

Will Carleton Academy Board of Directors  
Regular Meeting  
Tuesday, April 10, 2018, 5:15 p.m.

Agenda

- I. Meeting Call to Order
- II. Roll Call
- III. Approval of Consent Agenda
  - A. April 10, 2018 Regular Meeting Agenda
  - B. March 13, 2018 Regular Meeting Minutes
- IV. Public Comment (agenda items only)
- V. Treasurer's Report
  - A. Approval of Financial Report
- VI. Information from the Administration
- VII. New Business
  - A. Committee Reports
    1. Site Committee
    2. Long Range Planning Committee
    3. Booster Club
    4. School Improvement Committee
    5. Policy Committee
    6. Personnel Committee
    7. Curriculum Committee
- VIII. Other Business/Correspondence
  - A. Tuition Reimbursement
  - B. Board Meeting Schedule 2018-19
  - C. School Calendar 2018-19
- IX. Extended Public Comment (non-agenda items only)
- X. Board Comment
- XI. Reconfirmation of Next Board Meeting May 1, 2018 at 5:15 p.m.
- XII. Adjournment

*Individuals wishing to address the Board of Directors under public comment above are requested to sign in with the Board Secretary prior to the start of the meeting. Individual comments are limited to not more than three (3) minutes each and a total time allowance not to exceed thirty (30) minutes. The Board may not verbally respond to public comments but may follow up in the most appropriate and time-effective manner*

Will Carleton Academy Board of Directors  
Regular Meeting  
Tuesday, April 10, 2018, 5:15 p.m.

Agenda Notes

- I. Meeting Call to Order  
The President should call the meeting to order.
- II. Roll Call  
The Secretary should call roll: Busch, Lutz, Westblade, Roberts, VanCamp, Schaefer, and Hartzler
- III. Approval of Consent Agenda
  - A. April 10, 2018 Agenda
  - B. March 13, 2018 Regular Meeting MinutesWe will need the following motion:  
**“That the Consent Agenda be approved.”**
- IV. Public Comment (agenda items only)  
The President should ask if there are public comments at this time.
- V. Treasurer’s Report
  - A. Approval of Financial Report  
MJ Management Services will review the monthly Financial Report is enclosed and will be reviewed at this time. An appropriate motion would be:  
**“That the monthly financial report be approved.”**
- VI. Information from the Administration  
The President should ask Director Vogt to report.

VII. New Business

A. Committee Reports

1. Site Committee
2. Long Range Planning Committee
3. Booster Club
4. School Improvement Committee
5. Policy Committee
6. Personnel Committee
7. Curriculum Committee

VIII. Other Business/Correspondence

A. Tuition Reimbursement

The tuition reimbursement request is enclosed for your information.

B. Board Meeting Schedule 2018-19

MJ Management will review the proposed 2018-19 board meeting schedule with you at this time. An appropriate motion would be:

**“That the 2018-19 Board Meeting Schedule be approved.”**

C. School Calendar 2018-19

Director Vogt will review the proposed 2018-19 school calendar with you at this time. An appropriate motion would be:

**“That the 2018-19 School Calendar be approved.”**

IX. Extended Public Comment (non-agenda items only)

The President should ask if there is any further public comment at this time.

X. Board Comment

The President should ask if there is any Board comment at this time.

XI. Reconfirmation of Next Board Meeting May 1, 2018 at 5:15 p.m.

XII. Adjournment

We will need a motion to adjourn.

**If you have questions about any materials in this packet, please MJ Management prior to the meeting at 734.789.7724.**

Will Carleton Academy Board of Directors  
Regular Meeting Minutes  
March 13, 2018

**PROPOSED**

I. Meeting Call to Order

The meeting was called to order at 5:17 p.m. at 2001 West Hallett, Hillsdale.

II. Roll Call

Present: Brock Lutz, Christopher Busch, Lisa Roberts, Rick Schaerer, Sarah Hartzler, Luke VanCamp and Don Westblade.

Also Present: Colleen Vogt, Kathleen Witucki, Carla Stewart, Allen Watkins, Melissa Bowles, and JoAn K Mende

III. Approval of Consent Agenda

It was moved by Roberts, supported by VanCamp, that the March 13, 2018 Agenda, and the February 6, 2018 Regular Board Meeting Minutes be approved as presented. The motion passed unanimously.

IV. Public Comment

None

V. Treasurer's Report

A. Approval of the Monthly Financial Report  
MJ Management Services reviewed the Monthly Financial Report with the Board. Motion was made by Hartzler, supported by Roberts that the Monthly Financial Report be approved as presented. Motion passed unanimously.

VI. Information from the Administration

Director Vogt presented her monthly report. Administration report placed on file.

- Discussion: Update on fight that occurred at Marshall Academy at the end of the Boys Basketball competition.
- Discussion of K-8 classroom enrollment.
- HISD performed Annual Audit at MJ Management Services office. "No Exceptions"
- 2018-19 Academic Calendar to be presented at the April board meeting.
- Open Enrollment, Wednesday, April 18 – Wednesday, May 2.

VII. New Business

A. Committee reports

1. Site Committee – N/A

2. Long Range Planning –

- The motion was made by Busch, supported by VanCamp that until further Board action, WCA staff and students will not participate in any events where Marshall Academy students or families are in attendance. The motion passed unanimously.
- The motion was made by Busch, supported by VanCamp to accept the following motion in principal and upon review of Attorney Foley: Draft a letter to MHSAA to register protest with League and Marshall Academy and referees. The motion passed unanimously.
- The motion was made Westblade, supported by Busch to restrict enrollment to one classroom per elementary grades K-8 and to increase class size to 22 students. The motion passed unanimously.

3. Booster Club – Director Vogt reviewed Mrs. Drapers report with the Board. Safety protocol at away games was discussed.

4. School Improvement – Will meet Friday 12:30-1:30

5. Policy – To meet with law enforcement to review security.

6. Personnel – Staff surveys are being completed

7. Curriculum – N/A

VIII. Other Business and Correspondences

None

IX. Extended Public Comment

JoAn Mende –

- Is the final exam required to be taken if a high school senior student has earned an A grade in the class?
- Send letter to Ferris State University regarding Basketball fight.

Carla Stewart – Appreciate Board Support to close the Academy due to illness.

Alan Watkins – Parent Forum –

- Building canopy 100 foot hunter green.
- Green House under debate – short of cash for site work.

X. Board Comment

Busch – Thanks to Colleen for the number of things she deals with in an hour. I appreciate all you do!

XI. Confirmation of next board meeting.

The next regularly scheduled meeting:

April 10, 2018 at 5:15 p.m.

XII. Adjournment

Motion by Hartzler, supported by Roberts, that the meeting be adjourned. Motion passed unanimously. The meeting adjourned at 6:50 p.m.

Proposed minutes respectfully submitted,

Kathleen W. Tucker  
Recording Secretary

Date: March 13, 2018

Approved by the Board of Directors at its \_\_\_\_\_, \_\_\_\_\_ meeting.

\_\_\_\_\_  
Board Secretary

Date: \_\_\_\_\_

Approved:

Revised:

1<sup>st</sup> Tuesday

WILL CARLETON ACADEMY  
2018-19  
Board of Directors  
2001 W. Hallett, Hillsdale, MI 49242  
Phone: 517.437.2000

July 3, 2018	Board Meeting Suspended	
August 7, 2018	5:15 p.m.	Organizational Board Meeting Board Meeting
September 4, 2018	5:15 p.m.	Board Meeting
October 2, 2018	5:15 p.m.	Board Meeting
November 6, 2018	5:15 p.m.	Board Meeting
December 4, 2018	5:15 p.m.	Board Meeting
January 1, 2019 or January 8, 2019	5:15 p.m.	Board Meeting
February 5, 2019	5:15 p.m.	Board Meeting
March 5, 2019	5:15 p.m.	Board Meeting
April 2, 2019	5:15 p.m.	Board Meeting
May 7, 2019	5:15 p.m.	Board Meeting
June 4, 2019	5:15 p.m.	Budget Hearing Board Meeting

The official minutes are on file in the school office and are available for inspection. All Board books, including the official minutes of the Board, are stored and available for inspection at the offices of MJ Management Services Inc., located at 29435 Evergreen, Flat Rock, MI 48134. Telephone No. 734.789-7724.

The Will Carleton Academy will provide necessary and reasonable auxiliary aids and services to those individuals requiring such upon two weeks prior notice to the Academy's Program Director.

MJ Management Services, Inc.  
Tuition Reimbursement

Name

Date

Amount

You must attach a tuition bill/invoice/receipt showing the amount that you paid as well as a report card if it is a class.

Office Use Only	
Date Paid	<input type="text"/>
Check #	<input type="text"/>

Fax, Mail or email to;	1. Submit to Kelly
Kelly Inch	2. Kelly will put on board agenda
MJ Management Services, Inc.	3. Approved by board
P.O. Box 1014	4. Paid during next billing cycle
Flat Rock, MI 48134	
734.675.6553 Fax	
<a href="mailto:kinch@mjmanagement.com">kinch@mjmanagement.com</a>	

Please keep a copy for your records. If you have sent by fax, it is your responsibility to call and confirm that the fax was received by our office.

Student Data Sheet										
 <b>Baker College</b>		Baker College Accounts Receivable Processing Center PO Box 77000 Owosso, MI 48867-7700 billing@baker.edu								
		Account For: Pooley, Sandra (42230358)				Degree: Non Degree Program Major: Planned Education Program: Undergraduate Program Period of Enrollment: 01/07/2018 through 09/06/2018				
Send To: Sandra Pooley 40 E South St Hillsdale, MI 49242-1816			Res Hall: Meal Plan:							
Course Information										
Course	Section	Hrs	Begin Date	Building	Room	Days	Begin Time	End Time		
EDU 4290	A2	3	01/08/2018	Online		UMTWRF S	00:00 AM	11:59 PM		
Total Hrs		3								
Billing Information										
Charges and Adjustments			Assessed	Financial Aid			Awarded	Applied		
Undergrad Tuition Online (EDU 4290(A2))			\$1,170.00	Total			\$ 0.00	\$ 0.00		
Total			\$1,170.00	Reductions:						
				Total			\$ 0.00			
			Payments and Transfers:							
			Date			Amount				
			01/05/2018			\$1,170.00				
			Total			\$1,170.00				
Previous Balance	+	Charges and Adjustments	-	Financial Aid	-	Payments and Transfers	-	Reductions	=	Calculated Balance
\$ 0.00		\$1,170.00		\$ 0.00		\$1,170.00		\$ 0.00		\$ 0.00

JICS SDS Request

# Unofficial Transcript for: Pooley, Sandra

<b>Program</b>	<b>AcademicStatus</b>	<b>Classification</b>	<b>Advisor(s)</b>
Undergraduate Program	Good Standing	Non-degree student	Advising, Center

<b>First Major:</b> Planned Education Program	<b>Second Major:</b>	<b>Degree:</b> Non Degree Program
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	<b>Attempted Credits</b>	<b>Earned Credits</b>	<b>Pass Credits</b>	<b>GPA Credits</b>	<b>Quality Points</b>	<b>GPA</b>
<b>Transfer</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>Residential</b>	3.00	3.00	0.00	3.00	12.00	4.00
<b>Cumulative</b>	3.00	3.00	0.00	3.00	12.00	4.00

**Term: 2018 Spring**

<b>Course</b>	<b>Title</b>	<b>Grade</b>	<b>Repeat</b>	<b>Attempted Credits</b>	<b>Earned Credits</b>	<b>Pass Credits</b>	<b>GPA Credits</b>	<b>Quality Points</b>	<b>GPA</b>	<b>Notes</b>
EDU 4290	Reading Assessment	A	N	3.00	3.00	0.00	3.00	12.00		
			<b>Term Totals:</b>	3.00	3.00	0.00	3.00	12.00	4.00	
			<b>Career Totals:</b>	3.00	3.00	0.00	3.00	12.00	4.00	