

## 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:** February 11, 2020

**Time:** 5:15pm

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

**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: Feb. 11, 2020	Vote	Board	2/11/20 Proposed Agenda
2. Approval of Minutes: Jan. 14, 2020	Vote	Board	1/14/20 Proposed Minutes

**B. Public Comment on Agenda Items Only**

**C. Management Report**

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

**D. 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	

**E. Correspondence:**

<i>Board Correspondence Items</i>	<i>Purpose</i>	<i>Who</i>	<i>Materials</i>
1. -	Discussion	Board	-

**F. Financial Reports:**

<b>Item</b>	<b>Purpose</b>	<b>Who</b>	<b>Materials</b>
1. Monthly Financial Report	Vote	B. Beaudrie	January Report
2. Amended Budget	Vote	Finance	Proposed Amended Budget and Resolution
3. Budget Development Schedule	Discussion	B. Beaudrie	

**G. New Business:**

<b>New Business Agenda Items</b>	<b>Purpose</b>	<b>Who</b>	<b>Materials</b>
1. Board Member Recommendations for Reappointments <ul style="list-style-type: none"> <li>● Rick Schaerer – Expires 6/30/20</li> <li>● Sarah Hartzler – Expires 6/30/20</li> <li>● Luke VanCamp – Expires 6/30/20</li> </ul>	Vote	Board	
2. Board Policy Manual	Vote	Board	NCSI BP Engagement Letter

**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 March 10, 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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**Date:** January 14, 2020

**Time:** 5:15 PM

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

### Call to order

Brock Lutz called the meeting to order at 5:24 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 – Administrative Assistant
AJ Watkins – Parent Forum Liaison
Jackie Phillips – Fifth Grade Teacher

### A. Consent Agenda:

<i>Item</i>	<i>Purpose</i>	<i>Who</i>	<i>Materials</i>
1. Approval of Agenda for Jan 14, 2020	Vote	Board	1/14/20 Proposed Agenda
2. Approval of Minutes for Nov 12, 2019	Vote	Board	11/12/19 Proposed Minutes

It was moved by Rick Schaerer and supported by Jackie Sutton to approve the items listed on the minutes as submitted.

The motion passed unanimously with 6 Ayes and 0 Nays

It was moved by Chris Busch and supported by Luke VanCamp to approve the items listed on the agenda as submitted.

The motion passed unanimously with 6 Ayes and 0 Nays

**B. Public Comment on Agenda Items Only**

None

**C. Management Report**

**1. Director's Report**

- Reviewed enrollment numbers.
- Thank you to the board for all that they do for the school community.
- Discussed the leaders meeting at CSA central office in Grand Rapids.
- WCA has the highest index score in the county. Provided a report for the board and briefly discussed the school's score.
- County wide board meeting is on Feb 6 at 6:00 pm.

**2. Athletics Report**

None

**3. Superintendent's Report**

- Thank you to the board.
- Choice appreciates the time and effort that you give to your community.
- Congrats on the index score.
- Discussed the Title IX training from the leaders meeting at CSA.

**D. Board Committee Reports**

<i>Committee</i>	<i>Purpose</i>	<i>Who</i>	<i>Notes</i>
1. Curriculum	Discussion	Board	<i>None. Next meeting 1/23/20.</i>
2. Discipline	Discussion	Board	<i>Met to discuss an incident. School staff is working on a resolution.</i>
3. Long Range Planning	Discussion	Board	<i>No new report. Suggested a meeting ahead of the Feb board meeting to discuss an amended budget.</i>

4. School Improvement	Discussion	Board	<i>None.</i>
5. Site	Discussion	Board	<i>Met on 1/14/20 to discuss some facilities items.</i>
6. Policy	Discussion	Board	<i>Developed a final draft of the Student Travel Policy. Brock Lutz asked Kurt Naber for a formal proposal from NCSI for the Feb meeting.</i>

**E. Correspondence:**

<b>Board Correspondence Items</b>	<b>Purpose</b>	<b>Who</b>	<b>Nortes</b>
1. Clark Hill Response & MDE Determination	Discussion	Board	<i>Kurt Naber discussed the documents. Both can be available for board review if needed or requested.</i>

**F. Financial Reports:**

<b>Item</b>	<b>Purpose</b>	<b>Who</b>	<b>Materials</b>
1. Monthly Financial Report	Vote	B. Beaudrie	Nov & Dec Reports

Brian Beaudrie *discussed the financial reports.*

It was moved by Luke VanCamp and supported by Don Westblade to approve the November and December 2019 monthly Financial Reports.

The motion passed unanimously with 6 Ayes and 0 Nays.

**G. New Business:**

<b>New Business Agenda Items</b>	<b>Purpose</b>	<b>Who</b>	<b>Materials</b>
1. Open Enrollment Period	Vote	Board	Proposed Dates

Colleen Vogt discussed the proposed dates.

It was moved by Chris Busch and supported by Luke VanCamp to approve the Re-enrollment Dates: 2/3/2020 - 2/13/2020, the Open Enrollment Dates: 4/15/2020 - 4/29/2020, and the Total Enrollment Cap of 600 students. The motion passed unanimously with 6 Ayes and 0 Nays.

2. Student Travel Policy	Vote	Board	Draft Policy
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Colleen Vogt reviewed the policy for the board. There was some discussion about the policy.

It was moved by Luke VanCamp and supported by Jackie Sutton to approve the Student Travel Policy as submitted.

The motion passed unanimously with 6 Ayes and 0 Nays.

3. CSA Organization Chart	Discussion	K. Naber	CSA Organization Chart
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Kurt Naber reviewed the chart with the board.

4. WCA ESP Evaluation	Discussion	Board	Choice Board Evaluation
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Kurt Naber reviewed the eval and the process with the board.

5. WCA Board Terms and Renewals	Discussion	Board	Spreadsheet
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Kurt Naber discussed the sheet briefly. Carla Stewart will assist with the dates, and board members filled in their birthdates.

**H. Board Comments**

Chris Busch - thanked the staff, especially the teachers. He is delighted by his son’s experience. Appreciates the thoroughness of the support that is provided by CSA.

Jackie Sutton - appreciates the staff for the work that they are doing with her grandchildren. Admires the staff for the work that they do.

Don Westblade - thank you to CSA for the board appreciation gifts, and congratulations to the WCA team for their achievements on the index score report.

- 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.*

Jackie Phillips - we need to "brag on ourselves" regarding our index score.

AJ Watkins - concerned about the flow of the org chart and asks that the board review the overall structure. Concerned about 1st amendment rights related to social media. Encouraged by the results on the index score report. The index score should be communicated widely. Supports the staff with respect to the ice in the parking lot.

- Supports the staff and board response to the recent parking lot concerns.
- Dad's 'n Donuts is the next upcoming event for Parent Forum.

- J. **Closed Session** *(If Requested)*

- K. **Confirmation of Next Board Meeting Date:** *Regular Board Meeting February 11, 2020, 5:15 pm.*

- L. **Adjournment**

It was moved by Don Westblade and supported by Luke VanCamp that the meeting be adjourned. The motion passed unanimously with 6 Ayes and 0 Nays. The meeting adjourned at 7:00 P.M.

Proposed minutes respectfully submitted,

\_\_\_\_\_ Date: January 14, 2020

Recording Secretary

Approved by the Board of Directors at its February 11, 2020 meeting.

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

Board Secretary



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

**Fund: General Fund**

**Assets**

	300.00
Cash-County National	278,508.61
Cash-County National - Student Activity	8,925.25
Cash-US Bank #142625000	351.87
Prepaid Expenses-Payroll and Benefits	<u>90,576.82</u>

**Total Assets** 378,662.55

**Liabilities**

Accounts Payable	40,877.68
Deferred Revenue	<u>2,316.51</u>

**Total Liabilities** 43,194.19

**Fund Equity**

Beginning Fund Equity	678,658.45
Change in Fund Equity	<u>(343,190.09)</u>

**Total Fund Equity** 335,468.36

**Total Liabilities & Fund Equity** 378,662.55

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

<b>Fund: General Fund</b>	<b>This Month</b>	<b>Y-T-D</b>	<b>Budget</b>	<b>Difference</b>	<b>Percent</b>
<b>Revenues</b>					
Total Local Sources	3,900.60	21,536.47	118,045	(96,508.53)	18%
Total State Sources	232,249.45	852,132.27	2,269,687	(1,417,554.73)	38%
Total Federal Sources	413.71	54,773.71	75,811	(21,037.29)	72%
<b>Total Revenues</b>	<u>236,563.76</u>	<u>928,442.45</u>	<u>2,463,543.00</u>	<u>(1,535,100.55)</u>	<u>38%</u>
<b>Expenditures</b>					
Total Basic Programs	80,165.12	543,756.51	1,091,487	547,730.49	50%
Total Added Needs	11,852.14	94,379.87	241,811	147,431.13	39%
Total Support Services - Pupil	-	1,014.40	2,500	1,485.60	41%
Total Support Services - Instructional Staff	136.43	11,123.33	15,500	4,376.67	72%
Total Support Services - General Administration	26,299.78	171,614.81	314,054	142,439.19	55%
Total Support Services - School Administration	19,182.53	131,115.11	229,100	97,984.89	57%
Total Support Services - Business	1,427.80	4,285.96	8,000	3,714.04	54%
Total Operation and Maintenance of Plant	10,768.42	127,087.49	212,500	85,412.51	60%
Total Pupil Transportation Services	-	825.00	2,000	1,175.00	41%
Total Support Services - Central	1,410.25	37,946.96	63,500	25,553.04	60%
Total Athletic Activities	824.90	23,655.58	58,000	34,344.42	41%
Total Community Services	870.66	7,637.25	11,000	3,362.75	69%
Total Fund Modifications	19,181.82	117,190.27	213,000	95,809.73	55%
<b>Total Expenditures</b>	<u>172,119.85</u>	<u>1,271,632.54</u>	<u>2,462,452.00</u>	<u>1,190,819.46</u>	<u>52%</u>
<b>Change in Fund Equity</b>	<u>64,443.91</u>	<u>(343,190.09)</u>	<u>1,091</u>	<u>(344,281.09)</u>	

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

<b>Fund: General Fund</b>	<b>This Month</b>	<b>Y-T-D</b>	<b>Budget</b>	<b>Difference</b>	<b>Percent</b>
<b>Local Sources</b>					
Interest	-	11.25	45	(33.75)	25%
Milk Sales	123.00	833.00	-	833.00	100%
Dues and Fees	-	6,459.99	-	6,459.99	100%
Childcare Fees	1,180.00	7,146.00	11,000	(3,854.00)	65%
Preschool	1,700.00	5,525.00	76,500	(70,975.00)	7%
Miscellaneous Other	897.60	1,561.23	30,500	(28,938.77)	5%
<b>Total Local Sources</b>	<b>3,900.60</b>	<b>21,536.47</b>	<b>118,045</b>	<b>(96,508.53)</b>	<b>18%</b>
<b>State Sources</b>					
Foundation Allowance	224,702.82	825,399.56	2,171,142	(1,345,742.44)	38%
31A At-Risk	4,497.50	18,217.58	50,000	(31,782.42)	36%
Special Ed	400.94	1,603.77	30,645	(29,041.23)	5%
Special Ed - Cost Reimbursement	28.03	112.10	-	112.10	100%
Headlee Obligation for Data Collect	656.76	2,630.50	6,900	(4,269.50)	38%
Early Literacy Grant	1,276.60	1,276.60	-	1,276.60	100%
CTE Per Pupil Incentive	35.19	(59.25)	-	(59.25)	100%
Early Literacy Grant - Hillsdale ISD	651.61	2,951.41	11,000	(8,048.59)	27%
<b>Total State Sources</b>	<b>232,249.45</b>	<b>852,132.27</b>	<b>2,269,687</b>	<b>(1,417,554.73)</b>	<b>38%</b>
<b>Federal Sources</b>					
Title I Grant PY	-	29,677.00	-	29,677.00	100%
Title I Grant	-	-	25,225	(25,225.00)	0%
Title IIA Grant PY	-	7,294.20	-	7,294.20	100%
Title IIA Grant	-	-	5,086	(5,086.00)	0%
Title IV Grant PY	-	16,269.50	-	16,269.50	100%
Title IV Grant	-	-	10,000	(10,000.00)	0%
REAP Grant	-	-	34,000	(34,000.00)	0%
Special Milk Program	413.71	1,533.01	1,500	33.01	102%
<b>Total Federal Sources</b>	<b>413.71</b>	<b>54,773.71</b>	<b>75,811</b>	<b>(21,037.29)</b>	<b>72%</b>
<b>Total Revenues</b>	<b>236,563.76</b>	<b>928,442.45</b>	<b>2,463,543</b>	<b>(1,535,100.55)</b>	<b>38%</b>

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

Fund: General Fund	This Month	Y-T-D	Budget	Difference	Percent
<b>Instruction</b>					
<b>Basic Programs</b>					
<b>Elementary/Middle School</b>					
Teacher Salaries (includes P.E., Art and Music)	38,189.81	226,814.43	467,000	240,185.57	49%
Assistant Salaries	637.50	9,260.95	7,000	(2,260.95)	132%
Substitute Salaries	2,879.43	18,676.48	10,000	(8,676.48)	187%
Benefits (related to teachers, assistants and substitutes)	6,529.84	51,969.32	176,000	124,030.68	30%
Outside Substitutes	-	2,571.41	-	(2,571.41)	100%
Copier Lease	983.49	9,206.50	-	(9,206.50)	100%
Teaching Supplies-General	1,237.50	46,959.21	30,000	(16,959.21)	157%
Teaching Supplies - Title IV	2,954.35	2,954.35	-	(2,954.35)	100%
Teaching Supplies - Title IV PY	-	16,269.50	-	(16,269.50)	100%
Technology - Non Depreciable	-	3,304.71	-	(3,304.71)	100%
Field Trips and Events	287.50	612.50	-	(612.50)	100%
Miscellaneous Other	1,392.63	3,981.13	7,500	3,518.87	53%
<b>Total Elementary</b>	<u>55,092.05</u>	<u>392,580.49</u>	<u>697,500</u>	<u>304,919.51</u>	<u>56%</u>
<b>High School</b>					
Teacher Salaries	16,482.43	93,100.27	198,000	104,899.73	47%
Teacher Benefits	2,679.90	19,744.45	75,000	55,255.55	26%
Tuition (Dual Enrollment Fees)	-	4,516.70	15,000	10,483.30	30%
Early Middle College	-	1,702.65	-	(1,702.65)	100%
HS Teaching Supplies	148.41	3,006.36	11,000	7,993.64	27%
Teaching Supplies - Title IV	3,216.45	4,948.99	-	(4,948.99)	100%
HS Textbooks	-	-	3,000	3,000.00	0%
Miscellaneous Other	111.58	2,978.13	10,000	7,021.87	30%
<b>Total High School</b>	<u>22,638.77</u>	<u>129,997.55</u>	<u>312,000</u>	<u>182,002.45</u>	<u>42%</u>
<b>Preschool</b>					
Teacher Salaries	2,000.00	11,400.00	26,000	14,600.00	44%
Assistant Salaries	-	-	18,500	18,500.00	0%
Benefits (related to teachers and assistants)	434.30	2,295.63	21,500	19,204.37	11%
Preschool Supplies	-	3,622.66	8,500	4,877.34	43%
Miscellaneous Other	-	-	2,000	2,000.00	0%
<b>Total Middle/Junior High</b>	<u>2,434.30</u>	<u>17,318.29</u>	<u>76,500</u>	<u>59,181.71</u>	<u>23%</u>

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

Fund: General Fund	This Month	Y-T-D	Budget	Difference	Percent
<b>Summer School</b>					
Teacher Salaries	-	3,600.00	4,800	1,200.00	75%
Teacher Benefits	-	260.18	687	426.82	38%
<b>Total Summer School</b>	-	3,860.18	5,487	1,626.82	70%
<b>Total Basic Programs</b>	80,165.12	543,756.51	1,091,487.00	547,730.49	50%
<b>Added Needs</b>					
Teacher Salary - Special Ed	1,907.32	14,389.70	24,000	9,610.30	60%
Teacher Benefits - Special Ed	287.69	3,486.97	9,500	6,013.03	37%
Assistant Salaries - Special Ed	1,491.63	9,847.30	18,500	8,652.70	53%
Assistant Benefits - Special Ed	380.16	2,202.80	10,500	8,297.20	21%
SE Teaching Supplies	175.00	566.06	-	(566.06)	100%
CI Classroom	-	9,800.00	55,000	45,200.00	18%
Assistant Salaries - 31a	2,860.99	21,584.56	36,000	14,415.44	60%
Assistant Benefits - 31a	631.56	6,330.66	14,000	7,669.34	45%
Assistant Salaries - REAP	1,749.12	11,012.73	26,500	15,487.27	42%
Benefits - REAP	264.55	1,401.75	7,500	6,098.25	19%
Assistant Salaries - Title I	1,832.92	10,281.99	19,000	8,718.01	54%
Assistant Benefits - Title I	271.20	3,475.35	10,711	7,235.65	32%
Title I Supplies	-	-	600	600.00	0%
Title IV Supplies	-	-	10,000	10,000.00	0%
<b>Total Added Needs</b>	11,852.14	94,379.87	241,811	147,431.13	39%
<b>Total Instruction</b>	92,017.26	638,136.38	1,333,298	695,161.62	48%
<b>Support Services - Pupil</b>					
Attendance Officer - Hillsdale ISD	-	1,014.40	2,500	1,485.60	41%
<b>Total Support Services - Pupil</b>	-	1,014.40	2,500	1,485.60	41%

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

Fund: General Fund	This Month	Y-T-D	Budget	Difference	Percent
<b>Support Services - Instructional Staff</b>					
Professional Development	118.48	10,229.91	15,000	4,770.09	68%
Library Salaries	-	177.75	-	(177.75)	100%
Library Benefits	-	22.56	-	(22.56)	100%
Library Supplies	17.95	687.68	-	(687.68)	100%
Special Ed Supervision	-	5.43	500	494.57	1%
<b>Total Support Services - Instructional Staff</b>	<u>136.43</u>	<u>11,123.33</u>	<u>15,500</u>	<u>4,376.67</u>	<u>72%</u>
<b>Support Services - General Administration</b>					
Legal Services	-	200.54	1,000	799.46	20%
Audit Services	-	8,780.00	8,950	170.00	98%
Management Services Fee	19,545.83	136,820.81	234,550	97,729.19	58%
Oversight Services Fee	6,753.95	24,813.46	66,054	41,240.54	38%
Dues & Fees	-	1,000.00	3,500	2,500.00	29%
<b>Total Support Services - General Administration</b>	<u>26,299.78</u>	<u>171,614.81</u>	<u>314,054</u>	<u>142,439.19</u>	<u>55%</u>
<b>Support Services - School Administration</b>					
Principal Salaries	7,592.31	57,342.34	90,000	32,657.66	64%
Secretary Salaries	5,189.77	33,071.79	52,000	18,928.21	64%
Principal/Secretary Benefits	1,829.84	20,346.25	49,500	29,153.75	41%
Postage	517.12	1,898.74	2,500	601.26	76%
Equipment Lease	-	440.56	20,000	19,559.44	2%
Office Supplies	1,909.65	11,867.81	10,000	(1,867.81)	119%
Dues and Fees	-	89.00	100	11.00	89%
Miscellaneous Other	2,143.84	6,058.62	5,000	(1,058.62)	121%
<b>Total Support Services - School Administration</b>	<u>19,182.53</u>	<u>131,115.11</u>	<u>229,100</u>	<u>97,984.89</u>	<u>57%</u>

**Will Carleton Academy  
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January 2020 (Unaudited)**

Fund: General Fund	This Month	Y-T-D	Budget	Difference	Percent
<b>Support Services - Business</b>					
Bank Fees	102.80	516.46	500	(16.46)	103%
Dues & Fees	1,325.00	3,769.50	7,500	3,730.50	50%
<b>Total Support Services - Business</b>	<u>1,427.80</u>	<u>4,285.96</u>	<u>8,000</u>	<u>3,714.04</u>	<u>54%</u>
<b>Operation and Maintenance of Plant</b>					
Janitor Salaries	4,734.20	40,280.62	70,000	29,719.38	58%
Janitor Benefits	956.26	7,524.53	14,000	6,475.47	54%
Telephone and Internet	476.09	2,960.54	6,500	3,539.46	46%
Water and Sewer	-	1,309.13	3,500	2,190.87	37%
Waste and Trash Disposal	339.00	2,064.00	4,000	1,936.00	52%
Property and Liability Insurance	-	11,894.09	20,500	8,605.91	58%
Building Maintenance	123.18	17,871.08	20,000	2,128.92	89%
Lawn Care/Snow Removal	1,295.00	5,332.81	7,500	2,167.19	71%
Gas	1,938.27	5,565.72	16,500	10,934.28	34%
Electricity	-	16,459.79	35,000	18,540.21	47%
Janitor Supplies	906.42	6,734.18	15,000	8,265.82	45%
Supplies - Competitive School Safety Grant	-	5,111.00	-	(5,111.00)	100%
Capital Outlay	-	2,476.00	-	(2,476.00)	100%
Capital Outlay - Competitive School Safety Grant	-	1,504.00	-	(1,504.00)	100%
<b>Total Operation and Maintenance of Plant</b>	<u>10,768.42</u>	<u>127,087.49</u>	<u>212,500</u>	<u>85,412.51</u>	<u>60%</u>
<b>Pupil Transportation Services</b>					
Pupil Transportation by Contract Carrier	-	825.00	2,000	1,175.00	41%
<b>Total Pupil Transportation Services</b>	<u>-</u>	<u>825.00</u>	<u>2,000</u>	<u>1,175.00</u>	<u>41%</u>



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

Fund: General Fund	This Month	Y-T-D	Budget	Difference	Percent
<b>Support Services - Central</b>					
Marketing	76.00	10,766.87	20,000	9,233.13	54%
Prof Development	138.00	3,806.33	5,000	1,193.67	76%
Personnel Recruitment	-	924.18	2,500	1,575.82	37%
Fingerprinting	121.25	559.50	1,000	440.50	56%
Technology Services	1,075.00	21,890.08	35,000	13,109.92	63%
<b>Total Support Services - Central</b>	<u>1,410.25</u>	<u>37,946.96</u>	<u>63,500</u>	<u>25,553.04</u>	<u>60%</u>
<b>Athletic Activities</b>					
Athletic Director Salary	-	7,914.48	12,000	4,085.52	66%
Coaches Salaries	-	6,600.00	20,000	13,400.00	33%
Benefits - Coaches / AD	-	1,727.55	3,500	1,772.45	49%
Athletic Referees	-	2,765.00	7,000	4,235.00	40%
Athletic Supplies	824.90	3,728.55	12,000	8,271.45	31%
Athletic Dues and Fees	-	920.00	3,500	2,580.00	26%
<b>Total Athletic Activities</b>	<u>824.90</u>	<u>23,655.58</u>	<u>58,000</u>	<u>34,344.42</u>	<u>41%</u>
<b>Total Supporting Services</b>	<u>60,050.11</u>	<u>508,668.64</u>	<u>905,154</u>	<u>396,485.36</u>	<u>56%</u>
<b>Community Services</b>					
Latchkey Salaries	541.60	6,216.48	8,000	1,783.52	78%
Latchkey Benefits	68.06	764.70	2,000	1,235.30	38%
Latchkey Supplies	261.00	656.07	1,000	343.93	66%
<b>Total Community Services</b>	<u>870.66</u>	<u>7,637.25</u>	<u>11,000</u>	<u>3,362.75</u>	<u>69%</u>
<b>Fund Modifications</b>					
Transfer to Debt Service Fund	19,181.82	117,190.27	213,000	95,809.73	55%
<b>Total Fund Modifications</b>	<u>19,181.82</u>	<u>117,190.27</u>	<u>213,000</u>	<u>95,809.73</u>	<u>55%</u>
<b>Total Expenditures</b>	<u>172,119.85</u>	<u>1,271,632.54</u>	<u>2,462,452</u>	<u>1,190,819.46</u>	<u>52%</u>
<b>Change in Fund Equity</b>	<u>64,443.91</u>	<u>(343,190.09)</u>	<u>1,091</u>	<u>(344,281.09)</u>	

**Will Carleton Academy**  
**Check Register Report**  
**January 1, 2020 - January 31, 2020**

Check Date	Check	Vendor Name	Description	Amount
1/15/2020	20867	American Copper & Brass, LLC	Building Maintenance	102.30
1/15/2020	20868	American Office Solutions	Copier Usage 11/17/19 - 12/16/19	772.82
1/15/2020	20869	Cardmember Service	Lawn Care/Snow Removal - Fuel	70.01
1/15/2020	20869	Cardmember Service	Salt	123.23
1/15/2020	20869	Cardmember Service	Office Supplies	63.39
1/15/2020	20869	Cardmember Service	Misc	490.78
1/15/2020	20869	Cardmember Service	Child Care Cell	33.30
1/15/2020	20869	Cardmember Service	Athletic Supplies	135.88
1/15/2020	20869	Cardmember Service	Elementary Misc	237.04
1/15/2020	20869	Cardmember Service	Elem Teaching Supplies	30.81
1/15/2020	20869	Cardmember Service	HS Misc	13.95
1/15/2020	20869	Cardmember Service	Interest	19.54
1/15/2020	20870	Chelsi Dryer	HS Pizza Order	23.00
1/15/2020	20870	Chelsi Dryer	Choice University Charter Bus - Tip	60.00
1/15/2020	20870	Chelsi Dryer	Awesome Autumn - Pumpkins	16.00
1/15/2020	20870	Chelsi Dryer	Participation Fee - Awesome Autumn	60.00
1/15/2020	20870	Chelsi Dryer	P.Charlton Reimbursement - Birthday Book Club	3.89
1/15/2020	20870	Chelsi Dryer	FASFA Meeting - Pizza Delivery Tip	10.00
1/15/2020	20870	Chelsi Dryer	B.Kinsey Fingerprint	58.25
1/15/2020	20871	Cheryl Balcom	Child Care Supplies	89.09
1/15/2020	20872	Choice Schools Associates LLC	Payroll for December 13, 2019 (actual)	12,910.18
1/15/2020	20872	Choice Schools Associates LLC	Payroll for December 27, 2019 (actual)	26,986.46
1/15/2020	20872	Choice Schools Associates LLC	Management Fee for January 2020	19,545.83
1/15/2020	20872	Choice Schools Associates LLC	Payroll for February 7, 2020 (estimate)	40,000.00
1/15/2020	20872	Choice Schools Associates LLC	Payroll for February 21, 2020 (estimate)	40,000.00
1/15/2020	20872	Choice Schools Associates LLC	Employee Benefits for February 2020 (estimate)	13,000.00
1/15/2020	20873	City of Hillsdale	Exploration Program Transportation	148.50
1/15/2020	20874	Colleen Vogt	Miscellaneous Other	241.43
1/15/2020	20875	Comcast	Telephone and Internet	49.69
1/15/2020	20876	Crisis Go	Text Alert System	1,150.00
1/15/2020	20877	Current Office Solutions	Office Supplies	248.96
1/15/2020	20877	Current Office Solutions	Office Supplies	237.20
1/15/2020	20877	Current Office Solutions	Office Supplies	378.00
1/15/2020	20877	Current Office Solutions	Credit From Invoice #821278	(8.90)
1/15/2020	20878	D & D Maintenance Supply	Janitor Supplies	424.85
1/15/2020	20878	D & D Maintenance Supply	Janitor Supplies	25.50

1/15/2020	20879	Educational Reporting Solutions	Technology Support Services - January	1,075.00
1/15/2020	20880	H.J. Gelzer & Son, Inc.	Hardware	3.58
1/15/2020	20881	Hillsdale BPU	Water	257.46
1/15/2020	20881	Hillsdale BPU	Electricity	597.64
1/15/2020	20881	Hillsdale BPU	Electricity	285.42
1/15/2020	20881	Hillsdale BPU	Electricity	252.96
1/15/2020	20881	Hillsdale BPU	Electricity	282.72
1/15/2020	20881	Hillsdale BPU	Electricity	282.83
1/15/2020	20881	Hillsdale BPU	Electricity	76.77
1/15/2020	20881	Hillsdale BPU	Electricity	68.58
1/15/2020	20881	Hillsdale BPU	Electricity	66.51
1/15/2020	20881	Hillsdale BPU	Electricity	904.83
1/15/2020	20882	Hillsdale Market House	Milk	100.00
1/15/2020	20882	Hillsdale Market House	Milk	25.00
1/15/2020	20882	Hillsdale Market House	Milk	125.00
1/15/2020	20882	Hillsdale Market House	Gift Card	200.00
1/15/2020	20882	Hillsdale Market House	Elem Fest Snack	46.59
1/15/2020	20882	Hillsdale Market House	Student Adoption Day	28.43
1/15/2020	20883	HodZ Designs	Coaches Shirts	352.00
1/15/2020	20884	Home Town Linen Service	Mop Service	29.62
1/15/2020	20885	HOPE for Developmental Disabilities	Special Ed Services - December 2019	2,450.00
1/15/2020	20886	Jackson County ISD	2nd Qtr Technology for 2019-2020	5,396.50
1/15/2020	20887	John Deere Financial	JD 2025 - December 2019	364.50
1/15/2020	20888	Johnny T`s Bistro	Holiday Staff Lunch	224.00
1/15/2020	20889	Jonesville Lumber	Cabinetry	1,890.00
1/15/2020	20889	Jonesville Lumber	Cabinetry Counter	1,311.00
1/15/2020	20889	Jonesville Lumber	Salt	228.57
1/15/2020	20889	Jonesville Lumber	Screws/Shims	20.18
1/15/2020	20889	Jonesville Lumber	Adhesive/Screws	31.57
1/15/2020	20889	Jonesville Lumber	Plywood	28.79
1/15/2020	20889	Jonesville Lumber	Service Charge	37.80
1/15/2020	20890	Judy Kochendorfer	Special Ed Teaching Supplies	315.00
1/15/2020	20891	Lawson`s Graffix Shop	Staff Jackets	106.45
1/15/2020	20891	Lawson`s Graffix Shop	EP Uniform Shirts	55.30
1/15/2020	20892	Michigan Gas Utilities	Gas	271.20
1/15/2020	20892	Michigan Gas Utilities	Gas	1,944.57
1/15/2020	20893	Modern Waste Systems	Trash Disposal - 01/01/2020 - 01/31/2020	339.00
1/15/2020	20894	Performance Automotive	Salt Spreader	908.00
1/15/2020	20895	Purchase Power	Postage	461.31
1/15/2020	20896	Robert Billman	Snow Removal	1,150.00
1/15/2020	20897	Rose Pest Solutions	Canine Inspection Recurring	250.00
1/15/2020	20898	Sportsarama	Mens Basketballs	161.85

1/15/2020 20899	TIAA Commercial Finance, Inc.	Copier Lease	498.58
1/15/2020 20900	Verizon Wireless	CAV Cell	158.07
1/15/2020 20901	Walmart Community	HS Misc	328.43
1/15/2020 20901	Walmart Community	Office Supplies	314.94
1/15/2020 20901	Walmart Community	Misc	299.13
1/15/2020 20901	Walmart Community	Elem Misc	147.96
1/15/2020 20901	Walmart Community	Janitor Supplies	440.69
1/15/2020 20901	Walmart Community	Late Charge	16.17
			<b>\$ 182,961.48</b>

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

**Fund: Debt Service Fund**

<b>Assets</b>	
US Bank #142625001 - Interest Fund	75,820.90
US Bank #142625002 - Principal Fund	27,490.04
US Bank #142625003 - Reserve Fund	205,811.40
US Bank #142625004 - Expense Fund	<u>551.07</u>
<b>Total Assets</b>	<b><u>309,673.41</u></b>
<b>Liabilities</b>	
Accounts Payable	-
Due to General Fund	<u>-</u>
<b>Total Liabilities</b>	<b><u>-</u></b>
<b>Fund Equity</b>	
Beginning Fund Equity	326,988.68
Change in Fund Equity	<u>(17,315.27)</u>
<b>Total Fund Equity</b>	<b><u>309,673.41</u></b>
<b>Total Liabilities &amp; Fund Equity</b>	<b><u>309,673.41</u></b>

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

<b>Fund: Debt Service Fund</b>	<b>This Month</b>	<b>Y-T-D</b>
<b>Incoming Transfers and Other Transactions</b>		
Interest	-	283.86
Transfer From General Fund	<u>19,181.82</u>	<u>117,190.27</u>
<b>Total Incoming Transfers and Other Transactions</b>	<u>19,181.82</u>	<u>117,474.13</u>
<b>Total Revenues</b>	<u>19,181.82</u>	<u>117,474.13</u>
<b>Debt Service</b>		
Principal on Bonds	-	55,000.00
Principal on Loans	-	2,189.40
Interest on Bonds	-	75,600.00
Trustee and Other Fees	<u>-</u>	<u>2,000.00</u>
<b>Total Debt Service</b>	<u>-</u>	<u>134,789.40</u>
<b>Total Expenditures</b>	<u>-</u>	<u>134,789.40</u>
<b>Change in Fund Equity</b>	<u><u>19,181.82</u></u>	<u><u>(17,315.27)</u></u>

# Will Carleton Budget Development Schedule

## Fiscal Year 2020/21

### January:

Board approves the budget development schedule.

### February:

Board approves the 2019-20 Amended Budget.  
Amended Budget is used as a resource for developing the 2020-21 Budget.  
Board discusses any school improvement priorities for 2020-21

### March:

CAO (Treasurer)/Area Superintendent presents finance information related to the estimated costs of school improvement priorities

### April:

Finance Committee conducts a budget work session

### May:

Board receives working draft of the 2020-21 budget

### June:

Board conducts the Public Budget Hearing  
Board approves the General Fund, Capital Fund, and Special Fund Resolutions

June 30, 2020 Budgets must be approved by June 30, 2020

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: