



"By embracing innovation, Innocademy Allegran Campus students are equipped to be leaders with 21st century skills for career readiness and global citizenship.

**INNOCADEMY ALLEGAN CAMPUS
ORGANIZATIONAL MEETING OF THE BOARD OF DIRECTORS
MEETING MINUTES**

**TUESDAY, JULY 18, 2017, at 4:30 p.m.
At INNOCADEMY ALLEGAN CAMPUS
2611 56TH Street
Fennville, MI 49408
616-748-5637**

1. ADMINISTRATION OF BOARD MEMBER OATHS
2. CALL TO ORDER : Kay Berends called the meeting to order at 4:42 p.m.
1. ROLL CALL: Board Members present: Kay Berends, Mark Douglas, Brad VanDam, Andy Tucker
 - a. Via Phone: John Chandler
 - b. Guests: Marty Lappe, Sara Vereeke
3. CONSENT AGENDA: Kay Berends moved to approve the consent agenda. Brad VanDam supported. Passed unanimously
 - a. Prior Meeting Minutes
 - b. Monthly Agenda
 - c. Prior Month Spending
4. PUBLIC COMMENT (Agenda items only) - NONE
5. BUSINESS/ACTION ITEMS: Kay Berends moved to approve items a-g with no changes. Mark Douglas supported. Passed unanimously
 - a. Designation of the public places in which notice of the annual board meeting calendar and individual meeting notices will be posted.

- i. no change
 - 1. Innocademy Allegan Campus – 2611 56th Street, Fennville, MI 49408
 - 2. allegan.innocademy.com/our-board/
- b. Designation of principal print media source
 - i. no change
 - 1. Holland Sentinel
 - 2. Allegan County News
- c. Designation of depository or depositories for Academy funds.
 - i. no change
 - 1. West Michigan Community Bank
- d. Designation of organizations we hold memberships with.
 - i. no change
 - 1. MAPSA
 - 2. National Charter Schools Institute
 - 3. Fennville Area Chamber of Commerce
- e. Appointment of the Academy’s Chief Administrative Officer (CAO).
 - i. no change
 - 1. Board President
- f. Appointment (or reappointment in subsequent years) of board legal counsel.
 - i. no change
 - 1. Saunders Winter McNeil, Plc
- g. Appointment (or reappointment in subsequent years) of external independent auditor.
 - i. no change
 - 1. Maner Costerisan
- h. Designation of personnel authorized by the board of directors to negotiate and implement contracts with vendors. Kay moved to allow Marty Lappe and Dave Zimmer to negotiate contracts with vendors. Mark Douglas seconded. Passed unanimously
 - i. change
 - 1. Marty Lappe
 - 2. Dave Zimmer
- i. Appointment of Board Representative on the School Improvement Team (SIT): Tabled until new board members join.
 - i. change
 - 1.
- j. Appointment of the Regulatory Compliance Coordinator: Kay Berends made a motion to appoint Marty Lappe as Regulatory Compliance Coordinator. Andy Tucker seconded. Passed unanimously
 - i. change
 - 1. Marty Lappe
 - a. Title IX Coordinator
 - b. Freedom of Information Coordinator
 - c. Civil Rights Coordinator
 - d. Asbestos Designee
 - e. Copyright/ASCAP Coordinator

f. ACH/ETO Office

- k. Designation of a Compliance Coordinator: Kay Berends made a motion to approve Board President and Marty Lappe as Compliance Coordinators. Mark Douglas supported. Passed unanimously
 - i. change
 - 1. CAO of the Academy (Board President)
 - 2. Marty Lappe

- l. Appointment (or reappointment in subsequent years) of the board's recording secretary: Kay Berends made a motion to appoint Sara Vereke and Heidi Wolters as the board's recording secretaries. Andy Tucker supported. Passed unanimously.
 - i. change
 - 1. CURRENT
 - a. Pam Anderson
 - 2. NEW
 - a. Sara Vereeke
 - b. Heidi Wolters

- m. Election of Officers: Kay Berends made a motion to elect the following slate of officers. Mark Douglas supported. Passed unanimously.
 - i. change
 - 1. CURRENT
 - a. President – Kay Berends
 - b. Vice President – Jamie DeMann
 - c. Secretary – Brad VanDam
 - d. Treasurer – Andy Tucker
 - 2. NEW
 - a. President: - Kay Berends
 - b. Vice President - OPEN
 - c. Secretary – Mark Douglas
 - d. Treasurer – Andy Tucker

- n. Designation of Board Members and/or other personnel who are to be eligible to sign Academy checks. Kay Berends made a motion to add Dave Zimmer as personnel who can sign checks. Brad VanDam seconded. Passed unanimously
 - i. change
 - 1. President
 - 2. Treasurer
 - 3. Secretary
 - 4. Dave Zimmer (add)

- o. Adoption of Annual Board of Directors Meeting Schedule: Kay Berends made a motion to approve the Board of Directors Meeting Schedule. Mark Douglas supported. Approved unanimously.
 - i. change - 3rd Tuesday of every month, at 4:30 pm EST with an exception October and February, then holding the meeting on the 4th week and not holding a meeting in November at IAC
 - ii. Added Budget Meeting and Organizational Meetings: Kay Berends made a motion to approve the dates scheduled for the Budget and Organizational Meetings. Mark Douglas seconded. Passes unanimously

- p. Designation of the person responsible for posting the board's annual meeting calendar and all regularly scheduled and special board meeting notices along with board meeting agendas. Kay Berends made a motion to designate Heidi Wolters and Marty Lappe as responsible for posting annual meeting calendar and board notices. Mark Douglas seconded. Passed unanimously.
 - i. change
 - 1. NEW
 - a. Heidi Wolters
 - b. Marty Lappe
 - q. Approve standard agenda format (Attachment A) Kay Berends made a motion to approve the standard agenda format in Attachment A. Mark Douglas seconded. Approved unanimously
 - i. Change?
 - r. Approve Quarterly Financials: Dave reviewed the quarterly financials for 2nd Quarter 2017. Overall the school is in a good position to end the Fiscal Year. Dave reviewed the new quarterly report format requested by LSSU. This will be a new report reviewed with the Board each quarter. Andy Tucker made a motion to approve the Quarterly Financials as presented. Mark Douglas seconded. Passed unanimously.
 - s. Approve Family Resource Guide: Marty Lappe reviewed the revised Family Resource Guide with the Board, highlighting changes made in the document. Kay Berends made a motion to approve the Family Resource Guide. Brad VanDam seconded. Unanimously approved.
6. MANAGEMENT REPORT: Marty Lappe reviewed the management report including:
- a. Exit Interview with families leaving Innocademy Allegan to learn why they are not returning. Marty reviewed results of this survey.
 - b. Adding Board Members: New board members joining board soon.
 - c. Community Partnerships: Marty is working on developing community partnerships including Fennville Public Library and Children's Museum.
 - d. New Hires: Marty introduced new hires for this year
7. PUBLIC COMMENT (For non-agenda items): - NONE
8. COMMENTS FROM THE BOARD: NONE
9. COMMENTS FROM LSSU REPRESENTATIVE: John asked a couple procedural questions of the Board
10. ADJOURNMENT: Kay Berends adjourned the meeting at 5:42 p.m.

Minutes of all board meetings are available after approval by the board at:

INNOCADEMY ALLEGAN CAMPUS
2611 56TH Street
Fennville, MI 49408
616-748-5637

Innocademy ALLEGAN CAMPUS has provided public notice of this meeting at INNOCADEMY HOMESTEAD CAMPUS (8485 HOMESTEAD ZEELAND, MI) AND INNOCADEMY ALLEGAN CAMPUS (2611 56TH FENNVILLE, MI)

ATTACHMENT A

**Innocademy
Regular Board Meeting of the Board of Directors Agenda
AGENDA**

[Day], [month][date], [year] at _____ a.m./p.m.

**At INNOCADEMY ALLEGAN CAMPUS
2611 56TH Street
Fennville, MI 49408
616-748-5637**

1. CALL TO ORDER
2. ROLL CALL
3. CONSENT AGENDA
4. PUBLIC COMMENT ON AGENDA ITEMS
5. MANAGEMENT REPORTS
6. FINANCIAL REPORTS
7. DISCUSSION ITEMS
8. ACTION ITEMS
9. LSSU COMMENT
10. PUBLIC COMMENT (ON NON-AGENDA ITEMS)
11. ADJOURNMENT

NEXT MEETING:

Minutes of all board meetings are available after approval by the board at: Innocademy Allegan Campus – 2611 56th Street, Fennville, MI 49408 and at allegan.innocademy.com/our-board/.

The Academy has provided public notice of this meeting at the Academy's offices.

ATTACHMENT B

REGULAR BOARD MEETING SCHEDULE

At 4:30 P.M. on the 3rd Tuesday of each month at Innocademy Allegan, unless noted below.
Please also schedule budget hearing and organizational meeting.

Meetings scheduled for this year:

July 18th

August 15th

September 19th

October 24th **

December 19th

January 16th

February 27th **

March 20th

April 17th

May 15th

June 19th

Budget Hearing: 4:15 p.m. June 19, 2018

Organizational Meeting: 4:30 p.m. July 17, 2018

NOTE: No meeting scheduled for November

** meetings on 4th week of the month due to break weeks

ATTACHMENT D

INNOCADEMY

Public Comment Policy

Members of the public are invited to address the Academy Board at its public board meetings in accordance with the guidelines below. In addition, written communications to the Academy Board are always welcome. It is the policy of the Academy Board to receive comments for consideration in its deliberations, not to answer questions posed during public comment.

- (1) The Board will provide approximately twenty minutes at or near the beginning of its meetings for the purpose of hearing public comment on agenda items. Individual speakers will be invited to speak for up to three minutes, depending on the number of individuals who have signed up to speak.
- (2) In order to accommodate those individuals wishing to speak when more people have signed up to address the Academy Board than can be heard, the Academy Board President may adjust the procedures and time allotment at his/her discretion.
- (3) Speakers at the public comment session may address any agenda-related matter. When signing up to speak, individuals will identify the matter they wish to address. No speaker may speak more than once per public comment session.
- (4) A sign-up sheet is used to record those who wish to address the Academy Board. The sign-up sheet is made available at the meeting location.
- (5) The Board will provide approximately fifteen minutes at the end of its meetings for the purpose of hearing public comment on non-agenda items. All rules in this policy pertaining to public comment apply.
- (6) Public comment, the content of which is willfully disruptive of the meeting, repetitious, slanderous, offensive, inflammatory, or of the nature of a personal attack, is prohibited.

References: MCL 15.263(5)

Effective Date: February 18, 2014