

Will Carleton Academy Board of Directors - Regular Meeting

MISSION STATEMENT: *Will Carleton Academy will serve the community as a charter school where parents can choose a traditional, character-based curriculum and educational atmosphere for their children. The school will provide an orderly disciplined environment where all children are exposed to the wonder and joy of learning, where all children are expected to learn, and where all children and adults are expected to behave in a respectful and responsible manner.*

Date: May 12, 2020

Time: 5:15pm

Location: Zoom (virtual meeting); <https://zoom.us/j/379695150>
or dial in: 1-929-205-6099, Meeting ID: 379 695 150 #

Call to order

Pledge of Allegiance

Roll Call

A. Consent Agenda:

<i>Item</i>	<i>Purpose</i>	<i>Who</i>	<i>Materials</i>
1. Approval of Agenda for May 12, 2020	Vote	Board	5/12/20 Proposed Agenda
2. Approval of Minutes for April 14, 2020	Vote	Board	4/14/20 Proposed Minutes

B. Public Comment on Agenda Items Only

C. Capstone Project Presentations

D. Management Report

1. Director's Report
2. Athletics Report
3. Superintendent's Report

E. Board Committee Reports

<i>Committee</i>	<i>Purpose</i>	<i>Who</i>	<i>Materials</i>
1. Curriculum	Discussion	Board	
2. Discipline	Discussion	Board	
3. Long Range Planning	Discussion	Board	
4. School Improvement	Discussion	Board	
5. Site	Discussion	Board	
6. Policy	Discussion	Board	

F. Financial Reports:

Item	Purpose	Who	Materials
1. Monthly Financial Report	Vote	B. Beaudrie	April Report
2. General ED Summary & Assumptions	Discussion	B.Beaudrie	
3. Hillsdale ISD General Fund Budget	Vote	B.Beaudrie	Resolution
4. Annual Audit	Discussion	B.Beaudrie	

G. New Business:

New Business Agenda Items	Purpose	Who	Materials
1. Board Meeting Schedule 2020-2021	Discussion	Board	Draft Schedule
2. Board Policy Drafting and Update Services	Vote	Board	NCSI BP Engagement Letter
3. Board Member Terms of Service	Discussion	Board	

H. Board Comments

I. Extended Public Comment: *public comment section reserved for all remaining comments. Board members should not respond to audience member concerns. Comments should be limited to three minutes.*

J. Closed Session *(If Requested)*

K. Confirmation of Next Board Meeting Date: *Regular Board Meeting June 9, 2020, 5:15 pm.*

L. Adjournment

Individuals wishing to address the Board of Directors under Item 4 and 10 above are requested to sign in with the Recording Secretary prior to the start of the meeting. Individual comments are limited to no more than three (3) minutes each and a total time allowance not to exceed thirty (30) minutes. The Board will not verbally respond to public comments but may follow up in the most appropriate and time-effective manner.

Complaints or concerns regarding Board members or school employees associated with the Academy shall first be addressed in writing and delivered to the Board President at least five (5) days prior to the Board meeting or such complaints or concerns shall not be heard by the Board.

This meeting is a meeting of the Board of Directors in public for the purpose of conducting the Academy's business and is not to be considered a meeting of the public. There is a time for public comment during the meeting as indicated on the agenda.

Individuals with special need accommodations should contact the Director's office at 517-437-2000 preferably five (5) business days prior to the meeting.

Proposed minutes of this meeting will be available for public inspection at the Office of the Director, Will Carleton Academy located at 2001 West Hallett Road, Hillsdale, MI 49242 eight (8) business days after the meeting.

Approved minutes are available within five (5) business days after the meeting at which they are approved [Open Meetings Act, Public Act 267]

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MISSION STATEMENT: *Will Carleton Academy will serve the community as a charter school where parents can choose a traditional, character-based curriculum and educational atmosphere for their children. The school will provide an orderly disciplined environment where all children are exposed to the wonder and joy of learning, where all children are expected to learn, and where all children and adults are expected to behave in a respectful and responsible manner.*

Date: April 14, 2020

Time: 5:15pm

Location: Virtual Zoom Meeting <https://zoom.us/j/379695150>

Call to order

Brock Lutz called the meeting to order at 5:23 PM.

Pledge of Allegiance

Roll Call

MEMBERS	PRESENT	ABSENT
Chris Busch	X	
Sarah Hartzler	X	
Brock Lutz	X	
Rick Schaerer	X	
Jackie Sutton	X	
Luke VanCamp	X	
Don Westblade	X	

OTHERS PRESENT
Colleen Vogt – Will Carleton Academy
Kurt Naber – Choice Schools
Brian Beaudrie – Choice Schools
Carla Stewart – Will Carleton Academy

A. Consent Agenda:

Item	Purpose	Who	Materials
1. Approval of Agenda for April 14, 2020	Vote	Board	4/14/20 Proposed Agenda
2. Approval of Minutes for Feb. 11, 2020	Vote	Board	2/11/20 Proposed Minutes
3. Approval of Minutes for Mar. 3, 2020	Vote	Board	3/3/20 Proposed Minutes

It was moved by Sarah Hartzler and supported by Don Westblade to approve the items listed on the consent agenda as submitted.

The motion passed with a roll call vote:

Chris Busch - ✓ Aye _____ Nay
Sarah Hartzler - ✓ Aye _____ Nay
Brock Lutz - ✓ Aye _____ Nay
Rick Schaerer - ✓ Aye _____ Nay
Jackie Sutton - ✓ Aye _____ Nay
Luke VanCamp - ✓ Aye _____ Nay
Don Westblade - ✓ Aye _____ Nay

B. Public Comment on Agenda Items Only

None

C. Management Reports:

1. Director

Colleen Vogt reviewed the principals report that was previously emailed to the board members.

2. Athletics

Colleen Vogt highlighted a few items. Due to the executive order, all athletics have been cancelled for the spring season.

3. Superintendent

Kurt Naber discussed a few items with the board

D. Board Committee Reports:

<i>Committee</i>	<i>Purpose</i>	<i>Who</i>	<i>Notes</i>
1. Curriculum	Discussion	Board	Sarah Hartzler - the committee needs to reschedule their previous meeting. Colleen Vogt - will assist with setting a meeting date/time
2. Discipline	Discussion	Board	Brock Lutz - No new report
3. Long Range Planning	Discussion	Board	Don Westblade - no new report
4. School Improvement	Discussion	Board	Colleen Vogt - no new report
5. Site	Discussion	Board	Luke VanCamp, Colleen Vogt, and Kurt Naber had some discussions about maintenance and cleaning items to complete during the school closure.
6. Policy	Discussion	Board	Chris Busch - the committee will reconnect to discuss next steps.

E. Correspondence:

<i>Items</i>	<i>Purpose</i>	<i>Who</i>	<i>Materials</i>
1. Monitoring Report	Discussion	Board	

Brian Beaudrie briefly discussed the report.

F. Financial Reports:

<i>Item</i>	<i>Purpose</i>	<i>Who</i>	<i>Materials</i>
1. Monthly Financial Report	Vote	B. Beaudrie	February and March Reports

Brian Beaudrie discussed the reports that were provided within the board packet.

Brock Lutz commented about the status of staff salaries during the school closure.

It was moved by Don Westblade and supported by Luke VanCamp to approve the February and March monthly Financial Reports.

The motion passed with a roll call vote:

Chris Busch - ✓ Aye _____ Nay
Sarah Hartzler - ✓ Aye _____ Nay
Brock Lutz - ✓ Aye _____ Nay
Rick Schaerer - ✓ Aye _____ Nay
Jackie Sutton - ✓ Aye _____ Nay
Luke VanCamp - ✓ Aye _____ Nay
Don Westblade - ✓ Aye _____ Nay

G. New Business:

<i>Items</i>	<i>Purpose</i>	<i>Who</i>	<i>Notes</i>							
1. School Year Calendar 2020/21	Vote	C. Vogt/K. Naber	<p>It was moved by Luke VanCamp and supported by Jackie Sutton to approve the 2020/2021 School Year Calendar as presented.</p> <p>The motion passed with a roll call vote:</p> <table border="1"> <tbody> <tr> <td>Chris Busch - ✓ Aye _____ Nay</td> </tr> <tr> <td>Sarah Hartzler - ✓ Aye _____ Nay</td> </tr> <tr> <td>Brock Lutz - ✓ Aye _____ Nay</td> </tr> <tr> <td>Rick Schaerer - ✓ Aye _____ Nay</td> </tr> <tr> <td>Jackie Sutton - ✓ Aye _____ Nay</td> </tr> <tr> <td>Luke VanCamp - ✓ Aye _____ Nay</td> </tr> <tr> <td>Don Westblade - ✓ Aye _____ Nay</td> </tr> </tbody> </table>	Chris Busch - ✓ Aye _____ Nay	Sarah Hartzler - ✓ Aye _____ Nay	Brock Lutz - ✓ Aye _____ Nay	Rick Schaerer - ✓ Aye _____ Nay	Jackie Sutton - ✓ Aye _____ Nay	Luke VanCamp - ✓ Aye _____ Nay	Don Westblade - ✓ Aye _____ Nay
Chris Busch - ✓ Aye _____ Nay										
Sarah Hartzler - ✓ Aye _____ Nay										
Brock Lutz - ✓ Aye _____ Nay										
Rick Schaerer - ✓ Aye _____ Nay										
Jackie Sutton - ✓ Aye _____ Nay										
Luke VanCamp - ✓ Aye _____ Nay										
Don Westblade - ✓ Aye _____ Nay										
2. Board Policy Manual	Discussion	Board								

<p>Kurt Naber - has a call scheduled with a rep from NCSI to ask a few questions about the proposal and the process.</p> <p>The policy committee will discuss and plans to provide an update for the May meeting.</p>										
3. Coronavirus Planning and Response	Vote	Board								
<p>Colleen Vogt reviewed the process that was used to develop the plan.</p> <p>Don Westblade asked a few questions about WCA's plan</p> <p>It was moved by Don Westblade and supported by Chris Busch to approve the Will Carleton Academy Continuity of Learning Plan as submitted to the Hillsdale ISD.</p> <p>The motion passed with a roll call vote:</p> <table border="1"> <tr> <td>Chris Busch - ✓ Aye _____ Nay</td> </tr> <tr> <td>Sarah Hartzler - ✓ Aye _____ Nay</td> </tr> <tr> <td>Brock Lutz - ✓ Aye _____ Nay</td> </tr> <tr> <td>Rick Schaerer - ✓ Aye _____ Nay</td> </tr> <tr> <td>Jackie Sutton - ✓ Aye _____ Nay</td> </tr> <tr> <td>Luke VanCamp - ✓ Aye _____ Nay</td> </tr> <tr> <td>Don Westblade - ✓ Aye _____ Nay</td> </tr> </table>				Chris Busch - ✓ Aye _____ Nay	Sarah Hartzler - ✓ Aye _____ Nay	Brock Lutz - ✓ Aye _____ Nay	Rick Schaerer - ✓ Aye _____ Nay	Jackie Sutton - ✓ Aye _____ Nay	Luke VanCamp - ✓ Aye _____ Nay	Don Westblade - ✓ Aye _____ Nay
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Don Westblade - ✓ Aye _____ Nay										

4. Board Member Terms of Service	Discussion	Board	
<p>Rick Schaerer, Sarah Hartzler and Luke VanCamp - terms are expiring. Rick Schaerer has agreed to continue in a board appointed seat.</p> <ul style="list-style-type: none"> - Seek nominations from the parents the week of April 27, 2020. - Send ballot to parents the week of May 11, 2020. - Announce elected trustees the week of May 25, 2020. 			

H. Board Comments:

Chris Busch - Thanked Don Westblade, Sarah Hartzler, and the board for the resolution of sympathy that was adopted at the February board meeting.

Don Westblade - Thanked the WCA team for all the information that has been provided

Jackie Sutton - Thanked the team for all that they have been doing.

Brock Lutz - Appreciates the response and communication from the team at WCA during this time.

I. Extended Public Comment: *public comment section reserved for all remaining comments. Board members should not respond to audience member concerns. Comments should be limited to three minutes.*

None

J. Closed Session (If Requested)

None

K. Confirmation of Next Board Meeting Date: Regular Board Meeting May 12, 2020, 5:15 pm.

L. Adjournment

It was moved by Sarah Hartzler and supported by Luke VanCamp that the meeting be adjourned.

The motion passed unanimously with a roll call vote:

Chris Busch - _____ Aye _____ Nay <i>(connection dropped)</i>
Sarah Hartzler - ✓ Aye _____ Nay
Brock Lutz - ✓ Aye _____ Nay
Rick Schaerer - ✓ Aye _____ Nay
Jackie Sutton - ✓ Aye _____ Nay
Luke VanCamp - ✓ Aye _____ Nay
Don Westblade - ✓ Aye _____ Nay

The meeting adjourned at 7:00 P.M.

Proposed minutes respectfully submitted,

_____ Date: April 14, 2020

Recording Secretary

Approved by the Board of Directors at its May 12, 2020 meeting.

_____ Date: _____

Board Secretary

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**Will Carleton Academy
Balance Sheet
April 2020 (Unaudited)**

Fund: General Fund

Assets	
Petty Cash	300.00
Cash-County National	270,190.82
Cash-County National - Student Activity	11,269.87
Cash-US Bank #142625000	351.99
Prepaid Expenses-Payroll and Benefits	<u>132,000.00</u>
Total Assets	<u><u>414,112.68</u></u>
Liabilities	
Accounts Payable	52,957.35
Deferred Revenue	<u>2,316.51</u>
Total Liabilities	<u>55,273.86</u>
Fund Equity	
Beginning Fund Equity	678,658.45
Change in Fund Equity	<u>(319,819.63)</u>
Total Fund Equity	<u>358,838.82</u>
Total Liabilities & Fund Equity	<u><u>414,112.68</u></u>

**Will Carleton Academy
Statement of Activities (Summary)
April 2020 (Unaudited)**

Fund: General Fund	This Month	Y-T-D	Budget	Difference	Percent
Revenues					
Total Local Sources	1,518.00	31,472.09	36,011	(4,538.91)	87%
Total State Sources	219,778.07	1,497,829.78	2,352,763	(854,933.22)	64%
Total Federal Sources	17,272.08	86,862.33	125,600	(38,737.67)	69%
Total Revenues	<u>238,568.15</u>	<u>1,616,164.20</u>	<u>2,514,374.00</u>	<u>(898,209.80)</u>	<u>64%</u>
Expenditures					
Total Basic Programs	84,430.30	849,055.06	1,213,398	364,342.94	70%
Total Added Needs	13,760.78	171,925.91	221,410	49,484.09	78%
Total Support Services - Pupil	507.20	2,028.80	2,500	471.20	81%
Total Support Services - Instructional Staff	1,480.00	16,570.83	19,207	2,636.17	86%
Total Support Services - General Administration	25,749.86	255,571.03	333,851	78,279.97	77%
Total Support Services - School Administration	17,598.19	186,943.77	234,200	47,256.23	80%
Total Support Services - Business	1.64	4,326.80	5,000	673.20	87%
Total Operation and Maintenance of Plant	8,431.50	177,197.93	225,091	47,893.07	79%
Total Pupil Transportation Services	-	1,255.50	2,000	744.50	63%
Total Support Services - Central	2,019.00	51,335.27	67,000	15,664.73	77%
Total Athletic Activities	-	34,962.04	58,000	23,037.96	60%
Total Community Services	681.82	10,600.70	17,000	6,399.30	62%
Total Fund Modifications	18,763.64	174,210.19	215,000	40,789.81	81%
Total Expenditures	<u>173,423.93</u>	<u>1,935,983.83</u>	<u>2,613,657.00</u>	<u>677,673.17</u>	<u>74%</u>
Change in Fund Equity	<u>65,144.22</u>	<u>(319,819.63)</u>	<u>(99,283)</u>	<u>(220,536.63)</u>	

**Will Carleton Academy
Statement of Activities (Detail)
April 2020 (Unaudited)**

Fund: General Fund	This Month	Y-T-D	Budget	Difference	Percent
Local Sources					
Interest	-	11.37	11	0.37	103%
Milk Sales	150.00	983.00	1,500	(517.00)	66%
Dues and Fees	-	11,531.99	10,000	1,531.99	115%
Childcare Fees	743.00	10,172.00	12,500	(2,328.00)	81%
Preschool	425.00	7,012.50	10,000	(2,987.50)	70%
Miscellaneous Other	200.00	1,761.23	2,000	(238.77)	88%
Total Local Sources	<u>1,518.00</u>	<u>31,472.09</u>	<u>36,011</u>	<u>(4,538.91)</u>	<u>87%</u>
State Sources					
Foundation Allowance	203,531.81	1,424,722.70	2,241,183	(816,460.30)	64%
Foundation Allowance - PY	-	(28,893.07)	-	(28,893.07)	100%
31A At-Risk	4,527.06	31,689.40	50,103	(18,413.60)	63%
Special Ed	3,027.33	21,191.27	33,304	(12,112.73)	64%
Special Ed - PY	-	28,893.07	-	28,893.07	100%
Special Ed - Cost Reimbursement	241.77	1,692.35	308	1,384.35	549%
Headlee Obligation for Data Collect	656.66	4,598.29	7,235	(2,636.71)	64%
Early Literacy Grant	319.15	2,234.05	3,511	(1,276.95)	64%
Early Literacy Grant - PY	-	-	2,317	(2,317.00)	0%
CTE Per Pupil Incentive	35.19	46.31	187	(140.69)	25%
Competitive School Safety Grant Program	6,615.00	6,615.00	6,615	-	100%
Early Literacy Grant - Hillsdale ISD	824.10	5,040.41	8,000	(2,959.59)	63%
Total State Sources	<u>219,778.07</u>	<u>1,497,829.78</u>	<u>2,352,763</u>	<u>(854,933.22)</u>	<u>64%</u>
Federal Sources					
Title I Grant PY	-	29,677.00	29,677	-	100%
Title I Grant	16,914.26	16,914.26	29,030	(12,115.74)	58%
Title IIA Grant PY	-	7,294.20	7,294	0.20	100%
Title IIA Grant	-	-	8,354	(8,354.00)	0%
Title IV Grant PY	-	16,269.50	16,270	(0.50)	100%
Title IV Grant	-	-	10,000	(10,000.00)	0%
REAP Grant	-	14,816.54	21,975	(7,158.46)	67%
Special Milk Program	357.82	1,890.83	3,000	(1,109.17)	63%
Total Federal Sources	<u>17,272.08</u>	<u>86,862.33</u>	<u>125,600</u>	<u>(38,737.67)</u>	<u>69%</u>
Total Revenues	238,568.15	1,616,164.20	2,514,374	(898,209.80)	64%

**Will Carleton Academy
Statement of Activities (Detail)
April 2020 (Unaudited)**

Fund: General Fund	This Month	Y-T-D	Budget	Difference	Percent
Instruction					
Basic Programs					
Elementary/Middle School					
Teacher Salaries (includes P.E., Art and Music)	38,292.89	341,252.19	520,000	178,747.81	66%
Assistant Salaries	1,360.00	12,924.45	15,000	2,075.55	86%
Substitute Salaries	3,351.20	30,396.80	30,000	(396.80)	101%
Benefits (related to teachers, assistants and substitutes)	11,367.14	94,871.84	155,000	60,128.16	61%
Outside Substitutes	-	9,489.11	10,000	510.89	95%
Copier Lease	1,057.03	13,523.20	18,500	4,976.80	73%
Teaching Supplies-General	123.24	47,954.78	60,000	12,045.22	80%
Teaching Supplies - Early Literacy Grant	2,743.49	2,743.49	3,511	767.51	78%
Teaching Supplies - Early Literacy Grant - PY	2,316.51	2,316.51	2,317	0.49	100%
Teaching Supplies - Title IV	-	2,954.35	3,000	45.65	98%
Teaching Supplies - Title IV PY	-	16,269.50	16,270	0.50	100%
Technology - Non Depreciable	-	3,304.71	5,000	1,695.29	66%
Field Trips and Events	-	612.50	1,500	887.50	41%
Miscellaneous Other	44.39	4,685.54	7,500	2,814.46	62%
Total Elementary	<u>60,655.89</u>	<u>583,298.97</u>	<u>847,598</u>	<u>264,299.03</u>	<u>69%</u>
High School					
Teacher Salaries	16,482.45	142,547.61	220,000	77,452.39	65%
Teacher Benefits	4,254.23	35,038.78	60,000	24,961.22	58%
Tuition (Dual Enrollment Fees)	-	45,435.82	15,000	(30,435.82)	303%
HS Teaching Supplies	110.12	3,366.13	7,500	4,133.87	45%
Teaching Supplies - Title IV	-	4,948.99	7,000	2,051.01	71%
Miscellaneous Other	-	3,924.88	15,000	11,075.12	26%
Total High School	<u>20,846.80</u>	<u>235,262.21</u>	<u>324,500</u>	<u>89,237.79</u>	<u>72%</u>
Preschool					
Teacher Salaries	2,000.00	17,400.00	26,400	9,000.00	66%
Benefits (related to teachers and assistants)	794.66	5,485.09	6,000	514.91	91%
Preschool Supplies	132.95	3,748.61	5,000	1,251.39	75%
Total Middle/Junior High	<u>2,927.61</u>	<u>26,633.70</u>	<u>37,400</u>	<u>10,766.30</u>	<u>71%</u>

**Will Carleton Academy
Statement of Activities (Detail)
April 2020 (Unaudited)**

Fund: General Fund	This Month	Y-T-D	Budget	Difference	Percent
Summer School					
Teacher Salaries	-	3,600.00	3,600	-	100%
Teacher Benefits	-	260.18	300	39.82	87%
Total Summer School	<u>-</u>	<u>3,860.18</u>	<u>3,900</u>	<u>39.82</u>	<u>99%</u>
Total Basic Programs	<u>84,430.30</u>	<u>849,055.06</u>	<u>1,213,398.00</u>	<u>364,342.94</u>	<u>70%</u>
Added Needs					
Teacher Salary - Special Ed	1,907.33	20,111.68	24,880	4,768.32	81%
Teacher Benefits - Special Ed	526.83	5,409.78	7,000	1,590.22	77%
Assistant Salaries - Special Ed	1,896.00	15,176.84	20,000	4,823.16	76%
Assistant Benefits - Special Ed	434.70	3,491.33	5,000	1,508.67	70%
CI Classroom	-	46,537.86	56,000	9,462.14	83%
SE Teaching Supplies	-	566.06	1,000	433.94	57%
Teacher Salaries - 31a	2,860.99	30,167.53	37,320	7,152.47	81%
Assistant Salaries - 31a	-	338.71	1,500	1,161.29	23%
Benefits - 31a	990.23	9,476.12	11,283	1,806.88	84%
Teacher Salary - REAP	50.00	425.00	750	325.00	57%
Assistant Salaries - REAP	2,028.80	15,774.50	19,250	3,475.50	82%
Benefits - REAP	321.68	2,244.11	1,975	(269.11)	114%
Assistant Salaries - Title I	1,896.00	15,642.57	20,000	4,357.43	78%
Assistant Benefits - Title I	848.22	6,563.82	8,930	2,366.18	74%
Assistant Salaries - Title II A	-	-	5,500	5,500.00	0%
Assistant Benefits - Title II A	-	-	922	922.00	0%
Title I Supplies	-	-	100	100.00	0%
Total Added Needs	<u>13,760.78</u>	<u>171,925.91</u>	<u>221,410</u>	<u>49,484.09</u>	<u>78%</u>
Total Instruction	98,191.08	1,020,980.97	1,434,808	413,827.03	71%
Support Services - Pupil					
Attendance Officer - Hillside ISD	507.20	2,028.80	2,500	471.20	81%
Total Support Services - Pupil	<u>507.20</u>	<u>2,028.80</u>	<u>2,500</u>	<u>471.20</u>	<u>81%</u>

**Will Carleton Academy
Statement of Activities (Detail)
April 2020 (Unaudited)**

Fund: General Fund	This Month	Y-T-D	Budget	Difference	Percent
Support Services - Instructional Staff					
Professional Development	1,500.00	13,765.41	15,000	1,234.59	92%
Title IIA Prof Development	-	1,932.00	1,932	-	100%
Library Salaries	-	177.75	250	72.25	71%
Library Benefits	-	22.56	25	2.44	90%
Library Supplies	(20.00)	667.68	1,000	332.32	67%
Special Ed Supervision	-	5.43	1,000	994.57	1%
Total Support Services - Instructional Staff	<u>1,480.00</u>	<u>16,570.83</u>	<u>19,207</u>	<u>2,636.17</u>	<u>86%</u>
Support Services - General Administration					
Legal Services	-	5,904.54	6,000	95.46	98%
Audit Services	-	8,780.00	8,780	-	100%
Management Services Fee	19,545.83	195,458.30	247,836	52,377.70	79%
Oversight Services Fee	6,204.03	43,428.19	68,235	24,806.81	64%
Dues & Fees	-	2,000.00	3,000	1,000.00	67%
Total Support Services - General Administration	<u>25,749.86</u>	<u>255,571.03</u>	<u>333,851</u>	<u>78,279.97</u>	<u>77%</u>
Support Services - School Administration					
Principal Salaries	7,592.30	80,119.26	99,100	18,980.74	81%
Secretary Salaries	5,472.00	50,017.79	63,500	13,482.21	79%
Principal/Secretary Benefits	3,384.61	32,742.08	45,000	12,257.92	73%
Postage	144.93	1,998.67	3,000	1,001.33	67%
Equipment Lease	-	655.54	1,000	344.46	66%
Office Supplies	1,211.35	15,469.66	15,000	(469.66)	103%
Dues and Fees	-	89.00	100	11.00	89%
Miscellaneous Other	(207.00)	5,851.77	7,500	1,648.23	78%
Total Support Services - School Administration	<u>17,598.19</u>	<u>186,943.77</u>	<u>234,200</u>	<u>47,256.23</u>	<u>80%</u>

**Will Carleton Academy
Statement of Activities (Detail)
April 2020 (Unaudited)**

Fund: General Fund	This Month	Y-T-D	Budget	Difference	Percent
Support Services - Business					
Bank Fees	1.64	557.30	1,000	442.70	56%
Dues & Fees	-	3,769.50	4,000	230.50	94%
Total Support Services - Business	<u>1.64</u>	<u>4,326.80</u>	<u>5,000</u>	<u>673.20</u>	<u>87%</u>
Operation and Maintenance of Plant					
Janitor Salaries	5,451.07	56,567.93	75,000	18,432.07	75%
Janitor Benefits	1,070.30	10,913.48	15,000	4,086.52	73%
Telephone and Internet	668.97	4,491.34	6,500	2,008.66	69%
Water and Sewer	-	1,884.95	3,500	1,615.05	54%
Waste and Trash Disposal	174.00	2,916.00	5,000	2,084.00	58%
Property and Liability Insurance	-	15,323.79	20,500	5,176.21	75%
Building Maintenance	-	22,571.16	25,000	2,428.84	90%
Lawn Care/Snow Removal	-	8,815.06	8,500	(315.06)	104%
Gas	892.22	11,076.14	15,000	3,923.86	74%
Electricity	-	24,790.34	30,000	5,209.66	83%
Janitor Supplies	174.94	8,756.74	12,000	3,243.26	73%
Supplies - Competitive School Safety Grant	-	5,111.00	5,111	-	100%
Capital Outlay	-	2,476.00	2,476	-	100%
Capital Outlay - Competitive School Safety Grant	-	1,504.00	1,504	-	100%
Total Operation and Maintenance of Plant	<u>8,431.50</u>	<u>177,197.93</u>	<u>225,091</u>	<u>47,893.07</u>	<u>79%</u>
Pupil Transportation Services					
Pupil Transportation by Contract Carrier	-	1,255.50	2,000	744.50	63%
Total Pupil Transportation Services	<u>-</u>	<u>1,255.50</u>	<u>2,000</u>	<u>744.50</u>	<u>63%</u>

**Will Carleton Academy
Statement of Activities (Detail)
April 2020 (Unaudited)**

Fund: General Fund	This Month	Y-T-D	Budget	Difference	Percent
Support Services - Central					
Marketing	944.00	13,034.07	20,000	6,965.93	65%
Prof Development	-	4,637.17	6,000	1,362.83	77%
Personnel Recruitment	-	1,104.18	1,500	395.82	74%
Fingerprinting	-	617.75	1,000	382.25	62%
Technology Services	1,075.00	31,942.10	38,500	6,557.90	83%
Total Support Services - Central	<u>2,019.00</u>	<u>51,335.27</u>	<u>67,000</u>	<u>15,664.73</u>	<u>77%</u>
Athletic Activities					
Athletic Director Salary	-	7,914.48	14,000	6,085.52	57%
Coaches Salaries	-	13,400.00	18,500	5,100.00	72%
Benefits - Coaches / AD	-	2,529.20	3,500	970.80	72%
Athletic Referees	-	5,080.00	6,000	920.00	85%
Athletic Supplies	-	4,946.36	12,500	7,553.64	40%
Athletic Dues and Fees	-	1,092.00	3,500	2,408.00	31%
Total Athletic Activities	<u>-</u>	<u>34,962.04</u>	<u>58,000</u>	<u>23,037.96</u>	<u>60%</u>
Total Supporting Services	<u>55,787.39</u>	<u>730,191.97</u>	<u>946,849</u>	<u>216,657.03</u>	<u>77%</u>
Community Services					
Latchkey Salaries	616.20	8,700.72	14,000	5,299.28	62%
Latchkey Benefits	65.62	1,058.83	2,000	941.17	53%
Latchkey Supplies	-	841.15	1,000	158.85	84%
Total Community Services	<u>681.82</u>	<u>10,600.70</u>	<u>17,000</u>	<u>6,399.30</u>	<u>62%</u>
Fund Modifications					
Transfer to Debt Service Fund	18,763.64	174,210.19	215,000	40,789.81	81%
Total Fund Modifications	<u>18,763.64</u>	<u>174,210.19</u>	<u>215,000</u>	<u>40,789.81</u>	<u>81%</u>
Total Expenditures	<u>173,423.93</u>	<u>1,935,983.83</u>	<u>2,613,657</u>	<u>677,673.17</u>	<u>74%</u>
Change in Fund Equity	<u>65,144.22</u>	<u>(319,819.63)</u>	<u>(99,283)</u>	<u>(220,536.63)</u>	

**Will Carleton Academy
Check Register Report
April 1, 2020 - April 30, 2020**

Check Date	Check	Vendor Name	Description	Amount
4/9/2020	21005	Amber Reynolds	Child Care Refund	24.00
4/9/2020	21006	American Office Solutions	Copier Lease - 02/17/20 - 03/16/20	1,095.83
4/9/2020	21007	Arrow Swift Printing & Copy Center	Prom Tickets/Posters	57.46
4/9/2020	21008	Center for School Advancement	Prof Development - 2 Grade Trainings	100.00
4/9/2020	21009	Choice Schools Associates LLC	Special Ed Services - Char Cole	2,566.72
4/9/2020	21009	Choice Schools Associates LLC	Personnel Recruitment - Sub Permits	45.00
4/9/2020	21009	Choice Schools Associates LLC	Marketing - Graphic Design	193.00
4/9/2020	21009	Choice Schools Associates LLC	Prof Development - Common PD Day	150.00
4/9/2020	21009	Choice Schools Associates LLC	Payroll for March 6, 2020 (actual)	11,252.67
4/9/2020	21009	Choice Schools Associates LLC	Payroll for March 20, 2020 (actual)	24,533.03
4/9/2020	21009	Choice Schools Associates LLC	Employee Benefits for March 2020 (actual)	491.87
4/9/2020	21009	Choice Schools Associates LLC	Management Fee for April 2020	19,545.83
4/9/2020	21009	Choice Schools Associates LLC	Payroll for May 1, 2020 (estimate)	40,000.00
4/9/2020	21009	Choice Schools Associates LLC	Payroll for May 15, 2020 (estimate)	40,000.00
4/9/2020	21009	Choice Schools Associates LLC	Payroll for May 29, 2020 (estimate)	40,000.00
4/9/2020	21009	Choice Schools Associates LLC	Employee Benefits for May 2020 (estimate)	12,000.00
4/9/2020	21010	City of Hillsdale	EP Transportation	93.75
4/9/2020	21011	Current Office Solutions	Office Supplies	202.24
4/9/2020	21012	D & D Maintenance Supply	Janitor Supplies	202.23
4/9/2020	21012	D & D Maintenance Supply	Janitor Supplies	88.32
4/9/2020	21012	D & D Maintenance Supply	Janitor Supplies	630.82
4/9/2020	21013	Douglas Warren	Child Care Refund	62.00
4/9/2020	21014	Educational Reporting Solutions	Technology Support Services - April	1,075.00
4/9/2020	21015	Follett School Solutions, Inc.	Dual Enrollment Textbooks	1,246.22
4/9/2020	21016	Hillsdale BPU	Water	124.08
4/9/2020	21016	Hillsdale BPU	Electricity	508.75
4/9/2020	21016	Hillsdale BPU	Electricity	227.55
4/9/2020	21016	Hillsdale BPU	Electricity	189.81
4/9/2020	21016	Hillsdale BPU	Electricity	224.75
4/9/2020	21016	Hillsdale BPU	Electricity	234.92
4/9/2020	21016	Hillsdale BPU	Electricity	72.63
4/9/2020	21016	Hillsdale BPU	Electricity	57.59
4/9/2020	21016	Hillsdale BPU	Electricity	60.39
4/9/2020	21016	Hillsdale BPU	Electricity	792.69
4/9/2020	21017	Instrumentalist Awards LLC	HS Music	138.00
4/9/2020	21018	Jackson Area Referees of Soccer	Soccer Referee Assigning Fee	90.00

4/9/2020 21019	Lucy Booth	Child Care Refund	42.00
4/9/2020 21020	Michigan Gas Utilities	Gas	392.79
4/9/2020 21020	Michigan Gas Utilities	Gas	2,111.50
4/9/2020 21021	Patricia Brown	Child Care Refund	16.00
4/9/2020 21022	Pitney Bowes Global Financial Services LLC	Equipment Lease - Late Fee	32.00
4/9/2020 21023	Rose Pest Solutions	Canine Inspection	250.00
4/9/2020 21024	Sarah Hartzler	Child Care Refund	20.00
4/9/2020 21025	Sensible Construction, LLC	Rough Up Ice Parking Lot - Spread Gravel	500.00
4/9/2020 21026	TIAA Commercial Finance, Inc.	Copier Lease	498.58
4/9/2020 21027	University of Oregon	DIBELS Data System	174.00
4/9/2020 21028	Verizon Wireless	CAV Cell	157.99
4/9/2020 21029	Walmart Community	Janitor Supplies	50.34
4/9/2020 21029	Walmart Community	Office Supplies	52.02
4/9/2020 21029	Walmart Community	Late Fee	7.20
			\$ 202,681.57

**Will Carleton Academy
Balance Sheet
April 2020 (Unaudited)**

Fund: Debt Service Fund

Assets	
US Bank #142625001 - Interest Fund	42,030.50
US Bank #142625002 - Principal Fund	43,862.06
US Bank #142625003 - Reserve Fund	205,674.01
US Bank #142625004 - Expense Fund	<u>1,096.67</u>
Total Assets	<u><u>292,663.24</u></u>
Liabilities	
Accounts Payable	733.80
Due to General Fund	<u>-</u>
Total Liabilities	<u>733.80</u>
Fund Equity	
Beginning Fund Equity	326,988.68
Change in Fund Equity	<u>(35,059.24)</u>
Total Fund Equity	<u>291,929.44</u>
Total Liabilities & Fund Equity	<u><u>292,663.24</u></u>

**Will Carleton Academy
Statement of Activities (Detail)
April 2020 (Unaudited)**

Fund: Debt Service Fund	This Month	Y-T-D
Incoming Transfers and Other Transactions		
Interest	-	382.77
Transfer From General Fund	<u>18,763.64</u>	<u>174,210.19</u>
Total Incoming Transfers and Other Transactions	<u>18,763.64</u>	<u>174,592.96</u>
Total Revenues	<u>18,763.64</u>	<u>174,592.96</u>
Debt Service		
Principal on Bonds	-	55,000.00
Principal on Loans	367.10	3,652.20
Interest on Bonds	-	149,000.00
Trustee and Other Fees	<u>-</u>	<u>2,000.00</u>
Total Debt Service	<u>367.10</u>	<u>209,652.20</u>
Total Expenditures	<u>367.10</u>	<u>209,652.20</u>
Change in Fund Equity	<u><u>18,396.54</u></u>	<u><u>(35,059.24)</u></u>

**HILLSDALE COUNTY ISD
GENERAL EDUCATION
BUDGET SUMMARY**

FOR THE FISCAL YEAR 2020/2021

	2018/2019 Actual	2019/2020 Working Budget	2020/2021 Working Budget	Increase (Decrease)	Percentage Difference
FUND BALANCE, BEGINNING	\$ 532,093	\$ 500,575	\$ 606,505	\$ 105,930	19.9%
REVENUES:					
Local Sources	\$ 342,534	\$ 388,635	\$ 366,959	\$ (21,676)	-6.3%
State Sources	2,267,883	2,610,719	3,545,364	934,645	41.2%
Federal Sources	87,124	33,518	-	(33,518)	100.0%
Other Sources	310,893	401,802	420,766	18,964	6.1%
Total Revenue	<u>\$ 3,008,434</u>	<u>\$ 3,434,674</u>	<u>\$ 4,333,089</u>	<u>\$ 898,415</u>	<u>29.9%</u>
EXPENDITURES:					
Early Literacy Services	80,767	48,326	21,500	(26,826)	-33.2%
Director Instructional Services	78,443	-	-	-	0.0%
Board of Education	35,667	38,352	39,696	1,344	3.8%
Superintendent	252,377	228,921	181,939	(46,982)	-18.6%
Business Services	263,059	345,937	389,584	43,647	16.6%
Other Business/District Costs	8,044	21,147	19,310	(1,837)	-22.8%
Operations & Maintenance	132,996	140,995	144,720	3,725	2.8%
Personnel Costs	39,741	44,513	46,264	1,750	4.4%
Technology Costs	52,903	60,462	64,997	4,535	8.6%
Secretarial Costs	75,586	72,179	73,754	1,576	2.1%
Pupil Membership Auditor	82,589	136,202	125,240	(10,962)	-13.3%
County Program Initiatives and Trainings	103,661	95,672	80,664	(15,008)	-14.5%
Outgoing Transfers/Fund Modifications	943	1,899	1,899	-	0.0%
Grants (Local, State and Federal)	1,833,176	2,094,138	3,133,193	1,039,055	56.7%
Total Expenditures	<u>\$ 3,039,953</u>	<u>\$ 3,328,744</u>	<u>\$ 4,322,760</u>	<u>\$ 994,017</u>	<u>32.7%</u>
INCOME (LOSS)	<u>\$ (31,519)</u>	<u>\$ 105,930</u>	<u>\$ 10,329</u>	<u>\$ (95,602)</u>	<u>303.3%</u>
FUND BALANCE, ENDING	<u>\$ 500,575</u>	<u>\$ 606,505</u>	<u>\$ 616,834</u>	<u>\$ 10,329</u>	<u>2.1%</u>
FUND BALANCE AS A % OF EXPENDITURES	<u>16.5%</u>	<u>18.2%</u>	<u>14.3%</u>		

**HILLSDALE COUNTY ISD
GENERAL EDUCATION
BUDGET SUMMARY ASSUMPTIONS
FOR THE FISCAL YEAR 2020/2021**

REVENUES:

Local Sources:

- Local property tax revenue (.2674 mills)
- State of Michigan personal property tax reimbursement
- USF/Erate Funding
- Lifeways Section 31n(6) Match

State Sources:

- Section 147c - MPSEs Stabilization Funds (UAAL)
- Section 31n(6) - Mental Health
- Section 31n(10) - Mental Health Administration
- Section 31n(12) - Mental Health Professional Development
- Section 32d Great Start Readiness Program (GSRP)
- Section 32p ECS Block Grant
- Section 81 Funds
- Sections 35a Early Literacy Coaches

Federal Sources (Revenues must equal Expenditures):

Notification of federal grant revenue has not been received for the 2020/2021 fiscal year

Other Sources:

- Attendance Officer
- Business Services - LEAs
- Charter Administration Fee (3% of unrestricted State Aid - Will Carleton Academy)
- Professional Development (New Teacher Academy)
- Departmental Office Space Allocations

EXPENDITURES:

Explanation for increases (decreases) in excess of \$10,000 or 10%:

Early Literacy Services - The requirement for accepting grant funds no longer includes a 50% match from the general education fund. Compensation for three coaches has been allocated to the grant. The operating budget currently reflects costs associated with LEA professional development and Pre-K trainings as well as travel, conferences, supplies and dues for the three coaches.

Superintendent's Office - Reflects the allocable portion of the superintendents and executive assistants costs to the General Education fund.

Business Services - The budget reflects the allocation of anticipated costs for the business office to support HCISD, CFS, LCS and NAJPS. Personal Activity Reports (PARs) are completed on a monthly basis to allocate costs between the General, Special and Vocational Education funds as well time spent on each LEA.

Other Business/District Costs - These costs include telephone, copier, postage, general office supplies and dues/fees

Pupil Membership Auditor - Reflects a 1.0 FTE staff member to manage the auditing requirements set forth by the Michigan Department of Education and support the twelve (12) county school district in pupil accounting.

County Program Initiatives and Trainings - Due to pupil accounting requirements the pre-teacher class cannot be reflected as a General Education activity and will be transferred to the Vocational Education fund.

Grants (Includes Carryover Funds):

USF/Erate Funding	\$ 3,936
Lifeways 31n(6) Grant Match	42,245
Section 31n(6) Mental Health and Operating Match	702,995
Section 31n(10) Mental Health Administrative Funding	17,858
Section 31n(12) Mental Health Professional Development	142,858
Great Start Readiness Program (32d)	1,440,239
EC Block Grant	189,324
Early Literacy Coach (3 Coaches)	593,738
	\$3,133,193

**HILLSDALE COUNTY INTERMEDIATE SCHOOL DISTRICT ("ISD")
2020.2021 GENERAL FUND OPERATING BUDGET RESOLUTION**

A _____ meeting of the Board of Education of the _____
School District was held at the _____ on _____, 2020,
at _____.

Members present were: _____

The following preamble and resolution were offered by Member _____
and seconded by Member _____.

WHEREAS:

This Board received the ISD General Fund Operating Budget on or before
May 1, 2020; and

WHEREAS:

In accordance with Section 380.624 of the Revised School Code, this Board
must now adopt a resolution expressing its support or disapproval of the
proposed ISD budget, and must submit to the ISD Board any specific
objections and/or proposed changes the Board may have to the budget prior to
June 1, 2020.

THEREFORE, BE IT RESOLVED:

The ISD General Fund Operating Budget for the 2020.2021 school year be
("supported" or "disapproved for the reasons attached hereto"), and that the
Secretary of the Board hereby directed to submit a copy to this Resolution
to the Secretary of the ISD Board of Education, along with any specific
objections or proposed changes to the budget.

Ayes: Members _____

Nays: Members _____

Motion Declared _____.

The undersigned duly qualified and acting Secretary of the Board of Education of
_____, Michigan hereby certifies that the foregoing is a true and
complete copy of a resolution adopted by the Board at a _____ meeting held
on _____, 2020, the original of which resolution is a part of the
Board's minutes, and further certifies that notice of the meeting was given to the public
under the Open Meetings Act, 1976 PA 267, as amended.

Signed:

Secretary, Board of Education

**HILLSDALE COUNTY INTERMEDIATE SCHOOL DISTRICT ("ISD")
2020.2021 GENERAL FUND OPERATING BUDGET RESOLUTION**

A regular meeting of the Board of Education of Will Carleton Academy was held virtually (*E.O. NO. 2020-75*) on May 12, 2020, at 5:15 pm.

Members present were: Brock Lutz, Sarah Hartzler, Chris Busch, Rick Schaerer, Jackie Sutton, Luke VanCamp, Don Westblade

The following preamble and resolution were offered by Member _____ and seconded by Member _____.

WHEREAS:

This Board received the ISD General Fund Operating Budget on or before May 1, 2020; and

WHEREAS:

In accordance with Section 380.624 of the Revised School Code, this Board must now adopt a resolution expressing its support or disapproval of the proposed ISD budget, and must submit to the ISD Board any specific objections and/or proposed changes the Board may have to the budget prior to June 1, 2020.

THEREFORE, BE IT RESOLVED:

The ISD General Fund Operating Budget for the 2020.2021 school year be ("supported" or "disapproved for the reasons attached hereto"), and that the Secretary of the Board hereby directed to submit a copy to this Resolution to the Secretary of the ISD Board of Education, along with any specific objections or proposed changes to the budget.

Ayes: Members _____

Nays: Members _____

Motion Declared _____.

The undersigned duly qualified and acting Secretary of the Board of Education of Will Carleton Academy, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board at a regular business meeting held on May 12, 2020, the original of which resolution is a part of the Board's minutes, and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

Signed: Sarah Hartzler

Secretary, Board of Education

**Will Carleton Academy
2001 West Hallett Rd.
Hillsdale, MI 49242
(517) 437-2000**

**Board of Directors Meetings Approved Schedule
2020 - 2021**

**Meeting Dates: Second Tuesday of Each Month
Meeting Location: Workroom (RM 2)
Meeting Time: 5:15 PM
Posting Location: Main Building
Responsible for Posting Meeting Notices: Academy or Designee**

Schedule of Meetings:

**July 2020 (No Meeting)
August 11, 2020
September 8, 2020
October 13, 2020
November 10, 2020
December 8, 2020
January 12, 2021
February 9, 2021
March 9, 2021
April 13, 2021
May 11, 2021
June 8, 2021** (Annual Organizational and Public Budget Hearing Meeting)**

****June 8, 2021 is the Annual Organizational and Public Budget Hearing for the 2021-2022 school year.**

Official minutes are on file at the Academy's Main Office and are available for inspection upon request.

Individuals with disabilities who need accommodations are encouraged to contact the Academy Principal at least three days in advance of the Board meeting.

**Will Carleton Academy Board of Directors
2020-2021 Board Meeting Schedule Approved: _____**

January 6, 2020

Will Carleton Academy
2001 W. Hallett Rd.
Hillsdale, MI 49242

RE: Board Policy Drafting and Update Services

Dear Mr. Wiens

At the National Charter Schools Institute (“Institute”), we know you want to transform education and win for kids as the Academy Board diligently governs with fidelity and plays a leadership role in fulfilling the Academy’s mission. As you know, well established policies help to provide direction, set guidelines, and assign authority within the organization. To that end, we are pleased that you have asked us to engage with you to provide policies and related services to the Academy Board. Our Board Policy Service is designed to further enable boards to govern for greatness by providing you with concise, legally reviewed policies to allow the Academy to focus on what truly matters -- preparing students for college, work, and life. This letter sets forth the terms under which our relationship will be governed. The services being performed hereunder by the Institute are those of an independent contractor.

Services

The Institute agrees to replicate Bradford Academy’s board policy manual with only slight customization for Will Carleton Academy (“Academy”). The Academy will be provided with a complete policy deck, accessible online through Epicenter or another means of electronic delivery to the Academy’s designee. Upon request, we will provide Administrative Guidelines, which complete the policies and are harmonized with best practices in the charter environment.

Our team will also provide bi-annual updates to the policies using the information gleaned throughout the drafting session(s). The purpose of the update sessions is to review changes proposed to the policies by the author of the Institute’s policy templates. Any modifications based on the bi-annual updates will be incorporated into the Academy’s policy deck.

Work on the drafting and updates will be deemed completed when the work product is made available by way of posting to Epicenter or another means of electronic delivery to the Academy’s designee.

Intellectual Property

The Academy agrees that the Institute owns all copyrights and other intellectual property rights to the policies, templates, updates and all written materials related to these items. Although the Academy may reproduce print copies of the materials we provide under the grant of license below, no rights, including copyrights, are being assigned to the Academy. The Institute retains all title and ownership to all copies of the policy manual, including any updates, in whatever medium the manual is stored or reproduced.

None of the work undertaken by the Institute or its team members under this Agreement is or shall be deemed a “work for hire” within the context of Title 17 of the United States Code, and the Institute retains all ownership to any of the works it creates.

License

The Academy agrees that, although it is hereby granted a limited license to make paper copies for distribution of the policy manuals among the Academy’s Board, management and administration, it will not make copies, in any format, of the templates, policies, or updates (including any written materials related to these items) for use outside the Academy or for any other purpose. The Academy and its agents agree they will not transfer, assign, license, sublicense or otherwise transfer its license (as described in this Agreement) in whole or in part to any of the policies, templates, updates or written materials related to these items to any third party. Neither the Academy nor its agents will use the policy manual or update materials for any other academy, school or organization.

This license shall terminate if the Academy does not remit payment under the terms of this Agreement within 30 days after receipt of the Institute’s invoice or upon the dissolution or insolvency of the Academy.

The terms and conditions of the license shall survive any expiration or termination of this Agreement.

Compensation

The policies and updates shall be deemed completed upon the earlier occurrence of (1) delivery of the materials to the Academy or its designee or (2) posting to Epicenter or another means of electronic delivery for access by the Academy or its designated personnel. At such time, the Academy shall pay to the Institute, under the Institute’s invoice, \$3,000 as consideration for the policy manual. If the Academy decides to include any school-specific policies/language not included in the Bradford Academy manual the Client agrees to pay the remaining \$3,000 as consideration for the customization of the board policy manual.

Updates to the policy manual shall be deemed completed upon the earlier occurrence of (1) delivery to the Academy or its designee or (2) posting to Epicenter or another means of electronic delivery for access by the Academy or its designated personnel. At such time, the

Academy shall pay to the Institute, under the Institute's invoice, \$950 as consideration for each manual so updated.

No Warranty – No Attorney/Client Relationship

The Institute has undertaken to secure the policies and the updates from a source recognized as a provider of board policies and updates. However, the Institute makes no warranties with regard to the policies and the Academy should use its judgment and consult with its legal counsel regarding the implementation of the policies and any updates.

While the Institute may provide guidance and helpful information to the Academy or its designee in the drafting process, none of the consultation from any person affiliated with the Institute in any manner shall constitute legal advice, nor shall there be an attorney-client relationship formed as a result of the advice.

Miscellaneous Matters

This Agreement is the entire Agreement between the parties related to board policies and supersedes any and all prior statements, representations or understandings, whether oral or in writing. Any modifications to this Agreement must be made in writing by an authorized representative of the respective party.

This Agreement shall be governed by the laws of the State of Michigan, and any action or dispute under this agreement shall be subject to expedited arbitration under the commercial arbitration rules of the American Arbitration Association.

We appreciate this opportunity to work with you. Please countersign this letter and return to our office. Please do not hesitate to reach out should you have any questions or wish to further discuss.

Sincerely,



James N. Goenner, Ph.D.
President & CEO
National Charter Schools Institute

Agreed and accepted:

By: _____
Name:
Title: