

**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: January 21, 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 7:03am.

Board Members Present: Barth Roberts, Todd Medendorp, Linda Haveman, Peter Kladder

Board Members Absent: William Kirby, Dennis Cuson (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; Robert Berkof, potential board member

Presenting Staff: Candice Swatniack, 2<sup>nd</sup> Grade Teacher; Cynthia Hillary, ELL Interventionist

- 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 Todd Medendorp. The motion passed unanimously.

- IV. Consent Calendar

A. Approval of the December 17, 2015 Regular Meeting Minutes

B. Approval of the December 17, 2015 Closed Meeting Minutes –

A motion to approve the items under Consent Calendar was made by Todd Medendorp and supported by Peter Kladder. The motion passed unanimously.

- V. Old Business

- VI. New Business

A. Priority Plan Update – Teriena Schwartz presented the Priority School Quarterly Report to Board of Education, the first quarter report for 2015-2016 School Year. Teriena highlighted participating staff and changes being made due to the results found in each category as well as the big ideas in which help implement the plan. Phillip Haack reflects the feedback given to HAWM from FSU as well as the

Kent ISD, stating the plan is complete and has all the right elements within the strategies, to be successful. The board discussed and asked questions.

B. Student Achievement Update

- i. M-Step Report- Phillip Haack opened with an overview of how the Priority Plan coordinates with the current M-Steps being presented to the board. The board received the M-Step results in a print out.
- ii. Science Olympiad – Candice S. discussed the Science Olympiad Mission and Goals, as well as the volunteers and commitment needed. Teachers and leaders have been working hard applying for grants and finance assistance to implement the after school club.

C. School Monthly Summary – Phillip Haack highlighted the monthly summary in which the board received a digital copy of, prior to the meeting.

D. 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 \$964,455 is based on preliminary count of 326 FTE. Title 1e my influence the FTE number slightly.
- The General Fund balance is positive at \$316,542 representing 9.3% 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  
Diane walked the board through the financial statement and discussed line items and the current year percentages.

The board reviewed and discussed.

- b. Staff's Student Achievement incentive bonus (current & previous) – the board summarized the bonus structure change and agreed to implement a partial bonus to cover last year's lost bonus, with the new structure also implemented for this school year. The money needed was reflected in the revised budget.
- c. Kitchen renovation proposal – Diane Rabe & Heidi Cate presented the information regarding the cost of renovations for the Kitchen and Office move. The feedback from the Wedgwood board suggests the funds wouldn't become available in time to complete the construction before the next school year. The board will keep the discussion open and revisit the decision in the future.

- d. Revised Budget approval/resolution – Diane Rabe explained the proposed budget changes as well as items that will drop off the budget in the next fiscal year. The board discussed the budget changes and a motion to approve the General Appropriation Resolution Fiscal 2016, was made by Todd Medendorp and supported by Linda Haveman. The motion passed unanimously. A motion to approve the School Lunch Appropriation Resolution Fiscal 2016 was made by Peter Kladder and supported by Todd Medendorp. The motion passed unanimously.
- e. Budget Timeline for SY 2016-17 – a motion to approve the presented timeline was made by Linda Haveman and supported by Peter Kladder. The motion passed unanimously.
- ii. Human Resources Update – a para professional position has opened up and interviews are scheduled to take place.

E. New Curriculum Approval –Phillip Haack presented proposed curriculum to be added to the current curriculum handbook. A motion to approve the additional curriculum was made by Linda Haveman and supported by Todd Medendorp. The motion passed unanimously.

F. Strategic Plan goal writing – Barth Roberts presented a draft to the rest of the board for input. The board discussed the proposed goals and other items within the Strategic Plan.

G. FSU-CSO report

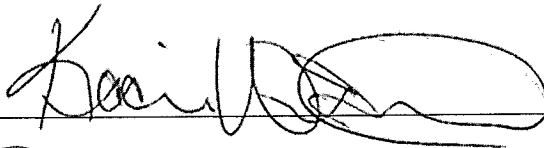
VII. Correspondence

VIII. Extended Public Comment

IX. Reconfirmation of Next Meeting Date: February 18, 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 Linda Haveman and supported by Todd Medendorp. The motion passed unanimously and the meeting adjourned at 8:42am.

Prepared by Kacie Westmaas



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

