closed session at 7:03am.

The board came back into open session at 7:12am

A motion to resume the meeting in open session was made by William Kirby and supported by Dennis Cuson. The motion passed unanimously.

## VI. New Business

A. Priority Plan Update – Teriena Schwartz gave the board a brief progress monitoring update. Alan Bosker summarized the systems used and the next steps.

B. Student Achievement Update

i. Benchmark Progress Report - Allyssa Dean reviewed the progress charts with the board. The board reviewed and discussed.

C. Integrity Educational Services – Reports

i. Finance

a. Monthly Financial Summary – Diane Rabe presented the November financial report to the board, including a statement of activities for the General Fund, School Lunch Fund, Parents of Hope Fund, Balance Sheet, Cash Flow Report and Check Register.

Financial Highlights Include:

- Accrued State Aid of \$728,167 is based on preliminary count FTE of 328 FTE versus a budget of 348
- Unemployment charges of \$70,151 were allocated this month.
- The General Fund balance is positive at \$320,172 representing 9.4% of budgeted expenditures.
- Food Service Fund balance is \$120,827. Updated by GRPS food service through June.
- The Parents of Hope Fund balance is \$5,344

The board reviewed and discussed.

b. Unemployment update – noted in the financials – an irrevocable letter of credit has been set up as required by the state to insure available funds for unemployment claims.

c. Appointment of External Auditor Board Resolution – A motion to adopt the resolution to appoint the auditing firm Rehmann as Hope Academy of West Michigan’s External Auditor, was made by Todd Medendorp and supported by Dennis Cuson. The motion passed unanimously.

- ii. Human Resources Update – Two (2) Title 1A funded EL Paraprofessional and a long term sup for the current EL Paraprofessional (currently on leave) were in the process of being filled.
  - iii. CHRI background checks – The current contract with Kent ISD is scheduled to expire on December 31, 2015. The state has not been able to come up with a solution to the background issue. The Kent ISD has offered continue with a new agreement set to expire June 1, 2016. A motion to approve the agreement with Kent ISD was made by Dennis Cuson and supported by William Kirby. The motion passed unanimously.
- D. School Monthly Summary - Phillip Haack presented the November monthly summary. Phillip added that Lacks Industries made a \$7,000 donation to Hope Academy of West Michigan for the second year in a row and Santa will be delivering gifts to each of the students today. The board was invited to stay after the meeting and take part in the celebration.
- E. ESP Evaluation – The board discussed the current Educational Service Provider (ESP) Evaluation Form and scored the ESP, Integrity Educational Services (IES), in each category. IES score improved 17 points from last year’s evaluation.
- F. Priority Plan/FSU Targets 2016 – proposed bonus plan - A discussion about a tiered bonus plan was discussed by the board vs. an all or nothing model. The board asked that Finance review the current budget and place \$46,000 into the budget for bonus. (an estimated amount)
- G. Kitchen Renovation/Food Service Proposal – The board reviewed and discussed the proposal for kitchen renovations to make it possible to manage food service internally. Renovations would also open up job skills training for the students and insure the board regains control of the food service funds. The board expressed concern about the current general fund balance and dipping into the funds. The renovations would be initially paid for by the lease holder. The board requested to see updated estimates.
- H. Strategic Planning Discussion – The board discussed the current edits and other potential edits to the Strategic Plan.
- I. FSU-CSO report

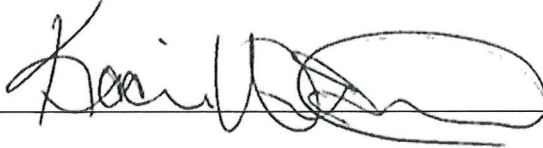
## VII. Correspondence

- VIII. Extended Public Comment – Maranda from WOTV4 and Scott Norman from Priority Health presented the Hope Academy of West Michigan Board a grand check for \$10,000 to aid in the STEM program.

IX. Reconfirmation of Next Meeting Date: January 21, 2016 at 7:00am Hope Academy of West Michigan, 240 Brown St. SE, Grand Rapids, MI 49507

X. Adjournment – a motion to adjourn the meeting was made by William Kirby and supported by Todd Medendorp. The motion passed unanimously and the meeting adjourned at 8:54am.

Prepared by Kacie Westmaas



Barth Roberts, Board President  
(in lieu of absent secretary)

