

**Will Carleton Academy  
Board of Directors  
2001 W Hallett Rd.  
Hillsdale, MI 49242  
Board Regular Meeting  
October 9, 2018  
Academy Workroom  
5:15 PM**

## **PROPOSED AGENDA**

- 1. Call to Order**
- 2. Roll Call**
- 3. Public Comments (Limited to Agenda Items only)**
- 4. Approval of Agenda**
- 5. Consent Agenda**
  - A. Approval of Board Meeting Minutes**
    - (1) Organizational and Regular Meeting Minutes of August 13, 2018**
    - (2) Strategic Planning Workshop Meeting Minutes of September 11, 2018**
- 6. Treasurer's Report**
  - A. Independent Auditor's Report of Fiscal Year 2018**
  - B. Monthly Financial Report for August 2018 and September 2018**
  - C. 2018-19 Budget Staffing Chart Update**
- 7. Business Items**
  - A. Monthly Financial Report for August 2018 and September 2018—  
Action**
  - B. Amended 2018-19 School Operating Budget—Information**
  - C. Hillsdale ISD**
    - (1) CI Program Plan**
    - (2) Charter Contract with Schedules**
  - D. Building Projects: Science Laboratory, Parking Lot Paving, and  
Gymnasium**
  - E. 2018-19 School Calendar Amendment**
  - F. Out of State Field Trip**
  - G. Appointment of Board Committees**
- 8. Business Manager Reports**
  - A. Director's Report**
  - B. Management Report**
    - (1) Strategic Planning Followup**
    - (2) Board Policy Manual and Administrative Guidelines**
    - (3) Safety Grant Application**
- 9. Extended Public Comment (Limited to Non-Agenda Items)**

**10. Board Comments**

**11. Closed Session**

**12. Reconfirmation of Next Board Meeting Date: Board Regular Meeting,  
November 13, 2018, 5:15 PM, Academy Workroom**

**13. Adjournment**

Individuals wishing to address the Board of Directors under Item 3 and 9 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]

Will Carleton Academy  
Board of Directors  
2001 W Hallett Rd.  
Hillsdale, MI 49242  
Special Meeting  
August 13, 2018  
Workroom (Room 2)  
5:15 PM

## Minutes

### 1. Meeting Call to Order

Acting Board president Lisa Roberts called the meeting to order at 5:30 pm at 2001 W Hallett, Rd, Hillsdale, MI 49242

### 2. Roll Call

Members Present: Sarah Hartzler, Lisa Roberts, Rick Schaerer and Don Westblade

Members Absent: None

Also Present: Chris Busch, Brock Lutz, Luke VanCamp, Colleen Vogt, Brian Beaudrie, Sidney Faucette, Carla Stewart

### 3. Public Comments

None

### 4. Approval of Agenda

It was moved by Schaerer and supported by Westblade to approve the August 13, 2018 Special Board Meeting Agenda as amended to move item 8 C Nomination of Board Members to Hillsdale ISD to item 5 B. The motion passed unanimously with 4 Ayes and 0 Nays.

### 5. Consent Agenda

It was moved by Hartzler, supported by Schaerer, to approve the Consent Agenda as amended to approve Item 5 A Approval of Board Meeting Minutes, (1) Regular Meeting Minutes of June 5, 2018 and (2) Special Meeting Minutes of June 19, 2018 as presented and to approve item 5B Nomination of Board Members to Hillsdale ISD. The motion passed unanimously with 4 Ayes and 0 Nays.

### 6. Organizational Meeting

A. It was moved by Hartzler, supported by Schaerer to vacate all offices.

4 Ayes 0 Nays

Election of President: It was moved by Westblade, supported by Schaerer to elect Brock Lutz as President.

4 Ayes 0 Nays

Election of Vice President: It was moved by Hartzler, supported by Schaerer to elect Lisa Roberts as Vice President.

4 Ayes 0 Nays

Election of Secretary:

It was moved by Westblade, supported by Schaerer to elect Sarah Hartzler as Secretary.

4 Ayes 0 Nays

It was moved by Hartzler, supported by Schaerer to elect Don Westblade as Treasurer.

4 Ayes 0 Nays

B. It was moved by Westblade, supported by Hartzler to adopt Resolution B Stating

Board Compliance with Laws, Rules, and Regulations.

The motion passed with 4 Ayes and 0 Nays.

- C. It was moved by Westblade, supported by Hartzler to adopt Resolution C Designating the Person Responsible for Posting Regularly Scheduled and Special Board Meeting Date Notice for the Academy Board.

The motion passed with 4 Ayes and 0 Nays.

- D. It was moved by Hartzler, supported by Schaerer to adopt Resolution D Designating Public Places to Post Calendar and Individual Meeting Notices of Regularly-Scheduled and Special Meeting Date Notices for the Academy Board.

The motion passed with 4 Ayes and 0 Nays.

- E. It was moved by Westblade, supported by Hartzler to adopt Resolution E Designating Depository for Academy Funds.

The motion passed with 4 Ayes and 0 Nays.

- F. It was moved by Hartzler, supported by Schaerer to adopt Resolution F Designating Principal Print Media Source.

The motion passed with 4 Ayes and 0 Nays.

- G. It was moved by Hartzler, supported by Schaerer to adopt Resolution G Designating Board Members and Personnel Eligible to Sign Academy Checks.

The motion passed with 4 Ayes and 0 Nays.

- H. It was moved by Hartzler, supported by Westblade to adopt the Resolution H Designating Personnel Authorized to Negotiate and Implement Contracts with Service Providers (Vendors).

The motion passed with 4 Ayes and 0 Nays.

- I. It was moved by Westblade, supported by Schaerer to adopt Resolution I Adoption of the 2018-2019 School Year Calendar.

The motion passed with 4 Ayes and 0 Nays.

- J. It was moved by Westblade, supported by Hartzler to adopt Resolution J Appointment of Title IX, Freedom of Information, and Civil Rights Coordinators.

The motion passed with 4 Ayes and 0 Nays.

- K. It was moved by Westblade, supported by Hartzler to adopt Resolution K Appointment (or Reappointment) of Legal Counsel.

The motion passed with 4 Ayes and 0 Nays.

- L. It was moved by Westblade, supported by Hartzler to adopt Resolution L Appointment (or Reappointment) of External Auditor.

The motion passed with 4 Ayes and 0 Nays.

- M. It was moved by Schaerer, supported by Hartzler to adopt Resolution M Appointment (or Reappointment) of Chief Administrative Officer.

The motion passed with 4 Ayes and 0 Nays.

- N. It was moved by Hartzler, supported by Schaerer to adopt Resolution N Appointment (or Reappointment) of Electronic Transfer Officer.

The motion passed with 4 Ayes and 0 Nays.

- O. It was moved by Hartzler, supported by Schaerer to adopt Resolution O Concerning Reimbursement of Recurring Costs.

The motion passed with 4 Ayes and 0 Nays.

- P. It was moved by Westblade, supported by Hartzler to adopt the Resolution P Concerning Contact Persons for Sexual Harassment, Section 504 Requests, Asbestos Hazard Emergency Response Act (AHERA), Playground Safety Act, and Family Educational Rights and Privacy Act (FERPA).

The motion passed with 4 Ayes and 0 Nays.



7. Treasurer's Report

- A. Brian Beaudrie reviewed the Monthly Financial Report for June 2018 and July 2018 as well as the financial condition at the end of fiscal year 2018.

8. Business Items

- A. Monthly Financial Reports for June 2018 and July 2018

It was moved by Hartzler, supported by Schaerer to approve the monthly Financial Reports for June 2018 and July 2018. The motion passed with 4 Ayes and 0 Nays.

- B. Hillsdale County ISD Charter Contract with Will Carleton Academy

It was moved by Schaerer, supported by Westblade to approve the Hillsdale ISD Charter Contract with Will Carleton Academy and to seek review by Board legal counsel, Kevin Foley. The motion passed with 4 Ayes and 0 Nays.

- C. Nomination of Board Members to Hillsdale ISD

The agenda was amended to move this Item to item 5B.

- D. Management Agreement with Choice Schools Associates LLC

It was moved by Westblade, supported by Schaerer to approve the Management Agreement with Choice Schools Associates LLC pending review of the Hillsdale County ISD. The motion passed with 4 Ayes and 0 Nays.

- E. Appointment of Board Committees

Board members discussed the suggestion to reduce the number of committees from seven to three committees plus the Discipline Committee and decided to wait until the September Board meeting to establish standing committees, other than the Discipline Committee.

It was moved by Westblade, supported by Hartzler to approve the resolution to Designate School Official and Discipline Committee Concerning Suspension and Expulsion of Students. The motion passed with 4 Ayes and 0 Nays.

9. Business Manager Reports

- A. Director's Report

Director Vogt presented her monthly report and responded to questions of the Board.

- B. Management Report

(1) Strategic Planning Proposal

Board members discussed the strategic planning proposal provided by Sid Faucette and decided to review the plan of action at the September 2018 Board meeting. Board members also discussed initiatives related to the science laboratory, paving the parking lot, and the gymnasium study and the need for architectural services.

It was moved by Westblade, supported by Hartzler to authorize Richard Postema Associates, P.C. to conduct an Architectural Study of the back lot pavement, science lab and gymnasium projects at an estimated cost of \$8,000-\$10,000.

4 Ayes      0 Nays

(2) Board Policy Manual and Administrative Guidelines

Sidney Faucette suggested that the Board review the Board Policy Manual through a Board Policy Manual Committee for future update by the Board.

10. Extended Public Comment

None

11. Board Comments

Chris Busch commented that great things are happening and he is excited about the future of WCA.

12. Reconfirmation of Next Board Meeting Date:


Please note that the Board voted in Resolution 6D to change the meeting date from the first Tuesday of each month except July to the second Tuesday of each month except July.

Lisa Roberts reminded Board members of the next Board Regular Meeting, September 11, 2018, 5:15 PM, Academy Workroom

**13. Adjournment**

- A. It was moved by Schaerer, supported by Hartzler that the meeting be adjourned.  
The motion passed with 4 Ayes and 0 Nays.  
The meeting adjourned at 7:47 pm.

Proposed minutes respectfully submitted,



Recording Secretary

Date: August 13, 2018

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

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

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

RESOLUTION  
BOARD OF DIRECTORS NOMINATION OF BOARD MEMBERS

WHEREAS, the Will Carleton Charter School Academy (Academy) is authorized by the Hillsdale County ISD Board of Education (Authorizer) under the Terms and Conditions of Contract, Dated August 13, 2018, and approved by the Will Carleton Academy Board of Directors;

WHEREAS, the Will Carleton Academy Board of Directors believes the following individuals possess the knowledge, skills, and experience to effectively govern as a Member of the Board of Directors of this Academy;

WHEREAS, the following individuals have been re-nominated consistent with the Terms and Conditions of Contract with the Authorizer in a public open meeting with a quorum present before voting to recommend the reappointment of the candidates to membership on the Board of Directors;

RESOLVED, that the Board of Directors of Will Carleton Academy, nominates the following individuals for re-appointment by the Hillsdale County ISD to the Board of Directors of Will Carleton Academy:

Christopher S. Busch

Richard Brock Lutz

Luke VanCamp

Ayes: 4 Lisa Roberts, Sarah Hartzler, Don Westblade, Rick  
Nays: 0 Schaerer

Certification:

I certify that the Board of Directors of Will Carleton Academy duly adopted the foregoing resolution at a properly noticed open meeting at which a quorum was present.

Lisa Roberts  
Secretary of the Board Signature  
Lisa Roberts  
Secretary of the Board Printed Name  
8-13-18  
Date

WILL CARLETON ACADEMY  
HILLSDALE COUNTY, MICHIGAN

At a meeting of the Board of Directors of the Will Carleton Academy, held at 2001 W. Hallett Road, Hillsdale, Michigan on the 13 day of August, 2018 at 5:15 P.M.

PRESENT: Lisa Roberts, Sarah Hartzler, Don Westblade, Rick Schaerer

ABSENT: None

The following Resolution was offered by Westblade and seconded by Hartzler.

RESOLUTION TO DESIGNATE SCHOOL OFFICIAL  
TO AUTHORIZE AND/OR ORDER THE SUSPENSION  
OR EXPULSION OF STUDENTS AND TO APPOINT A  
COMMITTEE TO REVIEW PETITIONS FOR REINSTATEMENT  
AND MAKE RECOMMENDATIONS ON SAME TO BOARD OF DIRECTORS

WHEREAS, Section 380.1311(1) of the Revised School Code allows Boards of Directors to designate specific school officials to authorize or order the suspension or expulsion of pupils; and

WHEREAS, Section 380.1311(6)(d) of the Revised School Code mandates the appointment of a committee to review any petitions for reinstatement and to make a recommendation upon same to the Board of Directors; and

WHEREAS, the law requires that the committee be comprised of two board members, one administrator, one teacher and one parent of a pupil attending the Academy.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of Will Carleton Academy designate Colleen Vogt as the school official to authorize or order the suspension or expulsion of pupils as allowed by law; and,

BE IT FURTHER RESOLVED, that the Board of Directors of Will Carleton Academy appoints the following as members of the Petition for Reinstatement Review Committee:

Board Member: Brock Lutz

Board Member: Lisa Roberts

Administrator: Colleen Vogt

Teacher: Garvin Kruse

Parent: Shannan Clevenger

Ayes: Lisa Roberts, Sarah Hartzler, Don Westblade, Rick Schaefer

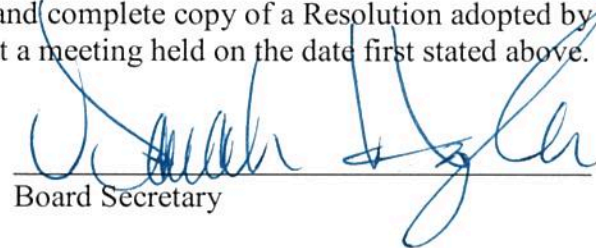
Nays: None

Absent: None

RESOLUTION DECLARED ADOPTED.

  
Board Secretary

I hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Board of Directors of Will Carleton Academy at a meeting held on the date first stated above.

  
Board Secretary

Will Carleton Academy  
Board of Directors  
RESOLUTION

6. A. Election of Officers

Moved by Don Westblade and supported by Sarah Hartzler that the Board approve the following Resolution:

Whereas, the Academy Board has determined, by a majority vote, to elect officers of the Academy Board as described in the Bylaws contained in the Contract between Authorizer and Will Carleton Academy.

Now Therefore Be It Resolved, that the Academy Board hereby elects the following individuals to the respective offices as indicated below for the period of August 13, 2018, through June 30, 2019, or until the next annual organizational meeting of the Academy Board, whichever is first.

Brock Lutz \_\_\_\_\_, President  
Lisa Roberts \_\_\_\_\_, Vice President  
Sarah Hartzler \_\_\_\_\_, Secretary  
Don Westblade \_\_\_\_\_, Treasurer

I hereby certify that the foregoing resolution was duly adopted by the Will Carleton Academy Board of Directors at its meeting held on August 13, 2018.

By: 

Secretary of the Board



Will Carleton Academy  
Board of Directors  
RESOLUTION

Moved by Don Westblade and supported by Sarah Hartzler that the Board approve the following Resolution:

6. B. BOARD COMPLIANCE WITH LAWS, RULES, AND REGULATIONS

Whereas, Will Carleton Academy is a public school academy chartered by Authorizer under the laws of the State of Michigan;

Whereas, Will Carleton Academy Board of Directors recognizes its responsibility to comply with the laws, rules, and regulations governing public school academies; and

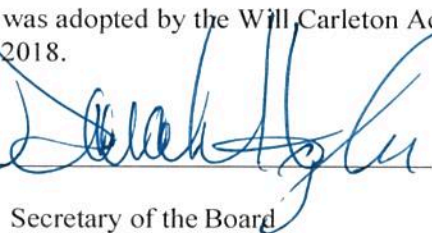
Whereas, Will Carleton Academy Board of Directors wishes to be in full compliance with laws, rules, and regulations governing public school academies; now, therefore, be it

*Resolved*, That Will Carleton Academy Board of Directors confirms its responsibility and commitment to be in full compliance with the provisions of Part 6a of the Michigan School Code and subject to the provision of Part 6a, will comply with all other state laws, rules, and regulations applicable to public bodies and public school academies and with federal laws, rules, and regulations applicable to public bodies or school districts; and

*Resolved*, that the Will Carleton Academy Board of Directors publicly states its intent for its employees, contractors, and vendors to be in full compliance with the laws, rules, and regulations that govern business with the Academy.

I hereby certify that the foregoing resolution was adopted by the Will Carleton Academy's Board of Directors at its meeting held on August 13, 2018.

By.

  
Secretary of the Board



Will Carleton Academy  
Board of Directors  
RESOLUTION

6. C. Adoption of Resolution Designating the Person Responsible for Posting Regularly-Scheduled and Special Meeting Date Notices for the Academy Board

Moved by <sup>Don</sup>Westblade and supported by <sup>Sarah</sup>Hartzler that the Board approve the following Resolution:

Whereas, the Academy Board has determined, by a majority vote, that the Academy Director Colleen Vogt is responsible for posting all regularly-scheduled and special meeting date notices for and on behalf of Will Carleton Academy's Board of Directors.

Now Therefore Be It Resolved, that the Academy Director Colleen Vogt is responsible for posting all regularly scheduled and special meeting date notices for and on behalf of Will Carleton Academy.

I hereby certify that the foregoing resolution was duly adopted by the Will Carleton Academy's Board of Directors at its meeting held on August 13, 2018.

By:   
Secretary of the Board

Will Carleton Academy  
Board of Directors  
RESOLUTION

6. D. Adoption of Resolution Approving Board Meeting Calendar and Designating Public Places to Post Calendar and Individual Meeting Notices of Regularly Scheduled and Special Meeting Date Notices for the Academy Board

Moved by Sarah Harteler and supported by Rick Schaefer that the Board approve the following Resolution:

Whereas, the Bylaws of Will Carleton Academy call for the Board of Directors to establish the Date, Time, and Place of Regular Meetings and Location of Official Posting for Meeting Notices;

Whereas, the Academy Board has determined, by a majority vote, that the Academy Director Colleen Vogt or Designee is responsible for posting all regularly-scheduled and special meeting date notices for and on behalf of Will Carleton Academy's Board of Directors in an area that is visible to the public on a 24-hour basis; and,

Whereas, the Academy Board of Directors has determined that the most appropriate place to post notices of meetings is on the front entrance to the Academy located at the outdoor public bulletin board; and,

Whereas, the annual calendar of meeting notices shall be posted no later than ten (10) days after which the annual meeting calendar is approved and individual notices of the regularly-scheduled meetings shall be posted no later than ten (10) days prior to each meeting and special meeting notices shall be posted no later than eighteen (18) hours prior to each meeting.

Now Therefore Be It Resolved, that the Academy Board approves the Board of Directors Meeting Calendar that establishes the ~~first~~ <sup>SECOND</sup> Tuesday of each month, with the exception of:

- July (no meeting)
- January (held on second Tuesday, January 8, 2019)
- April (held on second Tuesday, April 9, 2019)
- TIME: 5:15 PM

Now Therefore Be It Further Resolved, that the Academy Director Colleen Vogt or Designee is responsible for posting all regularly scheduled and special meeting date notices for and on behalf of Will Carleton Academy in accordance with the terms specified above.

I hereby certify that the foregoing resolution was duly adopted by the Will Carleton Academy's Board of Directors at its meeting held on August 13, 2018

By:   
Secretary of the Board

Will Carleton Academy  
Board of Directors  
RESOLUTION

6. E. Adoption of Resolution Designating Depository for Academy Funds

Moved by Don Westblade and supported by Sarah Hartzler that the Board approve the following Resolution:

Whereas, the Academy Board has determined, by a majority vote, that County National Bank shall serve as the main depository for funds generated by and on behalf of Will Carleton Academy.

Now Therefore Be It Resolved, that County National Bank shall serve as the main depository for funds generated by and on behalf of Will Carleton Academy.

I hereby certify that the foregoing resolution was duly adopted by the Will Carleton Academy's Board of Directors at its meeting held on August 13, 2018.

By   
Secretary of the Board

Will Carleton Academy  
Board of Directors  
RESOLUTION

6. F. Adoption of Resolution Designating Principal Print Media Source

Moved by Sarah Hartzler and supported by Rick Schaefer that the Board approves the following Resolution:

Whereas, the Revised School Code, Section 308.1267 – Competitive Bidding – requires “that public school academies advertise for bids for school construction, additions, repairs, and renovations;” and,

Whereas, the Revised School Code, Section 308.1204a – Annual Educational Report – also provides that “...the board shall prepare and submit to the state board not later than September 1 each year, and shall provide that each school in the school district distributes to the public at an open meeting not later than October 15 each year, an annual educational report;” and,

Whereas, the State School Aid Act of 1997 (as amended) requires that “a local unit shall hold a public hearing on its proposed budget. The local unit shall give notice of the hearing by publication in a newspaper of general circulation within the local unit at least 6 days before the hearing. The notice shall include the time and place of the hearing and shall state the place where a copy of the budget is available for public inspection;” and,

Whereas, a “local unit” is defined by “Budget Hearing of Local Governments,” MCL 141.411 to 141.415 as “a county, township, city, village, authority or school district empowered by the constitution or by law to prepare budgets of estimated expenditures and revenues;” and,

Whereas, Schedule 7, Section f, of the Contract between Authorizer and Will Carleton Academy requires that written public notice be given to parents and students notifying them of open enrollment dates and procedures; and,

Whereas, the most effective method of written communiqué is advertisement in local and area newspapers; and,

Whereas, the Board of Directors is desirous of designating a principal print media source.

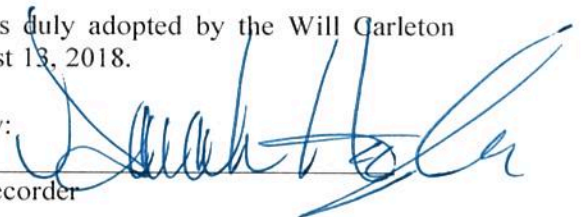
Now, Therefore, Be It Resolved, that the principal print media source identified by the Board of Directors will be Hillsdale Daily News, located at 263 Industrial Drive, Hillsdale, Michigan.

Be It Further Resolved, that written advertisements for open enrollment are not limited to local or area newspapers and may include the use of flyers and brochures provided that, at a minimum, advertisements be conducted through the principal print media source.

I hereby certify that the foregoing resolution was duly adopted by the Will Carleton Academy’s Board of Directors at its meeting held on August 13, 2018.

By:

Recorder





Will Carleton Academy

Board of Directors

RESOLUTION

6. G. Adoption of Resolution Designating Board Members and Personnel Eligible to Sign Academy Checks with Electronic Signatures

Moved by Sarah Hartzler and supported by Rick Schaerer that the Board approves the following Resolution:

Resolved, that County National Bank be and it is hereby, designated a depository of Will Carleton Academy and that funds so deposited may be withdrawn upon a check, draft, note, or order of the Academy.

Resolved further, that all checks, drafts, notes, or orders drawn against an account established at said Bank be signed by any 2 of the following Board members, Christoopher Busch, Sarah Hartzler, Brock Lutz, Lisa Roberts, Rick Schaerer, Luke VanCamp, Don Westblade, and that no checks, drafts, notes, or orders drawn against said Bank shall be valid unless so signed.

Resolved further, that the Board of Directors authorizes the use of electronic signatures through the Specialized Data Systems by the DON WESTBLADE and BROCK LUTZ for the review, approval, and payment of bills, expenses, obligations, and liabilities of the Academy; signing of blank checks is expressly forbidden.

Resolved further, that said Bank is hereby authorized and directed to honor and pay any checks, drafts, notes, or orders so drawn.

Resolved further, that this Resolution shall continue in force and said Bank may consider the facts concerning the holders of said offices, respectively, and their signatures to be as set forth in the certificate of the Secretary or the Chief Administrative Officer, accompanying a copy of this Resolution when delivered to said Bank or in any similar subsequent certificate, until written notice to the contract is duly served on said Bank.

I hereby certify that the foregoing resolution was duly adopted by the Will Carleton Academy Board of Directors at its meeting held on August 13, 2018.

By:   
Secretary of the Board

Will Carleton Academy

Board of Directors

RESOLUTION

6. H. Adoption of Resolution Designating Personnel Authorized to Negotiate and Implement Contracts with Service Providers

Moved by Sarah Hartzler and supported by Don Westblade that the Board approves the following Resolution:

Whereas, the Academy Board has determined, by a majority vote, that ~~Sidney L. Faucette~~ <sup>Colleen Vogt</sup> shall have full authority of the Academy Board, individually and/or jointly, to negotiate and implement contracts with service providers for and on behalf of Will Carleton Academy provided that the contract does not exceed the state approved bid amount; and,

Whereas, the Academy Board has determined, by a majority vote, that copies of all service provider contracts shall be furnished to the individual members of the Board of Directors after the contract has been executed; and,

Whereas, contracts in the amount in excess of the state prescribed bid amount shall be approved by a majority vote of the Board of Directors prior to executing said contracts; and,

Whereas, contracts in the amount in excess of the state prescribed amount shall be subject to competitive bid in accordance with Sections 1267 and 1274 of the Revised School Code.

Now Therefore Be It Resolved, that ~~Sidney L. Faucette~~ <sup>Colleen Vogt</sup> is hereby authorized to negotiate and implement contracts with service providers for and on behalf of Will Carleton Academy in accordance with the terms and conditions of this Resolution.

I hereby certify that the foregoing resolution was duly adopted by the Will Carleton Academy's Board of Directors at its meeting held on August 13, 2018.

By:   
Secretary of the Board

Will Carleton Academy  
Board of Directors  
RESOLUTION

6. I. Adoption of 2018-2019 School Year Calendar

Moved by <sup>Don</sup>Westblade and supported by <sup>Rick</sup>Schaerer that the Board approve the following Resolution:

Whereas, the Academy Board has determined, by a majority vote, to establish and adopt an academic year calendar, to apply from August 22, 2018, to June 6, 2019; and,

Whereas, in accordance with the Contract between Authorizer and Will Carleton Academy, "Will Carleton Academy will provide 180 days of instruction and 1,098 regular instructional hours for students in Kindergarten through Grade 12.

Now Therefore Be It Resolved, that the Board of Directors of Will Carleton Academy hereby approves the establishment of an academic year calendar consisting of not fewer than 180 days of instruction and 1,098 instructional hours.

Be It Further Resolved, that said academic year calendar shall be published and posted in a conspicuous place that is available for 7-day, 24-hour public inspection and may be included in other publications (e.g., Student/Parent Handbook) as is deemed appropriate by the Will Carleton Academy's Board of Directors.

I hereby certify that the foregoing resolution was duly adopted by the Will Carleton Academy's Board of Directors at its meeting held on August 13, 2018.

By:   
Secretary of the Board



Will Carleton Academy  
Board of Directors  
RESOLUTION

6. J. Appointment of Title IX, Freedom of Information, and Civil Rights Coordinators

Moved by Don Westblade and supported by Sarah Hartzler that the Board approve the following Resolution:

Whereas, the Academy Board has determined, by a majority vote, to appoint an individual(s) to represent Will Carleton Academy's Board of Directors as a Title IX Coordinator, a Freedom of Information Coordinator, and a Civil Rights Coordinator, to receive complaints, questions, concerns, and other issues and to perform other appropriate duties related to the relevant matter, including but not limited to, maintaining a written comprehensive report of occurrences; and,

Whereas, it shall be the responsibility of the Title IX Coordinator, the Freedom of Information Coordinator, and the Civil Rights Coordinator, to inform the President of the Board of Directors of Will Carleton Academy when complaints, questions, concerns, or other issues related to each relevant matter occurs.

Now Therefore Be It Resolved, that the Will Carleton Academy's Board of Directors hereby appoints the following individual(s) to serve in the role of Title IX Coordinator, Freedom of Information Coordinator, and Civil Rights Coordinator.

\_\_\_\_\_ Sidney L. Faucette & Elizabeth Spaman \_\_\_\_\_ Title IX Coordinator

\_\_\_\_\_ Sidney L. Faucette \_\_\_\_\_ Freedom of Information Coordinator

\_\_\_\_\_ Sidney L. Faucette \_\_\_\_\_ Civil Rights Coordinator

I hereby certify that the foregoing resolution was duly adopted by the Will Carleton Academy's Board of Directors at its meeting held on August 13, 2018.

By \_\_\_\_\_

Secretary of the Board

Will Carleton Academy  
Board of Directors  
RESOLUTION

6. K. Appointment of Legal Counsel

Moved by <sup>Don</sup>Westblade and supported by <sup>Sarah</sup>Hartzler that the Board approve the following Resolution:

Whereas, the Academy Board has determined, by a majority vote, to retain the legal services of Foley & Robinette; and,

Whereas, the President of the Will Carleton Academy's Board of Directors is hereby authorized by the Academy Board to negotiate a written contract with the legal firm of Foley & Robinette, P.C. to provide legal services to the Academy's Board of Directors.

Now Therefore Be It Resolved, that the Will Carleton Academy's Board of Directors hereby appoints the legal firm of Foley & Robinette, P.C. to represent the Board of Directors of Will Carleton Academy on related legal issues in accordance with the terms and conditions set forth in the written contract between the two parties.

I hereby certify that the foregoing resolution was duly adopted by the Will Carleton Academy's Board of Directors at its meeting held on August 13, 2018.

By:

  
Secretary of the Board

Will Carleton Academy  
Board of Directors  
RESOLUTION

6. L. Appointment of External Auditor

Moved by Don Westblade and supported by Sarah Hartzler that the Board approve the following Resolution:

Whereas, the Academy Board has determined, by a majority vote, to retain the services of the auditing firm of Darnell & Meyering, whose primary address is 20500 Eureka Road, Suite 300, Taylor, MI 48180; and,

Whereas, the President of the Will Carleton Academy's Board of Directors, or her designee, is hereby authorized by the Academy Board to negotiate a written contract with the auditing firm of Darnell & Meyering to provide certain financial services to the Academy's Board of Directors.

Now Therefore Be It Resolved, that the Will Carleton Academy's Board of Directors hereby appoints the auditing firm of Darnell & Meyering to provide services to the Board of Directors of Will Carleton Academy on certain financial matters in accordance with the terms and conditions set forth in the written contract between the two parties.

I hereby certify that the foregoing resolution was duly adopted by the Will Carleton Academy's Board of Directors at its meeting held on August 13, 2018.

By: 

Secretary of the Board

Will Carleton Academy  
Board of Directors  
RESOLUTION

6. M. Appointment of Chief Administrative Officer

Moved by Rick Schaerer and supported by Sarah Hartzler that the Board approves the following Resolution:

WHEREAS, the Uniform Budget and Accounting Act, Public Act 493 of 2000, requires the Academy to designate a Chief Administrative Officer ("CAO") and approve a timeline for budget preparation and approval; and,

WHEREAS, the Academy must adopt an operating budget to govern expenditures in the next fiscal year.

NOW, THEREFORE, BE IT RESOLVED, that Board Treasurer shall be the CAO and shall have final responsibility for the preparation and presentation of the recommended budget, as well as control of the budget throughout the year.

BE IT FURTHER RESOLVED, that the 2019-2020 timeline for budget preparation and approval shall be as follows:

May 2019	CAO to present proposed 2019-2020 budget to the Board
Before June 30, 2019:	Public Hearing on the proposed 2019-2020 budget; Board adopts
By June 30, 2019:	Annual Budget due in Authorizer's Office & State of Michigan

BE IT FURTHER RESOLVED, that the CAO shall include in the proposed budget the following information:

FY 2017-2018 Actual Budget Results  
FY 2018-2019 FY results – projected to year-end June 30, 2019  
FY 2019-2020 (July 1, 2018 to June 30, 2020) proposed budget  
Other data relating to fiscal conditions considered appropriate by the CAO

BE IT FURTHER RESOLVED, that the annual budget to be adopted no later than June 30, 2019, shall utilize a general appropriation resolution.

BE IT FURTHER RESOLVED, that the Board must approval all budget amendments before expenditures exceed the budget.

I certify that the foregoing resolution was adopted by the Academy Board at a duly noticed open meeting held on August 13, 2018, at which a quorum was present.

By:   
Secretary of the Board



Will Carleton Academy  
Board of Directors  
RESOLUTION

6. N. Appointment of Automatic Clearing House/Electronic Transfer Officer (ETO)

Moved by Sarah Hartzler supported by Rick Schaerer that the Board approves the following Resolution:

Whereas, the Academy Board has determined, by a majority vote, that the Board Treasurer shall serve as the Electronic Transfer Officer (ETO) for Will Carleton Academy.

Now Therefore Be It Resolved, that Sidney L. Faucette, and the Academy Board Treasurer, are authorized agents to complete electronic transactions on behalf of the Academy's governing board.

Be It Further Resolved, that an officer or employee designated by the Treasurer or ETO is responsible for the local unit's ACH agreements, including payment approval, accounting, reporting, and generally overseeing compliance with the ACH policy; and,

Be It Further Resolved, that the officer or employee responsible for disbursement of funds shall submit to the governing board a monthly written report documenting and detailing the goods or services purchased, the cost of the goods or services purchased, and the department levels serviced by payment.

Be It Further Resolved, that Board Treasurer, acting as Chief Administrative Officer, is the authorized agent to gain web-based access to County National Bank accounts for General Fund and School Service Funds, i.e., Student Activities Fund, Lunch Fund, Debt Service Fund, and other Trust and Agency Funds established by the Board.

I hereby certify that the foregoing resolution was duly adopted by the Will Carleton Academy's Board of Directors at its meeting held on August 13, 2018.

By:   
Secretary of the Board

Will Carleton Academy  
Board of Directors  
RESOLUTION

6. O. Reimbursement of Recurring Operating Costs

It was moved by Member Sarah Hartzler and supported by Member Rick Schaerer to adopt the following resolution regarding reimbursement of Choice Schools Associates of recurring operating costs:

WHEREAS, Will Carleton Academy Board of Directors has appointed Board Treasurer as its Chief Administrative Officer with the responsibility for preparation and administration of the school operating budget;

WHEREAS, the Academy Board wishes to make payments for goods and services in a timely manner, so as to avoid late payment penalties and to benefit from early payment discounts when funds are available.

NOW, THEREFORE, BE IT RESOLVED, that the Academy Board approves payment to Choice Schools Associates for expenditures for recurring costs included in the Board approved school operating budget and school service fund budgets in a timely manner, including but not limited to such expenditures as the following:

- Contracts for goods, services, and equipment
- Utilities and other maintenance and operation expenses
- Membership dues and fees
- General operating expenses, including materials, supplies, and marketing
- Professional development
- Employee reimbursements for approved out of pocket purchases

BE IT FURTHER RESOLVED, that the Board approves one month advance payment for payroll and benefits as projected by Choice Schools Associates based on Board approved expenditures for salaries and benefits in the school operating budget and pending the annual audit;

BE IT FURTHER RESOLVED, that the Board must grant prior approval of obligations of Academy funds not included in the Board approved school budgets.

I certify that the foregoing resolution was adopted by majority vote of the Will Carleton Academy Board of Directors at a duly noticed meeting held on August 13, 2018, at which a quorum was present.

By:   
Its: Secretary of the Board

Will Carleton Academy  
Board of Directors  
RESOLUTION

6. P. Contact Persons for Sexual Harassment, Section 504 Requests, Asbestos Hazard Emergency Response Act (AHERA), Playground Safety Act, and Family Educational Records and Privacy Act (FERPA)

It was moved by Member Don Westblade and supported by Member Sarah Hartzler to adopt the following resolution regarding contact persons for sexual harassment, Section 504 Requests, Asbestos Hazard Emergency Response Act (AHERA), Playground Safety Act, and FERPA (Student Records):

Whereas, Will Carleton Academy Board of Directors wishes to confirm its commitment to comply with the intent of the law concerning Sexual Harassment, Section 504, Asbestos Hazard Emergency Response Act, Playground Safety Act, and FERPA;

Whereas, The Board expects its employees, contractors, and vendors to comply with all federal, state, and local regulations; now, therefore, be it

*Resolved*, That Will Carleton Academy Board of Directors designates \_\_\_\_\_  
Sidney L. Faucette and Elizabeth Spaman as the contact persons for matters concerning Sexual Harassment, and Colleen Vogt and Ronald Wiens as the contact person for matters concerning Section 504, AHERA, Playground Safety, and FERPA.

I certify that the foregoing resolution was adopted by majority vote of the Will Carleton Academy Board of Directors at a duly noticed meeting held on August 13, 2018, at which a quorum was present.

By:   
Its: Secretary of the Board



Will Carleton Academy  
Board of Directors  
2001 W Hallett Rd.  
Hillsdale, MI 49242  
Strategic Planning Workshop  
September 11, 2018  
Workroom  
5:15 PM

#### PROPOSED MINUTES

1. Call to Order  
Board Vice President and Acting President Lisa Roberts called the Strategic Planning Workshop to order at 5:15 PM.
2. Roll Call  
Members Present: Sarah Hartzler, Lisa Roberts, Rick Schaerer, and Don Westblade.  
Nominated Members Present: Chris Busch (Nominated), Brock Lutz (Nominated), and Luke VanCamp (Nominated)  
Members Absent: None; please note that Lisa Roberts was scheduled to be out of town and a quorum would not be present for the regularly scheduled Board meeting. Her trip was interrupted by Hurricane Florence.  
Others Present: Colleen Vogt, Brian Beaudrie, Carla Stewart, and Sid Faucette
3. Public Comments (Limited to Agenda Items Only)  
None
4. Approval of Agenda  
The Board accepted the Workshop agenda as proposed.
5. Strategic Planning Workshop  
Board members discussed the Core Purpose of Will Carleton Academy in the context of strategic planning for the future.
6. Reschedule of Regular Board Meeting of September 11, 2018  
Board members are waiting for notice from its Authorizer that action has been taken on nominated members.
7. Extended Public Comment (Limited to Non-Agenda Items)  
None
8. Reconfirmation of Next Board Meeting Date: Board Regular Meeting, October 9, 2018  
Members agreed that the next regular meeting will be on October 9, 2018, 5:15 PM, Academy Workroom.
9. Adjournment  
The Board Workshop adjourned at 6:15 PM as scheduled by declaration of the Acting President, Lisa Roberts.

Proposed minutes respectfully submitted,

\_\_\_\_\_ Date: September 11, 2018  
Recording Secretary

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

\_\_\_\_\_ Date: \_\_\_\_\_  
Board Secretary

**Will Carleton Academy  
Balance Sheet  
August 2018 (Unaudited)**

**Fund: General Fund**

**Assets**

Cash-Petty	300.00
Cash-County National	583,362.72
Cash-US Bank #142625000	349.60
Prepaid Expenses-Payroll and Benefits	<u>44,000.00</u>

<b>Total Assets</b>	<b><u><u>628,012.32</u></u></b>
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**Liabilities**

Accounts Payable	<u>13,181.49</u>
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<b>Total Liabilities</b>	<b><u>13,181.49</u></b>
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**Fund Equity**

Beginning Fund Equity	789,560.14
Change in Fund Equity	<u>(174,729.31)</u>

<b>Total Fund Equity</b>	<b><u>614,830.83</u></b>
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<b>Total Liabilities &amp; Fund Equity</b>	<b><u><u>628,012.32</u></u></b>
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**Will Carleton Academy  
Statement of Activities (Summary)  
August 2018 (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	5,100.32	5,104.90	13,035.00	(7,930.10)	39%
Total State Sources	-	-	2,022,932.00	(2,022,932.00)	0%
Total Federal Sources	-	-	77,866.00	(77,866.00)	0%
<b>Total Revenues</b>	<u>5,100.32</u>	<u>5,104.90</u>	<u>2,113,833.00</u>	<u>(2,108,728.10)</u>	<u>0%</u>
<b>Expenditures</b>					
Total Basic Programs	24,870.68	26,086.34	974,043.00	947,956.66	3%
Total Added Needs	-	-	116,171.00	116,171.00	0%
Total Support Services - Pupil	654.03	654.03	3,000.00	2,345.97	22%
Total Support Services - Instructional Staff	2,400.73	2,422.57	18,139.00	15,716.43	13%
Total Support Services - General Administration	8,193.00	16,593.00	154,939.00	138,346.00	11%
Total Support Services - School Administration	29,465.05	49,426.38	320,468.00	271,041.62	15%
Total Support Services - Business	4,069.96	4,069.96	13,000.00	8,930.04	31%
Total Operation and Maintenance of Plant	19,384.11	30,751.80	204,023.00	173,271.20	15%
Total Support Services - Central	5,895.23	8,491.54	69,000.00	60,508.46	12%
Total Athletic Activities	3,293.71	3,293.71	29,301.00	26,007.29	11%
Total Fund Modifications	19,023.24	38,044.88	211,500.00	173,455.12	18%
<b>Total Expenditures</b>	<u>117,249.74</u>	<u>179,834.21</u>	<u>2,113,584.00</u>	<u>1,933,749.79</u>	<u>9%</u>
<b>Change in Fund Equity</b>	<u>(112,149.42)</u>	<u>(174,729.31)</u>	<u>249.00</u>	<u>(174,978.31)</u>	

**Will Carleton Academy  
Statement of Activities (Detail)  
August 2018 (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	0.07	4.65	35	(30.35)	13%
Miscellaneous Other	5,100.25	5,100.25	13,000	(7,899.75)	39%
<b>Total Local Sources</b>	<u>5,100.32</u>	<u>5,104.90</u>	<u>13,035</u>	<u>(7,930.10)</u>	<u>39%</u>
<b>State Sources</b>					
Foundation Allowance	-	-	1,985,357	(1,985,357.00)	0%
31A At-Risk	-	-	26,790	(26,790.00)	0%
Headlee Obligation for Data Collect	-	-	6,500	(6,500.00)	0%
Special Ed	-	-	4,285	(4,285.00)	0%
<b>Total State Sources</b>	<u>-</u>	<u>-</u>	<u>2,022,932</u>	<u>(2,022,932.00)</u>	<u>0%</u>
<b>Federal Sources</b>					
Title I Grant	-	-	21,407	(21,407.00)	0%
Title IIA Grant	-	-	5,578	(5,578.00)	0%
Title IV Grant	-	-	10,000	(10,000.00)	0%
REAP Grant	-	-	37,881	(37,881.00)	0%
Special Milk Program	-	-	3,000	(3,000.00)	0%
<b>Total Federal Sources</b>	<u>-</u>	<u>-</u>	<u>77,866</u>	<u>(77,866.00)</u>	<u>0%</u>
<b>Total Revenues</b>	<b>5,100.32</b>	<b>5,104.90</b>	<b>2,113,833</b>	<b>(2,108,728.10)</b>	<b>0%</b>

**Will Carleton Academy  
Statement of Activities (Detail)  
August 2018 (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>Instruction</b>					
<b>Basic Programs</b>					
<b>Elementary/Middle School</b>					
Teacher Salaries (includes P.E., Art and Music)	-	-	425,000	425,000.00	0%
Assistant Salaries	-	-	60,000	60,000.00	0%
Substitute Salaries	-	-	20,000	20,000.00	0%
Benefits (related to teachers, assistants and substitutes)	-	-	134,258	134,258.00	0%
Teaching Supplies-General	13,847.15	15,030.14	40,000	24,969.86	38%
Textbooks	6,235.18	6,235.18	1,500	(4,735.18)	416%
Miscellaneous Other	135.00	143.48	10,000	9,856.52	1%
<b>Total Elementary</b>	<u>20,217.33</u>	<u>21,408.80</u>	<u>690,758</u>	<u>669,349.20</u>	<u>3%</u>
<b>High School</b>					
Teacher Salaries	-	-	190,000	190,000.00	0%
Teacher Benefits	-	-	57,285	57,285.00	0%
Tuition (Dual Enrollment Fees)	-	-	17,500	17,500.00	0%
HS Teaching Supplies	2,274.18	2,274.18	6,000	3,725.82	38%
HS Textbooks	2,379.17	2,379.17	1,000	(1,379.17)	238%
Miscellaneous Other	-	24.19	11,500	11,475.81	100%
<b>Total High School</b>	<u>4,653.35</u>	<u>4,677.54</u>	<u>283,285</u>	<u>278,607.46</u>	<u>2%</u>
<b>Total Basic Programs</b>	<u>24,870.68</u>	<u>26,086.34</u>	<u>974,043.00</u>	<u>947,956.66</u>	<u>3%</u>

**Will Carleton Academy  
Statement of Activities (Detail)  
August 2018 (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>Added Needs</b>					
Teacher Salary - Special Ed	-	-	10,000	10,000.00	0%
Teacher Benefits - Special Ed	-	-	4,515	4,515.00	0%
Assistant Salaries - 31a	-	-	19,500	19,500.00	0%
Assistant Benefits - 31a	-	-	7,290	7,290.00	0%
Teacher Salary - REAP	-	-	23,483	23,483.00	0%
Assistant Salaries - REAP	-	-	7,000	7,000.00	0%
Teacher Benefits - REAP	-	-	7,398	7,398.00	0%
Teacher Salary - Title I	-	-	19,641	19,641.00	0%
Teacher Benefits - Title I	-	-	6,744	6,744.00	0%
Title I Supplies	-	-	600	600.00	0%
Title IV Supplies	-	-	10,000	10,000.00	0%
<b>Total Added Needs</b>	-	-	116,171	116,171.00	0%
<b>Total Instruction</b>	24,870.68	26,086.34	1,090,214	1,064,127.66	2%



**Will Carleton Academy  
Statement of Activities (Detail)  
August 2018 (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>Support Services - Pupil</b>					
Attendance Officer - Hillsdale ISD	654.03	654.03	3,000	2,345.97	22%
<b>Total Support Services - Pupil</b>	<u>654.03</u>	<u>654.03</u>	<u>3,000</u>	<u>2,345.97</u>	<u>22%</u>
<b>Support Services - Instructional Staff</b>					
Professional Development	2,100.00	2,100.00	5,000	2,900.00	42%
Library Salaries	-	-	9,000	9,000.00	0%
Library Benefits	-	-	1,139	1,139.00	0%
Library Supplies	300.73	322.57	3,000	2,677.43	11%
<b>Total Support Services - Instructional Staff</b>	<u>2,400.73</u>	<u>2,422.57</u>	<u>18,139</u>	<u>15,716.43</u>	<u>13%</u>
<b>Support Services - General Administration</b>					
Legal Services	-	-	1,000	1,000.00	0%
Audit Services	693.00	693.00	8,850	8,157.00	8%
Management Services Fee	7,500.00	15,000.00	81,900	66,900.00	18%
Oversight Services Fee	-	-	59,689	59,689.00	0%
Dues & Fees	-	900.00	3,500	2,600.00	26%
<b>Total Support Services - General Administration</b>	<u>8,193.00</u>	<u>16,593.00</u>	<u>154,939</u>	<u>138,346.00</u>	<u>11%</u>

**Will Carleton Academy  
Statement of Activities (Detail)  
August 2018 (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>Support Services - School Administration</b>					
Principal Salaries	11,683.66	23,076.92	155,000	131,923.08	15%
Secretary Salaries	4,593.48	9,096.96	56,500	47,403.04	16%
Principal/Secretary Benefits	10,704.17	12,779.48	64,968	52,188.52	20%
Postage	301.50	301.50	3,000	2,698.50	10%
Equipment Lease	1,124.37	3,019.51	20,000	16,980.49	15%
Office Supplies	1,057.87	1,118.93	12,500	11,381.07	9%
Miscellaneous Other	-	33.08	8,500	8,466.92	0%
<b>Total Support Services - School Administration</b>	<b>29,465.05</b>	<b>49,426.38</b>	<b>320,468</b>	<b>271,041.62</b>	<b>15%</b>
<b>Support Services - Business</b>					
Insurance	-	-	12,500	12,500.00	0%
Bank Fees	49.14	49.14	500	450.86	10%
Dues & Fees	4,020.82	4,020.82	-	(4,020.82)	100%
<b>Total Support Services - Business</b>	<b>4,069.96</b>	<b>4,069.96</b>	<b>13,000</b>	<b>8,930.04</b>	<b>31%</b>
<b>Operation and Maintenance of Plant</b>					
Janitor Salaries	6,448.75	12,097.59	65,000	52,902.41	19%
Janitor Benefits	1,137.98	2,122.32	6,223	4,100.68	34%
Telephone and Internet	598.04	1,005.48	5,200	4,194.52	19%
Water and Sewer	147.39	147.39	3,500	3,352.61	4%
Waste and Trash Disposal	570.28	1,017.59	5,100	4,082.41	20%
Property and Liability Insurance	3,513.91	7,032.81	21,500	14,467.19	33%
Building Maintenance	1,271.84	1,461.74	25,000	23,538.26	6%
Lawn Care/Snow Removal	-	-	7,500	7,500.00	0%
Gas	132.60	132.60	15,000	14,867.40	1%
Electricity	2,586.42	2,586.42	35,000	32,413.58	7%
Janitor Supplies	2,976.90	3,147.86	15,000	11,852.14	21%
<b>Total Operation and Maintenance of Plant</b>	<b>19,384.11</b>	<b>30,751.80</b>	<b>204,023</b>	<b>173,271.20</b>	<b>15%</b>

**Will Carleton Academy**  
**Statement of Activities (Detail)**  
**August 2018 (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>Support Services - Central</b>					
Marketing	2,056.25	4,652.56	25,000	20,347.44	19%
Technology Services	3,838.98	3,838.98	44,000	40,161.02	9%
<b>Total Support Services - Central</b>	<u>5,895.23</u>	<u>8,491.54</u>	<u>69,000</u>	<u>60,508.46</u>	<u>12%</u>
<b>Athletic Activities</b>					
Coaches Salaries	-	-	17,000	17,000.00	0%
Benefits - Coaches	-	-	2,301	2,301.00	0%
Athletic Supplies	2,808.71	2,808.71	7,500	4,691.29	37%
Athletic Dues and Fees	485.00	485.00	2,500	2,015.00	19%
<b>Total Athletic Activities</b>	<u>3,293.71</u>	<u>3,293.71</u>	<u>29,301</u>	<u>26,007.29</u>	<u>11%</u>
<b>Total Supporting Services</b>	<u>73,355.82</u>	<u>115,702.99</u>	<u>811,870</u>	<u>696,167.01</u>	<u>14%</u>
<b>Fund Modifications</b>					
Equipment Loan - Principal	368.70	735.80	4,500	3,764.20	16%
Transfer to Debt Service Fund	18,654.54	37,309.08	207,000	169,690.92	18%
<b>Total Fund Modifications</b>	<u>19,023.24</u>	<u>38,044.88</u>	<u>211,500</u>	<u>173,455.12</u>	<u>18%</u>
<b>Total Expenditures</b>	<u>117,249.74</u>	<u>179,834.21</u>	<u>2,113,584</u>	<u>1,933,749.79</u>	<u>9%</u>
<b>Change in Fund Equity</b>	<u>(112,149.42)</u>	<u>(174,729.31)</u>	<u>249</u>	<u>(174,978.31)</u>	

**Will Carleton Academy**  
**Check Register Report**  
**August 1, 2018 - August 31, 2018**

Check Date	Check	Vendor Name	Description	Amount
16231	08/06/2018	Whites Welding Service	Supplies & Materials 261-5990	(125.00)
16232	08/06/2018	Jonesville High School	Volleyball Tournament	(140.00)
16233	08/06/2018	Springport High School	Cross Country Meet	(130.00)
16234	08/06/2018	Hudson Area High School	Cross Country Meet	(215.00)
16235	08/06/2018	Choice Schools Associates LLC	Payroll for July 27, 2018 (actual)	(12,730.76)
16236	08/06/2018	Choice Schools Associates LLC	August Management Fees, September Payroll Est.	(27,500.00)
16237	08/06/2018	Michigan Gas Utilities	Heat 261-5510	(67.39)
16238	08/06/2018	Arrow Swift Printing	Office Supplies 241-5910	(304.35)
16239	08/06/2018	Creature Control	Bldg Maint & Repair 261-4110	(298.00)
16240	08/06/2018	Purchase Power	Postage	(301.50)
16241	08/06/2018	Lawson's Graffix Shop	Supplies 293-5600	(445.08)
16242	08/06/2018	Kingdom Geekdom	Supplies 293-5600	(235.00)
16243	08/07/2018	MJ Management Services, Inc.	Accrued Payroll and Benefits	(32,775.58)
16244	08/07/2018	MJ Management Services, Inc.	Accrued Payroll and Benefits	(23,492.66)
16245	08/10/2018	WCSR Radio	Advertising 282-3510	(292.50)
16246	08/10/2018	Demco, Inc.	Supplies & Materials 222-5110	(300.73)
16247	08/10/2018	Houghton Mifflin Harcourt Publishing Co.	Teaching Supplies 111-5110	(1,638.26)
16248	08/10/2018	LaPew Sanitation Service	Bldg Maint & Repair 261-4110	(225.00)
16249	08/10/2018	Current Office Solutions	Office Supplies 241-5910	(282.50)
16250	08/10/2018	US Bank Equipment Finance	Equipment Lease-Office 241-4220	(461.15)
16251	08/10/2018	American Office Solutions	Equipment Lease-Office 241-4220	(160.21)
16252	08/10/2018	HJ Gelzer & Son	Supplies & Materials 261-5990	(158.39)
16253	08/10/2018	Verizon Wireless	Telephone 261-3410	(160.52)
16254	08/10/2018	Pitney Bowes Global Financial Svc's. LLC	Bank Charge 259-4910	(32.00)
16255	08/10/2018	Educational Reporting Solutions	Purchased Services 284-3180	(2,559.32)
16256	08/10/2018	Carol Drews	Workshop & Conference 221-3120	(2,100.00)
16257	08/10/2018	Veronica Scrivens	Bldg Maint & Repair 261-4110	(244.34)
16258	08/10/2018	Creature Control	Bldg Maint & Repair 261-4110	(225.00)
16259	08/10/2018	Cardmember Service	Office Supplies 241-5910	(35.47)
16260	08/10/2018	Wal-mart	Supplies & Materials 261-5990	(219.21)
16261	08/10/2018	Blossom Shop	High School Graduation	(548.25)
16262	08/17/2018	WCSR Radio	Advertising 282-3510	-
16263	08/17/2018	Educators Pub Service	Teaching Supplies 111-5110	(2,970.47)
16264	08/17/2018	EMC Insurance Companies	Insurance 261-3910	(3,513.91)
16265	08/17/2018	Comcast	Telephone and Internet	(327.91)
16266	08/17/2018	TIAA Commercial Finance, Inc.	Equipment Lease-Office 241-4220	(476.46)
16267	08/17/2018	Republic Services	Waste Disposal 261-3840	(570.28)
16268	08/17/2018	John Deere Financial	Equipment Loan - Prin 511-7130	(368.70)
16269	08/17/2018	Hillsdale BPU	Electric and Water	(2,733.81)

16270	08/17/2018	Cardmember Service	Teaching Supplies 111-5110	(39.40)
16271	08/17/2018	Choice Schools Associates LLC	Payroll for August 10, 2018 (actual), October Est	(36,441.02)
16272	08/17/2018	WCSR Radio	Advertising 282-3510	(281.25)
16273	08/22/2018	CHA	Dues & Fees 259-7410	(180.00)
16274	08/22/2018	Revel	Advertising 282-3510	(1,775.00)
16275	08/31/2018	American Office Solutions	Equipment Lease-Office 241-4220	(186.76)
16276	08/31/2018	Amplify Education, Inc.	Teaching Supplies 111-5110	(734.40)
16277	08/31/2018	Angela Draper	Supplies 293-5600	(897.53)
16278	08/31/2018	Anytime Fire Protection	Bldg Maint & Repair 261-4110	(204.50)
16279	08/31/2018	Arrow Swift Printing	Teaching Supplies 111-5110	(485.65)
16280	08/31/2018	Arrow Swift Printing	Teaching Supplies 111-5110	(153.80)
16281	08/31/2018	Arrow Swift Printing	Teaching Supplies 111-5110	(674.94)
16282	08/31/2018	Creature Control	Bldg Maint & Repair 261-4110	(75.00)
16283	08/31/2018	Choice Schools Associates LLC	Employee Benefits for August 2018	(8,945.53)
16284	08/31/2018	Darnell & Meyering	Audit Services 231-3180	(693.00)
16285	08/31/2018	Decker Equipment	Supplies & Materials 261-5990	(1,281.92)
16286	08/31/2018	D & D Maintenance	Supplies & Materials 261-5990	(645.94)
16287	08/31/2018	Educational Reporting Solutions	Purchased Services 284-3180	(1,279.66)
16288	08/31/2018	Follett School Solutions, Inc.	Teaching Supplies 111-5110	(3,335.53)
16289	08/31/2018	Follett School Solutions, Inc.	Teaching Supplies 111-5110	(2,964.15)
16290	08/31/2018	Follett School Solutions, Inc.	Textbooks 113-5210	(2,379.17)
16291	08/31/2018	Hillsdale County ISD	Attendance Svc's - 211-8300	(654.03)
16292	08/31/2018	Hillsdale Market House	Misc Exp 111-7910	(135.00)
16293	08/31/2018	Hillsdale Web Design	Supplies 293-5600	(55.00)
16294	08/31/2018	Houghton Mifflin Harcourt Publishing Co.	Teaching Supplies 111-5110	(436.09)
16295	08/31/2018	Jonesville Lumber Co. Inc.	Supplies & Materials 261-5990	(41.99)
16296	08/31/2018	Julie Duncan	Teaching Supplies 111-5110	(51.69)
16297	08/31/2018	Lawson's Graffix Shop	Supplies 293-5600	(869.53)
16298	08/31/2018	Loyola Press	Teaching Supplies and Textbooks	(7,808.64)
16299	08/31/2018	MHSAA	Supplies 293-5600	(30.00)
16300	08/31/2018	Michigan Gas Utilities	Heat 261-5510	(65.21)
16301	08/31/2018	Purchase Power	Mail/Postage 241-3430	(301.50)
16302	08/31/2018	Really Good Stuff, Inc.	Teaching Supplies 111-5110	(69.42)
16303	08/31/2018	Really Good Stuff, Inc.	Teaching Supplies 113-5110	(408.19)
16304	08/31/2018	School Specialty	Teaching Supplies 111-5110	(121.41)
16305	08/31/2018	School Specialty	Teaching Supplies 113-5110	(1,088.20)
16306	08/31/2018	Specialized Data Systems	Dues & Fees 259-7410	(3,825.00)
16307	08/31/2018	Sportsarama	Supplies 293-5600	(276.57)
16308	08/31/2018	Starfall Education	Teaching Supplies 111-5110	(31.38)
16309	08/31/2018	Verizon Wireless	Telephone 261-3410	(109.61)
16310	08/31/2018	Wal-mart	Supplies & Materials 261-5990	(645.09)
16311	08/31/2018	Current Office Solutions	Teaching Supplies and Office Supplies	(1,460.77)
				<b>(201,503.18)</b>

**Will Carleton Academy  
Balance Sheet  
August 2018 (Unaudited)**

**Fund: Debt Service Fund**

**Assets**

US Bank #142625001 - Interest Fund	99,157.76
US Bank #142625002 - Principal Fund	54,674.70
US Bank #142625003 - Reserve Fund	205,642.29
US Bank #142625004 - Expense Fund	<u>1,819.57</u>

<b>Total Assets</b>	<u><u>361,294.32</u></u>
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**Liabilities**

Accounts Payable	-
Due to General Fund	<u>-</u>

<b>Total Liabilities</b>	<u>-</u>
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**Fund Equity**

Beginning Fund Equity	323,921.37
Change in Fund Equity	<u>37,372.95</u>

<b>Total Fund Equity</b>	<u><u>361,294.32</u></u>
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<b>Total Liabilities &amp; Fund Equity</b>	<u><u>361,294.32</u></u>
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**Will Carleton Academy  
Statement of Activities (Detail)  
August 2018 (Unaudited)**

<b>Fund: Debt Service Fund</b>	<b>This Month</b>	<b>Y-T-D</b>
<b>Incoming Transfers and Other Transactions</b>		
Interest	63.87	63.87
Transfer From General Fund	18,654.54	37,309.08
<b>Total Incoming Transfers and Other Transactions</b>	18,718.41	37,372.95
<b>Total Revenues</b>	18,718.41	37,372.95
<b>Debt Service</b>		
Principal on Bonds	-	-
Interest on Bonds	-	-
Trustee and Other Fees	-	-
<b>Total Debt Service</b>	-	-
<b>Total Expenditures</b>	-	-
<b>Change in Fund Equity</b>	18,718.41	37,372.95

**Will Carleton Academy  
Balance Sheet  
September 2018 (Unaudited)**

**Fund: General Fund**

**Assets**

Cash-Petty	300.00
Cash-County National	524,153.99
Cash-US Bank #142625000	349.69
Prepaid Expenses-Payroll and Benefits	<u>24,000.00</u>

<b>Total Assets</b>	<b><u><u>548,803.68</u></u></b>
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**Liabilities**

Accounts Payable	50,308.37
Due To French Club	<u>5,030.00</u>

<b>Total Liabilities</b>	<b><u>55,338.37</u></b>
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**Fund Equity**

Beginning Fund Equity	789,560.14
Change in Fund Equity	<u>(296,094.83)</u>

<b>Total Fund Equity</b>	<b><u>493,465.31</u></b>
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<b>Total Liabilities &amp; Fund Equity</b>	<b><u><u>548,803.68</u></u></b>
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**Will Carleton Academy  
Statement of Activities (Summary)  
September 2018 (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	-	5,060.55	13,035	(7,974.45)	39%
Total State Sources	-	-	2,022,932	(2,022,932.00)	0%
Total Federal Sources	-	-	77,866	(77,866.00)	0%
<b>Total Revenues</b>	-	5,060.55	2,113,833	(2,108,772.45)	0%
<b>Expenditures</b>					
Total Basic Programs	66,027.38	92,219.45	974,043	881,823.55	9%
Total Added Needs	4,360.57	4,360.57	116,171	111,810.43	4%
Total Support Services - Pupil	-	654.03	3,000	2,345.97	22%
Total Support Services - Instructional Staff	1,553.23	3,975.80	18,139	14,163.20	22%
Total Support Services - General Administration	9,645.00	27,040.17	154,939	127,898.83	17%
Total Support Services - School Administration	22,696.74	72,568.60	320,468	247,899.40	23%
Total Support Services - Business	-	4,083.80	13,000	8,916.20	31%
Total Operation and Maintenance of Plant	9,039.58	43,106.24	204,023	160,916.76	21%
Total Support Services - Central	57.00	8,843.54	69,000	60,156.46	13%
Total Athletic Activities	2,207.94	5,439.25	29,301	23,861.75	19%
Total Fund Modifications	364.50	38,863.93	211,500	172,636.07	18%
<b>Total Expenditures</b>	115,951.94	301,155.38	2,113,584	1,812,428.62	14%
<b>Change in Fund Equity</b>	<u>(115,951.94)</u>	<u>(296,094.83)</u>	<u>249</u>	<u>(296,343.83)</u>	

**Will Carleton Academy  
Statement of Activities (Detail)  
September 2018 (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	-	9.30	35	(25.70)	27%
Miscellaneous Other	-	5,051.25	13,000	(7,948.75)	39%
<b>Total Local Sources</b>	-	5,060.55	13,035	(7,974.45)	39%
<b>State Sources</b>					
Foundation Allowance	-	-	1,985,357	(1,985,357.00)	0%
31A At-Risk	-	-	26,790	(26,790.00)	0%
Headlee Obligation for Data Collect	-	-	6,500	(6,500.00)	0%
Special Ed	-	-	4,285	(4,285.00)	0%
<b>Total State Sources</b>	-	-	2,022,932	(2,022,932.00)	0%
<b>Federal Sources</b>					
Title I Grant	-	-	21,407	(21,407.00)	0%
Title IIA Grant	-	-	5,578	(5,578.00)	0%
Title IV Grant	-	-	10,000	(10,000.00)	0%
REAP Grant	-	-	37,881	(37,881.00)	0%
Special Milk Program	-	-	3,000	(3,000.00)	0%
<b>Total Federal Sources</b>	-	-	77,866	(77,866.00)	0%
<b>Total Revenues</b>	-	5,060.55	2,113,833	(2,108,772.45)	0%

**Will Carleton Academy  
Statement of Activities (Detail)  
September 2018 (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>Instruction</b>					
<b>Basic Programs</b>					
<b>Elementary/Middle School</b>					
Teacher Salaries (includes P.E., Art and Music)	30,717.55	30,717.55	425,000	394,282.45	7%
Assistant Salaries	6,674.70	6,674.70	60,000	53,325.30	11%
Substitute Salaries	1,171.97	1,171.97	20,000	18,828.03	6%
Benefits (related to teachers, assistants and substitutes)	5,476.27	5,476.27	134,258	128,781.73	4%
Teaching Supplies-General	-	21,371.05	40,000	18,628.95	53%
Textbooks	-	-	1,500	1,500.00	0%
Miscellaneous Other	-	143.48	10,000	9,856.52	1%
<b>Total Elementary</b>	<u>44,040.49</u>	<u>65,555.02</u>	<u>690,758</u>	<u>625,202.98</u>	<u>9%</u>
<b>High School</b>					
Teacher Salaries	7,195.80	7,195.80	190,000	182,804.20	4%
Teacher Benefits	9,304.38	9,304.38	57,285	47,980.62	16%
Tuition (Dual Enrollment Fees)	-	-	17,500	17,500.00	0%
HS Teaching Supplies	-	2,274.18	6,000	3,725.82	38%
HS Textbooks	-	2,379.17	1,000	(1,379.17)	238%
Miscellaneous Other	-	24.19	11,500	11,475.81	0%
<b>Total High School</b>	<u>16,500.18</u>	<u>21,177.72</u>	<u>283,285</u>	<u>262,107.28</u>	<u>7%</u>
<b>Summer School</b>					
Teacher Salaries	4,800.00	4,800.00	-	(4,800.00)	100%
Teacher Benefits	686.71	686.71	-	(686.71)	100%
<b>Total Summer School</b>	<u>5,486.71</u>	<u>5,486.71</u>	<u>-</u>	<u>(5,486.71)</u>	<u>100%</u>
<b>Total Basic Programs</b>	<u>66,027.38</u>	<u>92,219.45</u>	<u>974,043</u>	<u>881,823.55</u>	<u>9%</u>

**Will Carleton Academy  
Statement of Activities (Detail)  
September 2018 (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>Added Needs</b>					
Teacher Salary - Special Ed	-	-	10,000	10,000.00	0%
Teacher Benefits - Special Ed	-	-	4,515	4,515.00	0%
Assistant Salaries - Special Ed	1,958.17	1,958.17	-	(1,958.17)	100%
Assistant Benefits - Special Ed	262.41	262.41	-	(262.41)	100%
Assistant Salaries - 31a	1,887.11	1,887.11	19,500	17,612.89	10%
Assistant Benefits - 31a	252.88	252.88	7,290	7,037.12	3%
Teacher Salary - REAP	-	-	23,483	23,483.00	0%
Assistant Salaries - REAP	-	-	7,000	7,000.00	0%
Teacher Benefits - REAP	-	-	7,398	7,398.00	0%
Teacher Salary - Title I	-	-	19,641	19,641.00	0%
Teacher Benefits - Title I	-	-	6,744	6,744.00	0%
Title I Supplies	-	-	600	600.00	0%
Title IV Supplies	-	-	10,000	10,000.00	0%
<b>Total Added Needs</b>	<u>4,360.57</u>	<u>4,360.57</u>	<u>116,171</u>	<u>111,810.43</u>	<u>4%</u>
<b>Total Instruction</b>	70,387.95	96,580.02	1,090,214	993,633.98	9%



**Will Carleton Academy  
Statement of Activities (Detail)  
September 2018 (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>Support Services - Pupil</b>					
Attendance Officer - Hillsdale ISD	-	654.03	3,000	2,345.97	22%
<b>Total Support Services - Pupil</b>	-	654.03	3,000	2,345.97	22%
<b>Support Services - Instructional Staff</b>					
Professional Development	160.00	2,260.00	5,000	2,740.00	45%
Library Salaries	1,228.50	1,228.50	9,000	7,771.50	14%
Library Benefits	164.73	164.73	1,139	974.27	14%
Library Supplies	-	322.57	3,000	2,677.43	11%
<b>Total Support Services - Instructional Staff</b>	1,553.23	3,975.80	18,139	14,163.20	22%
<b>Support Services - General Administration</b>					
Legal Services	-	802.17	1,000	197.83	80%
Audit Services	2,145.00	2,838.00	8,850	6,012.00	32%
Management Services Fee	7,500.00	22,500.00	81,900	59,400.00	27%
Oversight Services Fee	-	-	59,689	59,689.00	0%
Dues & Fees	-	900.00	3,500	2,600.00	26%
<b>Total Support Services - General Administration</b>	9,645.00	27,040.17	154,939	127,898.83	17%

**Will Carleton Academy  
Statement of Activities (Detail)  
September 2018 (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>Support Services - School Administration</b>					
Principal Salaries	11,538.46	34,615.38	155,000	120,384.62	22%
Secretary Salaries	4,380.26	13,477.22	56,500	43,022.78	24%
Principal/Secretary Benefits	6,062.99	19,045.55	64,968	45,922.45	29%
Postage	-	301.50	3,000	2,698.50	10%
Equipment Lease	715.03	3,734.54	20,000	16,265.46	19%
Office Supplies	-	1,118.93	12,500	11,381.07	9%
Miscellaneous Other	-	275.48	8,500	8,224.52	3%
<b>Total Support Services - School Administration</b>	<b>22,696.74</b>	<b>72,568.60</b>	<b>320,468</b>	<b>247,899.40</b>	<b>23%</b>
<b>Support Services - Business</b>					
Insurance	-	-	12,500	12,500.00	0%
Bank Fees	-	78.80	500	421.20	16%
Dues & Fees	-	4,005.00	-	(4,005.00)	100%
<b>Total Support Services - Business</b>	<b>-</b>	<b>4,083.80</b>	<b>13,000</b>	<b>8,916.20</b>	<b>31%</b>
<b>Operation and Maintenance of Plant</b>					
Janitor Salaries	6,439.88	18,537.47	65,000	46,462.53	29%
Janitor Benefits	944.13	3,066.45	6,223	3,156.55	49%
Telephone and Internet	468.07	1,473.55	5,200	3,726.45	28%
Water and Sewer	-	313.81	3,500	3,186.19	9%
Waste and Trash Disposal	572.12	1,589.71	5,100	3,510.29	31%
Property and Liability Insurance	-	7,032.81	21,500	14,467.19	33%
Building Maintenance	300.58	3,368.29	25,000	21,631.71	13%
Lawn Care/Snow Removal	-	-	7,500	7,500.00	0%
Gas	60.40	193.00	15,000	14,807.00	1%
Electricity	-	5,115.70	35,000	29,884.30	15%
Janitor Supplies	254.40	2,415.45	15,000	12,584.55	16%
<b>Total Operation and Maintenance of Plant</b>	<b>9,039.58</b>	<b>43,106.24</b>	<b>204,023</b>	<b>160,916.76</b>	<b>21%</b>

**Will Carleton Academy  
Statement of Activities (Detail)  
September 2018 (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>Support Services - Central</b>					
Marketing	-	4,652.56	25,000	20,347.44	19%
Personnel Recruitment	-	295.00	-	(295.00)	100%
Fingerprinting	57.00	57.00	-	(57.00)	100%
Technology Services	-	3,838.98	44,000	40,161.02	9%
<b>Total Support Services - Central</b>	<u>57.00</u>	<u>8,843.54</u>	<u>69,000</u>	<u>60,156.46</u>	<u>13%</u>
<b>Athletic Activities</b>					
Coaches Salaries	1,000.00	1,000.00	17,000	16,000.00	6%
Benefits - Coaches	134.09	134.09	2,301	2,166.91	6%
Athletic Supplies	873.85	3,410.16	7,500	4,089.84	45%
Athletic Dues and Fees	200.00	895.00	2,500	1,605.00	36%
<b>Total Athletic Activities</b>	<u>2,207.94</u>	<u>5,439.25</u>	<u>29,301</u>	<u>23,861.75</u>	<u>19%</u>
<b>Total Supporting Services</b>	<u>45,199.49</u>	<u>165,711.43</u>	<u>811,870</u>	<u>646,158.57</u>	<u>20%</u>
<b>Fund Modifications</b>					
Equipment Loan - Principal	-	-	4,500	4,500.00	0%
Transfer to Debt Service Fund	364.50	38,863.93	207,000	168,136.07	19%
<b>Total Fund Modifications</b>	<u>364.50</u>	<u>38,863.93</u>	<u>211,500</u>	<u>172,636.07</u>	<u>18%</u>
<b>Total Expenditures</b>	<u>115,951.94</u>	<u>301,155.38</u>	<u>2,113,584</u>	<u>1,812,428.62</u>	<u>14%</u>
<b>Change in Fund Equity</b>	<u>(115,951.94)</u>	<u>(296,094.83)</u>	<u>249</u>	<u>(296,343.83)</u>	

**Will Carleton Academy**  
**Check Register Report**  
**September 1, 2018 - September 30, 2018**

Check Date	Check	Vendor Name	Description	Amount
9/4/2018	16312	U.S. Bank Equipment Finance	Copier Lease	500.05
9/4/2018	16313	Chelsi Dryer	Athletic Supplies - Epic Sports Pink VB Jerseys	117.20
9/10/2018	16314	Choice Schools Associates LLC	July and August 2018 HSA for Carla Stewart	203.08
9/10/2018	16315	Choice Schools Associates LLC	Payroll for August 24, 2018 (actual)	13,181.49
9/10/2018	16316	Choice Schools Associates LLC	Management Fee for September 2018	7,500.00
9/10/2018	16317	Southern Central Athletic Association	Athletic Dues and Fees - CC and Track	200.00
9/10/2018	16318	Will Carleton Academy Parent Forum	Athletic Dues and Fees - BB Camp	180.00
9/19/2018	16319	John Deere Financial	Account 510001355291	364.50
9/19/2018	16320	Home Depot Credit Services	Building Maintenance	294.20
9/19/2018	16321	Pitney Bowes Global Financial Services LLC	Postage Machine 9-20-18 - 12-19-18	214.98
9/19/2018	16322	Republic Services	Waste and Trash Disposal	572.12
9/19/2018	16323	H.J. Gelzer & Son, Inc.	Building Maintenance	5.21
9/19/2018	16323	H.J. Gelzer & Son, Inc.	Building Maintenance	50.64
9/19/2018	16323	H.J. Gelzer & Son, Inc.	Building Maintenance	71.97
9/19/2018	16323	H.J. Gelzer & Son, Inc.	Building Maintenance	12.49
9/19/2018	16324	Hillsdale BPU	Electricity	1,758.84
9/19/2018	16324	Hillsdale BPU	Electricity	36.05
9/19/2018	16324	Hillsdale BPU	Electricity	34.69
9/19/2018	16324	Hillsdale BPU	Electricity	32.28
9/19/2018	16324	Hillsdale BPU	Electricity	25.45
9/19/2018	16324	Hillsdale BPU	Electricity	69.54
9/19/2018	16324	Hillsdale BPU	Electricity	35.51
9/19/2018	16324	Hillsdale BPU	Electricity	37.61
9/19/2018	16324	Hillsdale BPU	Electricity	499.31
9/19/2018	16324	Hillsdale BPU	Water and Sewage	166.42
9/19/2018	16325	Comcast	Telephone and Internet	468.07
9/19/2018	16326	D & D Maintenance Supply	Janitor Supplies	224.78
9/19/2018	16327	Home Town Linen Service	Janitor Supplies	29.62
9/19/2018	16327	Home Town Linen Service	Janitor Supplies	29.62
9/19/2018	16328	Hillsdale Media Group	Personnel Recruitment - Teachers	295.00
9/19/2018	16329	Foley & Robinette, P.C.	Legal Services	802.17
9/19/2018	16330	Choice Schools Associates LLC	Payroll for September 7, 2018 (actual)	35,452.25
9/19/2018	16331	Performance Automotive	Building Maintenance	244.82
9/19/2018	16331	Performance Automotive	Building Maintenance	18.50
9/19/2018	16331	Performance Automotive	Finance Charge	3.67
9/19/2018	16331	Performance Automotive	Finance Charge	3.67
9/19/2018	16331	Performance Automotive	Finance Charge	3.94

**\$ 63,739.74**

**Will Carleton Academy  
Balance Sheet  
September 2018 (Unaudited)**

**Fund: Debt Service Fund**

**Assets**

US Bank #142625001 - Interest Fund	21,576.86
US Bank #142625002 - Principal Fund	5,141.14
US Bank #142625003 - Reserve Fund	205,694.41
US Bank #142625004 - Expense Fund	<u>1,819.95</u>

<b>Total Assets</b>	<u><u>234,232.36</u></u>
---------------------	--------------------------

**Liabilities**

Accounts Payable	-
Due to General Fund	<u>-</u>

<b>Total Liabilities</b>	<u>-</u>
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**Fund Equity**

Beginning Fund Equity	323,921.37
Change in Fund Equity	<u>(89,689.01)</u>

<b>Total Fund Equity</b>	<u><u>234,232.36</u></u>
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<b>Total Liabilities &amp; Fund Equity</b>	<u><u>234,232.36</u></u>
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**Will Carleton Academy  
Statement of Activities (Detail)  
September 2018 (Unaudited)**

<b>Fund: Debt Service Fund</b>	<b>This Month</b>	<b>Y-T-D</b>
<b>Incoming Transfers and Other Transactions</b>		
Interest	-	147.36
Transfer From General Fund	364.50	38,863.93
<b>Total Incoming Transfers and Other Transactions</b>	364.50	39,011.29
<b>Total Revenues</b>	364.50	39,011.29
<b>Debt Service</b>		
Principal on Bonds	-	50,000.00
Principal on Loans	-	1,100.30
Interest on Bonds	-	77,600.00
Trustee and Other Fees	-	-
<b>Total Debt Service</b>	-	128,700.30
<b>Total Expenditures</b>	-	128,700.30
<b>Change in Fund Equity</b>	364.50	(89,689.01)



**Will Carleton Academy**  
**Budget Assumptions (Summary)**  
**2018/2019**

	<u>For Comparative Purposes</u>			
<b>Fund: General Fund</b>	<b>Audited</b>	<b>Current</b>	<b>Amended</b>	<b>\$ Change</b>
	<b>2017/18</b>	<b>2018/19</b>	<b>2018/19</b>	
<b>Revenues</b>				
Total Local Sources	\$ 24,156	\$ 13,035	\$ 13,035	\$ -
Total State Sources	2,036,405	2,022,932	2,086,583	63,651
Total Federal Sources	66,259	77,866	75,042	(2,824)
Total Incoming Transfers and Other Transactions	-	-	-	-
<b>Total Revenues</b>	<u>\$ 2,126,820</u>	<u>\$ 2,113,833</u>	<u>\$ 2,174,660</u>	<u>\$ 60,827</u>
<b>Expenditures</b>				
Total Basic Programs	\$ 1,049,853	\$ 974,043	\$ 1,042,500	\$ 68,457
Total Added Needs	104,055	116,171	267,542	151,371
Total Support Services - Pupil	2,616	3,000	3,000	-
Total Support Services - Instructional Staff	13,947	18,139	19,000	861
Total Support Services - General Administration	164,106	154,939	169,912	14,973
Total Support Services - School Administration	307,206	320,468	236,500	(83,968)
Total Support Services - Business	12,739	13,000	500	(12,500)
Total Operation and Maintenance/Security	281,054	204,023	213,100	9,077
Total Support Services - Central	67,076	69,000	73,000	4,000
Total Athletic Activities	28,224	29,301	42,000	12,699
Total Community Services	-	-	-	-
Total Fund Modifications	211,343	211,500	211,500	-
<b>Total Expenditures</b>	<u>\$ 2,242,219</u>	<u>\$ 2,113,584</u>	<u>\$ 2,278,554</u>	<u>\$ 164,970</u>
<b>Change in Fund Equity</b>	<u>\$ (115,399)</u>	<u>\$ 249</u>	<u>\$ (103,894)</u>	<u>\$ (104,143)</u>
<b>Beginning Fund Equity</b>	\$ 904,959	\$ 700,099	\$ 789,560	
<b>Ending Fund Equity</b>	<u>\$ 789,560</u>	<u>\$ 700,348</u>	<u>\$ 685,666</u>	
<i>Fund Balance as % of Total Revenues</i>	37%	33%	32%	

Fund: General Fund	For Comparative Purposes		Amended 2018/19	\$ Change	
	Audited 2017/18	Current 2018/19			
Local Sources					
Interest	\$ 41	\$ 35	\$ 35	\$ -	
Miscellaneous Other	24,115	13,000	13,000	-	
Total Local Sources	\$ 24,156	\$ 13,035	\$ 13,035	\$ -	
State Sources					
Foundation Allowance \$7,871 - 260 (Fall) & 261.68 (Spring)	\$ 1,997,414	\$ 1,985,357	\$ 2,047,798	\$ 62,441	
31A At-Risk	26,778	26,790	28,000	1,210	
High School Pupil Supports	1,277	-	-	-	
Special Ed	4,285	4,285	4,285	-	
Headlee Obligation for Data Collect	6,651	6,500	6,500	-	
Total State Sources	\$ 2,036,405	\$ 2,022,932	\$ 2,086,583	\$ 63,651	
Federal Sources					
Title I Grant	\$ 20,807	\$ 21,407	\$ 18,196	\$ (3,211)	
Title IIA Grant	4,574	5,578	5,965	387	
Title IV Grant	-	10,000	10,000	-	
REAP Grant	37,881	37,881	37,881	-	
Special Milk Program	2,997	3,000	3,000	-	
Total Federal Sources	\$ 66,259	\$ 77,866	\$ 75,042	\$ (2,824)	
Incoming Transfers and Other Transactions					
	\$ -	\$ -	\$ -	\$ -	finance science
Total Incoming Transfers and Other Transactions	\$ -	\$ -	\$ -	\$ -	
Total Revenues	\$ 2,126,820	\$ 2,113,833	\$ 2,174,660	\$ 60,827	
Instruction					
Basic Programs					
Elementary/Middle School					
Teacher Salaries (includes P.E., Art and Music)	\$ 457,281	\$ 425,000	\$ 425,000	\$ -	

<b>For Comparative Purposes</b>					
<b>Fund: General Fund</b>	<b>Audited 2017/18</b>	<b>Current 2018/19</b>	<b>Amended 2018/19</b>	<b>\$ Change</b>	
Teacher Assistants Salaries	97,259	60,000	75,000	15,000	
Substitute Salaries	39,590	20,000	20,000	-	
Benefits (related to teachers, assistants and substitutes)	129,129	134,258	175,000	40,742	
Teaching Supplies	58,889	40,000	40,000	-	
Textbooks	1,190	1,500	1,500	-	
Miscellaneous Other	13,961	10,000	10,000	-	
<b>Total Elementary</b>	<b>\$ 797,299</b>	<b>\$ 690,758</b>	<b>\$ 746,500</b>	<b>\$ 55,742</b>	
<b>High School</b>					
Teacher Salaries	\$ 177,907	\$ 190,000	\$ 190,000	\$ -	
Teacher Benefits	35,294	57,285	70,000	12,715	
Tuition (Dual Enrollment Fees)	17,371	17,500	17,500	-	
HS Teaching Supplies	5,595	6,000	6,000	-	
HS Textbooks	4,430	1,000	1,000	-	
Miscellaneous Other	11,957	11,500	11,500	-	
<b>Total High School</b>	<b>\$ 252,554</b>	<b>\$ 283,285</b>	<b>\$ 296,000</b>	<b>\$ 12,715</b>	
<b>Total Basic Programs</b>	<b>\$ 1,049,853</b>	<b>\$ 974,043</b>	<b>\$ 1,042,500</b>	<b>\$ 68,457</b>	
<b>Added Needs</b>					
Teacher Salary - Special Ed	\$ 10,000	\$ 10,000	\$ 15,000	\$ 5,000	Michelle Rogers
Teacher Benefits - Special Ed	4,015	4,515	6,000	1,485	
Assistant Salaries - Special Ed	-	-	18,500	18,500	
Assistant Benefits - Special Ed	-	-	3,000	3,000	
<b>CI Classroom</b>	<b>-</b>	<b>-</b>	<b>125,000</b>	<b>125,000</b>	
Assistant Salaries - 31a	21,052	19,500	18,500	(1,000)	
Assistant Benefits - 31a	5,726	7,290	9,500	2,210	
Teacher Salary - REAP	23,858	23,483	24,000	517	Michelle Rogers
Assistant Salaries - REAP	6,750	7,000	-	(7,000)	
Teacher Benefits - REAP	7,273	7,398	9,150	1,752	
Teacher Salary - Title I	19,641	19,641	21,000	1,359	Michelle Rogers
Teacher Benefits - Title I	5,740	6,744	7,792	1,048	

	<b>For Comparative Purposes</b>				
<b>Fund: General Fund</b>	<b>Audited 2017/18</b>	<b>Current 2018/19</b>	<b>Amended 2018/19</b>	<b>\$ Change</b>	
Title I Supplies	-	600	100	(500)	
Title IV Supplies	-	10,000	10,000	-	
<b>Total Added Needs</b>	<b>\$ 104,055</b>	<b>\$ 116,171</b>	<b>\$ 267,542</b>	<b>\$ 151,371</b>	
<b>Total Instruction</b>	<b>\$ 1,153,908</b>	<b>\$ 1,090,214</b>	<b>\$ 1,310,042</b>	<b>\$ 219,828</b>	
<b>Support Services - Pupil</b>					
Attendance Office - Hillsdale ISD	\$ 2,616	\$ 3,000	\$ 3,000	\$ -	
<b>Total Support Services - Pupil</b>	<b>\$ 2,616</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ -</b>	
<b>Support Services - Instructional Staff</b>					
Prof Development	\$ 2,878	\$ 5,000	\$ 5,000	\$ -	Choice PD???
Library Salaries	7,895	9,000	9,000	-	
Library Benefits	974	1,139	2,000	861	
Library Supplies	2,200	3,000	3,000	-	
Special Ed Supervision	-	-	-	-	
<b>Total Support Services - Instructional Staff</b>	<b>\$ 13,947</b>	<b>\$ 18,139</b>	<b>\$ 19,000</b>	<b>\$ 861</b>	
<b>Support Services - General Administration</b>					
Legal Services	\$ 428	\$ 1,000	\$ 1,000	\$ -	
Audit Services	8,850	8,850	8,850	-	
Policy Manual Updates	-	-	-	-	Institute???
Management Services Fee	91,700	81,900	91,000	9,100	
Oversight Services Fee - Hillsdale ISD	60,051	59,689	61,562	1,873	
Dues & Fees	3,077	3,500	7,500	4,000	
<b>Total Support Services - General Administration</b>	<b>\$ 164,106</b>	<b>\$ 154,939</b>	<b>\$ 169,912</b>	<b>\$ 14,973</b>	
<b>Support Services - School Administration</b>					
Principal Salaries	\$ 155,858	\$ 155,000	\$ 90,000	\$ (65,000)	
Secretary Salaries	55,620	56,500	56,500	-	
Principal/Secretary Benefits	58,454	64,968	53,000	(11,968)	
Postage	2,189	3,000	2,000	(1,000)	

<b>For Comparative Purposes</b>				
<b>Fund: General Fund</b>	<b>Audited 2017/18</b>	<b>Current 2018/19</b>	<b>Amended 2018/19</b>	<b>\$ Change</b>
Equipment Lease	20,090	20,000	20,000	-
Office Supplies	10,019	12,500	10,000	(2,500)
Miscellaneous Other	4,976	8,500	5,000	(3,500)
<b>Total Support Services - School Administration</b>	<b>\$ 307,206</b>	<b>\$ 320,468</b>	<b>\$ 236,500</b>	<b>\$ (83,968)</b>
<b>Support Services - Business</b>				
Insurance	\$ 12,283	\$ 12,500	\$ -	\$ (12,500)
Bank Fees	456	500	500	-
<b>Total Support Services - Business</b>	<b>\$ 12,739</b>	<b>\$ 13,000</b>	<b>\$ 500</b>	<b>\$ (12,500)</b>
<b>Operation and Maintenance of Plant</b>				
Janitor Salaries	\$ 86,642	\$ 65,000	\$ 67,000	\$ 2,000
Janitor Benefits	7,737	6,223	10,000	3,777
Telephone and Internet	4,723	5,200	5,000	(200)
Water and Sewer	2,901	3,500	3,000	(500)
Waste and Trash Disposal	5,080	5,100	5,100	-
Property and Liability Insurance	17,862	21,500	18,000	(3,500)
Building Maintenance	22,691	25,000	25,000	-
Lawn Care/Snow Removal	6,050	7,500	6,000	(1,500)
Gas	16,514	15,000	16,500	1,500
Electricity	37,225	35,000	37,500	2,500
Janitor Supplies	19,609	15,000	20,000	5,000
Capital Outlay	54,020	-	-	-
Alarm System - Monthly Charge	-	-	-	-
<b>Total Operation and Maintenance of Plant</b>	<b>\$ 281,054</b>	<b>\$ 204,023</b>	<b>\$ 213,100</b>	<b>\$ 9,077</b>
<b>Support Services - Central</b>				
Marketing	\$ 21,869	\$ 25,000	\$ 25,000	\$ -
Prof Development	-	-	2,500	2,500
Personnel Recruitment	-	-	1,000	1,000
Fingerprinting	-	-	500	500
Technology Services	45,207	44,000	44,000	-

Add Duncan to f

Science Lab  
Alarm System

For Comparative Purposes				
	Audited 2017/18	Current 2018/19	Amended 2018/19	\$ Change
<b>Fund: General Fund</b>				
<b>Total Support Services - Central</b>	\$ 67,076	\$ 69,000	\$ 73,000	\$ 4,000
<b>Athletic Activities</b>				
Athletic Director Salary	\$ -	\$ -	\$ 12,000	\$ 12,000
Coaches Salaries	16,800	17,000	17,000	-
Benefits - Athletic Director / Coaches	1,859	2,301	3,000	699
Athletic Referees	-	-	-	-
Athletic Supplies	8,255	7,500	7,500	-
Athletic Miscellaneous Other	1,310	2,500	2,500	-
<b>Total Athletic Activities</b>	\$ 28,224	\$ 29,301	\$ 42,000	\$ 12,699
<b>Total Supporting Services</b>	\$ 876,968	\$ 811,870	\$ 757,012	\$ (54,858)
<b>Community Services</b>				
Latchkey Salaries	\$ -	\$ -	\$ -	\$ -
Latchkey Benefits	-	-	-	-
Latchkey Supplies	-	-	-	-
<b>Total Community Services</b>	\$ -	\$ -	\$ -	\$ -
<b>Fund Modifications</b>				
Equipment Loan - Principal	\$ 4,377	\$ 4,500	\$ 4,500	\$ -
Transfer to Debt Service	206,966	207,000	207,000	-
<b>Total Fund Modifications</b>	\$ 211,343	\$ 211,500	\$ 211,500	\$ -
<b>Total Expenditures</b>	\$ 2,242,219	\$ 2,113,584	\$ 2,278,554	\$ 164,970
<b>Change in Fund Equity</b>	\$ (115,399)	\$ 249	\$ (103,894)	\$ (104,143)
<b>Beginning Fund Equity</b>	\$ 904,959	\$ 700,099	\$ 789,560	
<b>Ending Fund Equity</b>	\$ 789,560	\$ 700,348	\$ 685,666	

included under a

Add Before/Afte

John Deere



	For Comparative Purposes			\$ Change
	Audited 2017/18	Current 2018/19	Amended 2018/19	
<b>Fund: General Fund</b>				
<i>Fund Balance as % of Total Revenue</i>	37%	33%	32%	

General ED FTE			
Fall '18	260.00	0.9	234
Spring'18	261.68	0.1	<u>26.17</u>
Blend			260.17
Foundation			<u>7871</u>
special ed fte			
special Ed			-
special ed (Categorical)			-
Foundation Grant			#REF!
SE		0	
SE Costs	-		
add to Foundation	-		
SE Prior Year		0	
		0	

lab

	Est				
	Expense	Allocation	Carryover	Difference	
31A	28,000.00	28,000.00	-	-	
Title I Regular	62,042.00	18,196.00	-	(43,846.00)	Michelle Rogers
Title IV	10,000.00	10,000.00	-	-	
Title II A	-	5,965.00	-	5,965.00	Michelle Rogers

REAP	-	37,881.00	-	37,881.00	Michelle Rogers
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**Creative Montessori Academy  
Staffing Summary  
2014/2015**

<b>Employee</b>	<b>Staff FTE</b>	<b>Total Salary</b>	<b>Total Benefits</b>	<b>Total Compensation</b>	<b>Contributions Retirement</b>	<b>Employer FICA 7.65%</b>
111 ES Teacher	12.00	418,281	157,983	576,264	-	31,997
111 ES Assistant	3.50	71,620	16,961	88,581	-	5,478
113 HS Teacher	5.00	188,091	70,147	258,238	-	14,390
125 31A Aides - ES	1.00	18,486	9,365	27,851	-	1,414
122 Special Ed Teacher	0.25	15,000	5,845	20,845	-	1,148
122 Special Ed Aide	1.00	18,486	2,599	21,085	-	1,414
125 Title I / Reap Teacher	0.75	45,000	18,283	63,283	-	3,443
222 Library	0.50	9,243	1,299	10,542	-	707
241 Principal	1.00	90,000	24,261	114,261	-	6,885
241 Secretary	2.00	56,283	28,635	84,918	-	4,306
261 Custodian	1.50	66,579	9,858	76,437	-	5,093
351 Latchkey	-	-	-	-	-	-
	<b>28.50</b>	<b>997,068.80</b>	<b>345,235.00</b>	<b>1,342,303.80</b>	<b>-</b>	<b>76,275.00</b>

**Benefit Costs per FTE**

Retirement Contribution 5% Maximum Match (after 1 year Choice Schools service)		
Employer FICA 7.65%		
Unemployment Compensation	1,500	per calendar year
Workers Compensation	1%	avg annual rate
Blue Cross/Blue Shield Health Insurance	5,729	annually
Lincoln Dental Insurance	528	annually
VSP Vision Insurance	132	annually
Lincoln Life Insurance	396	annually

110%

Unemployment Compensation	Worker's Compensation	Group Health Insurance
12,000	4,184	109,802
4,000	717	6,766
5,000	1,882	48,875
1,000	185	6,766
-	150	4,547
1,000	185	-
750	450	13,640
500	92	-
1,000	900	15,476
2,000	563	21,766
1,500	665	2,600
-	-	-
<b>28,750.00</b>	<b>9,973.00</b>	<b>230,237.00</b>



Sid Faucette &lt;sidfaucette@choiceschools.com&gt;

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**Re: Will Carleton Academy Charter Contract Review**

1 message

**Kevin J Foley** <kfoley@frlawpc.com>

Thu, Aug 30, 2018 at 1:33 PM

To: Sid Faucette &lt;sidfaucette@choiceschools.com&gt;

Cc: Brock Lutz &lt;brocklutz@gmail.com&gt;, Lisa Roberts &lt;lm\_roberts21@yahoo.com&gt;, colleen.vogt@wcak12.org

Hello Sidney,

The Contract appears to be in appropriate legal form. As to the By-laws:

- 1) The Paragraph that would be Art. IV, Sec. 2, Para. 6 has been omitted. Either include "6." and state that same was intentionally omitted, or just renumber 7 – 10.
- 2) In Art. IV, Sec. 2, Para. 7 "Director" should be a defined term. It was defined in the original, but was struck. Probably easiest just to change to "CSO Director" which is defined in Para. 5 , supra.
- 3) Art VIII, Sec. 2, final sentence, replace GVSU twice.

If you should need anything else at this time, let me know. Kevin.

Kevin J. Foley  
Foley & Robinette, P.C.  
[13349 Reeck Court](#)  
Southgate, MI 48195

Telephone: (734) 283-4000  
Fax: (734) 283-4587

E-mail: [kfoley@frlawpc.com](mailto:kfoley@frlawpc.com)

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**From:** Sid Faucette  
**Sent:** Thursday, August 30, 2018 11:12 AM  
**To:** Kevin J Foley  
**Cc:** Brock Lutz ; Lisa Roberts ; colleen.vogt@wcak12.org  
**Subject:** Will Carleton Academy Charter Contract Review

Kevin,

The Will Carleton Academy Board of Directors approved the new charter contract with Hillsdale County ISD at its August 13, 2018 meeting including legal review by you. Soon after the Board meeting, I learned that there are other Schedules required by the ISD for the charter contract. The ISD has already submitted Schedule 4 Fiscal Agent Agreement to the State as if the Board approved it. The Fiscal Agent Agreement is included in the second packet of documents.

They are fairly typical for charter contracts. You will see that Thrun Law used the Grand Valley State University charter contract documents as a template.

9/4/2018

Choice Schools Associates Mail - Re: Will Carleton Academy Charter Contract Review

I am requesting, on behalf of the Board, that you review the charter contract and the additional documents. I am sending the charter contract as one attachment and the whole packet of documents in the second packet. Please let me know if you need additional information.

Thank you for reviewing the contract and documents.

Sid

**Sidney L. Faucette, EdD**

**616-262-9500 Cell**

**616-785-8455 Fax**



*The Will Carleton Charter School  
Ashley*

	Documents	Status
	Terms and Conditions	DRAFT attached to 07/17/18 email from MMH; Ashley is formatting
<b>Schedule #</b>		
1	HCISD Board Policy No. 9550	You have this
	August 17, 2017 HCISD Board Minutes	You have this
	DRAFT Supplemental Reauthorization Resolution	DRAFT #1 attached to 07/18/18 email from MMH
2	Articles of Incorporation for Will Carleton Academy	Academy to provide; we need to review for legal compliance
3	Bylaws for Will Carleton Academy	Academy to provide; we need to review for legal compliance
4	Fiscal Agent Agreement	DRAFT attached to 07/17/18 email from MMH
5	Oversight Agreement with SAMPLE Master Calendar of Reporting Requirements (MCRR)	DRAFT attached to 07/17/18 email from MMH
6	Information to be Provided by Academy and Educational Management Organization	MMH has drafted this; Ashley is formatting
7	Academy Specific Information & Educational Program	
	Schedule 7-1: Educational Goals and Programs	Academy to provide; we need to review for legal compliance
	Schedule 7-2: Curriculum	Academy to provide; we need to review for legal compliance
	Schedule 7-3: Staff Responsibilities (including ESP Agreement)	Academy to provide; we need to review for legal compliance
	Schedule 7-4: Methods of Accountability and Pupil Assessment	Academy to provide; we need to review legal compliance
	Schedule 7-5: Academy's Admission Policies and Criteria	Academy to provide; we need to review
	Schedule 7-6: School Calendar and School Day Schedule	Academy to provide; we need to review
	Schedule 7-7: Age/Grade Range of Pupils Enrolled	Academy to provide; we need to review
	Schedule 7-8: Address and Description of Proposed Physical Plant; Lease or Deed for Proposed Site; Occupancy Certificate	Academy to provide; we need to review
8	Partnership Agreement	(Placeholder)

Description		Applicability		Sec /Page No. In Contract	Additional Comments
1	Authorizing body to submit contract to state within 10 days of issuance				
	Date Issued: _____ Date Received @ MDE: _____ # Days: _____				
Applicant Information		All Academies Part 6a: 503(4) Part 6c: 528(1)(b) Part 6e: 561(1)(b) 1311b et seq: 1311e(3)			HCISD Supt. Timely contacted Neil Beckwith re: timing issue
2	• Identification of the person or entity applying for the contract.	All Academies Part 6a: 502(3)(a) Part 6c: 522(4)(a) Part 6e: 552(7)(a) 1311b et seq: 1311d(3)(a)	Art. I, §f		
3	• Indication that the "entity" applying for the contract is a nonprofit corporation that has been granted 509(a) tax-exempt status.	USHAs Part 6c: 521(2)(e)	N/A		
4	• Indication of the state Superintendent of Public Instruction approval of Academy as a replication of a high-performing school or program.	H.P. School/Program Part 6e: 552(1)(a)	N/A		
5	• Indication that the "entity" applying for the contract demonstrates experience in delivering a quality education program that improves academic achievement. In determining whether this requirement is met, an authorizing body shall refer to the standards for quality online learning established by the national association of charter school authorizers or other similar nationally recognized standards for quality online learning.	Cyber Schools Part 6e: 552(2)(c)	N/A		
6	• Indication that the Public School Academy chartered under Part 6a meets the eligibility criteria to be re-chartered as a School of Excellence (SOE), as provided for by law.	Conversion of PSA to SOE Part 6e: 552(3); 552(4)	N/A		
Academy Organization and Incorporation					
7	Authorizing Body's Contract Issuance Resolution adopted by authorizing body, including: Adopted: _____ Effective Date: _____ Proposed: August 7th Effective August 15	All Academies Part 6a: 502(3)(b); 503(5) Part 6c: 522(4)(b); 528(1)(c) Part 6e: 552(7)(b); 553(4) 1311b et seq: 1311d(3)(b); 1311e(4); 1311(5)(d)	Schedule 1		
8	• Board of Directors names and description of qualifications, as applicable.	All Academies Part 6a: 502(3)(b); 503(6)(d) Part 6c: 522(4)(b) Part 6e: 552(7)(b); 561(1)(c) 1311b et seq: 1311d(3)(b); 1311e(4)(5)(d)	Schedule 6		

Description		Applicability		Sec /Page No. In Contract	Additional Comments
9	<ul style="list-style-type: none"> <li>Method of appointment or selection of members of the Board of Directors.</li> </ul>	<p><b>All Academies</b>  <u>Part 6a: 503(5)</u>  <u>Part 6c: 528(1)(c)</u>  <u>Part 6e: 553(4); 561(1)(c)</u>  <u>1311b et seq: 1311d(3)(b); 1311e(4); 1311(5)(d)</u></p>	Schedule 1		
10	<ul style="list-style-type: none"> <li>Number of members of the Board of Directors.</li> </ul>	<p><b>All Academies</b>  <u>Part 6a: 503(5)</u>  <u>Part 6c: 528(1)(c)</u>  <u>Part 6e: 553(4); 561(1)(c)</u>  <u>1311b et seq: 1311e(4); 1311(5)(d)</u></p>	Schedule 1		
11	<ul style="list-style-type: none"> <li>Length of term of members of the Board of Directors.</li> </ul>	<p><b>All Academies</b>  <u>Part 6a: 503(5)</u>  <u>Part 6c: 528(1)(c)</u>  <u>Part 6e: 553(4); 561(1)(c)</u>  <u>1311b et seq: 1311e(4); 1311(5)(d)</u></p>	Schedule 1		
12	<ul style="list-style-type: none"> <li>Citizenship of members of the Board of Directors.</li> </ul>	<p><b>All Academies</b>  <u>Part 6a: 503(5)</u>  <u>Part 6c: 528(1)(c)</u>  <u>Part 6e: 553(4)</u></p>	Schedule 1 and 6	Overarching requirement to operate in compliance with law	
13	<p>Articles of Incorporation as a Michigan Nonprofit Corporation</p> <p>File Date: State Corp. ID #:</p>	<p><b>All Academies</b>  <u>Part 6a: 502(3)(c)</u>  <u>Part 6c: 522(4)(c)</u>  <u>Part 6e: 552(7)(c)</u>  <u>1311b et seq: 1311d(3)(c); 1311d(5)(d)</u></p>	Schedule 2		
14	<ul style="list-style-type: none"> <li>Name of Academy.</li> </ul>	<p><b>All Academies</b>  <u>Part 6a: 502(3)(c)(i)</u>  <u>Part 6c: 522(4)(c)(i)</u>  <u>Part 6e: 552(7)(c)(i)</u>  <u>1311b et seq: 1311d(3)(c)(i)</u></p>	Cover Page Preamble Schedule 2 Schedule 3		
15	<ul style="list-style-type: none"> <li>Purpose of Academy &amp; pursuant to applicable law that the Academy is a governmental entity of the state.</li> </ul>	<p><b>All Academies</b>  <u>Part 6a: 502(3)(c)(ii)</u>  <u>Part 6c: 522(4)(c)(ii)</u>  <u>Part 6e: 552(7)(c)(ii)</u>  <u>1311b et seq: 1311d(3)(c)(ii)</u></p>	Article III and Article IV		



Description		Applicability		Sec/Page No. In Contract	Additional Comments
16	Academy bylaws.		<u>All Academies</u> <u>Part 6a: 502(3)(d)</u> <u>Part 6c: 522(4)(d)</u> <u>Part 6e: 552(7)(d)</u> <u>1311b et seq: 1311d(3)(d)</u>	Schedule 3	
<b>Fiscal Agent</b>					
17	Designation of fiscal agent.		<u>All Academies</u> <u>Part 6a: 507(3)</u> <u>Part 6c: 528(3)</u> <u>Part 6e: 561(3)</u> <u>1311b et seq: 1311i(1)</u>	§2.6 and Schedule 4	
18	Duties of fiscal agent.		<u>All Academies</u> <u>Part 6a: 507(3)</u> <u>Part 6c: 528(3)</u> <u>Part 6e: 561(3)</u> <u>1311b et seq: 1311i(1)</u>	Schedule 4	
19	Authorizer administrative fee of up to 3% of total State Aid.		<u>All Academies</u> <u>Part 6a: 502(6)</u> <u>Part 6c: 522(7)</u> <u>Part 6e: 552(10)</u> <u>1311b et seq: 1311d(6)</u>	§2.5 and Schedule 4	
<b>Compliance with Applicable Law and Disclosure of Public Information</b>					
20	Prohibition on the Academy charging tuition.		<u>All Academies</u> <u>Part 6a: 504(2)</u> <u>Part 6c: 524(2)</u> <u>Part 6e: 556(2)</u> <u>1311b et seq: 1311g(2)</u>	§7.1	
21	To the extent disqualified under law, a prohibition from Academy being organized by church or other religious organization and having organizational or contractual affiliation with or constitute a church or other religious organization.		<u>All Academies</u> <u>Part 6a: 502(1); 1217</u> <u>Part 6c: 522(1); 1217</u> <u>Part 6e: 552(5); 1217</u> <u>1311b et seq: 1311d(1); 1217</u>	§6.13	
22	Certification/Agreement signed by an authorized member of the Academy Board stating they will comply with the contract and all applicable law.		<u>All Academies</u> <u>Part 6a: 503(6)(i)</u> <u>Part 6c: 523(2)(d)</u> <u>Part 6e: 553(5)(h)</u> <u>1311d: 1311d(3)(h)</u>	Preamble §2.4 Art. VIII §11.15 and Signature Block	

Description		Applicability		Sec /Page No. In Contract	Additional Comments
23	The methods by which the Academy will be held accountable.		<p><b>All Academies</b>  <u>Part 6a: 503(6)(a)</u>  <u>Part 6c: 523(2)(a)</u>  <u>Part 6e: 553(5)(a)</u>  <u>1311b et seq: 1311e(5)(a)</u></p>	§6.5 Schedule 5 MCRR	
24	Description of method to be used to monitor the Academy's compliance with <b>applicable law</b> and its performance in meeting its targeted <b>educational objectives</b> .		<p><b>All Academies</b>  <u>Part 6a: 503(6)(b)</u>  <u>Part 6c: 523(2)(b)</u>  <u>Part 6e: 553(5)(b)</u>  <u>1311b et seq: 1311e(5)(b)</u></p>	Schedule 5 MCRR	
25	Requirement that all Academy property must be <b>insured</b> .		<p><b>All Academies</b>  <u>Part 6a: 1269</u>  <u>Part 6c: 523(2)(k)(vi); 1269</u>  <u>Part 6e: 553(5)(l)(vi); 1269</u>  <u>1311b et seq: 1269</u></p>	§11.2	
26	Requirement & procedure for <b>annual CPA financial audit</b> in accordance with generally accepted governmental auditing principles.		<p><b>All Academies</b>  <u>Part 6a: 503(6)(g)</u>  <u>Part 6c: 523(2)(g)</u>  <u>Part 6e: 553(5)(h)</u>  <u>1311b et seq: 1311e(5)(h)</u></p>	§6.10 and §6.12	
27	Length of <b>contract term</b> and standards for reauthorization.		<p><b>All Academies</b>  <u>Part 6a: 503(6)(h)</u>  <u>Part 6c: 522(3); 523(2)(p)</u>  <u>Part 6e: 561(4)</u>  <u>1311b et seq: 1311e(5)(i)</u></p>	§12.14 and §2.10	
28	Description of the process for <b>amending the contract</b> during the term of the contract.		<p><b>All Academies</b>  <u>Part 6a: 503(6)(c)</u>  <u>Part 6c: 523(2)(c)</u>  <u>Part 6e: 553(5)(c)</u>  <u>1311b et seq: 1311e(5)(c)</u></p>	Article IX	
29	Requirement that the Academy Board shall <b>make information about its operation and management</b> available to the public and authorizing body.		<p><b>All Academies</b>  <u>Part 6a: 503(6)(l)</u>  <u>Part 6c: 523(2)(j)</u>  <u>Part 6e: 553(5)(k)</u>  <u>1311b et seq: 1311e(7)(f)</u></p>	§11.15 §11.16 §11.21 §11.22 and Schedule 6	

Description		Applicability		Sec /Page No. In Contract	Additional Comments
30	Requirement that the Board of Directors of a Public School Academy (including Cyber Schools) that operates an online or other distance learning program shall submit a monthly report to MDE, in a form and manner prescribed by MDE, that reports the number of pupils enrolled in the online or distance learning program, during the immediately preceding month.	All Academies Part 6c: 552(20)		§11.22(a) and Schedule 6	
31	Requirement that the Academy Board shall collect, maintain and make available to the public and authorizing body <b>information concerning the operation and management</b> of the Academy, as provided for by law.	All Academies Part 6a: 503(6)(m) Part 6c: 523(2)(k) Part 6c: 553(5)(l) 1311b et seq: 1311e(7)(f)		§11.21 and Schedule 6	
32	Requirement that the Board shall report to the authorizing body a current list of teachers and school administrators working at the Academy that includes their individual salaries.	All Academies Part 6a: 503(6)(m)(iv) Part 6c: 523(2)(k)(iv) Part 6c: 553(5)(l)(iv) 1311b et seq: 1311e(7)(f)		Schedule 6	
33	Statement that Academy shall <b>comply with all applicable law</b> .	All Academies Part 6a: 503(7); MCL 15.322 Part 6c: 523(3); 528(1)(d) Part 6c: 552(7)(h); 553(6) 1311b et seq: 1311d(3)(h); 1311e(6)		Article VIII	
34	Statement that Academy Board shall ensure compliance with the requirements of <b>1968 PA 317</b> , MCL. 15.321 to 15.330.	All Academies Part 6a: 503(6)(j) Part 6c: 523(2)(h) Part 6c: 553(5)(i) 1311b et seq: 1311e(7)(f)		§11.17	
<b>Academy Governance, Operation, and Educational Program</b>					
35	<b>Governance</b> structure of the Academy.	All Academies Part 6a: 503(6)(d) Part 6c: 522(4)(e)(i) Part 6c: 552(7)(e)(i) 1311b et seq: 1311d(3)(e)(i); 1311e(5)(d); 1311d(3)(v)(f)		§6.1	

Description		Applicability		Sec/Page No. In Contract	Additional Comments
36	The role of the contract administrator of the Academy, if applicable.		USHAS Part 6c: 529(c)	N/A	
37	Educational goals of the Academy that include demonstrated improved pupil academic achievement for all groups of pupils.		All Academies Part 6a: 502(3)(e)(ii); 503(6)(a) Part 6c: 522(4)(e)(ii); 523(2)(a) Part 6e: 552(7)(e)(ii); 553(5)(a) 1311b et seq: 1311d(3)(e)(ii); 1311e(5)(a)	\$2.1 and §6.3	
38	Curricula offered at the Academy. This section must contain the entire curriculum.		All Academies Part 6a: 502(3)(e)(ii) Part 6c: 522(4)(e)(ii) Part 6e: 552(7)(e)(ii) 1311b et seq: 1311d(3)(e)(ii); 1311e(5)(d)	§6.4 and Schedule 7-2	
39	Methods of pupil assessment at the Academy (MEAP and MME, as applicable, as a minimum).		All Academies Part 6a: 503(6)(a) Part 6c: 522(4)(c)(ii); 523(2)(a) Part 6e: 552(7)(e)(ii); 553(5)(a) 1311b et seq: 1311d(3)(e)(ii); 1311e(5)(a)	§6.5 and Schedule 7-4	
40	Student admission policy, criteria and enrollment process, as applicable per type of academy.		All Academies Part 6a: 503(6)(d) Part 6c: 522(4)(e)(iii); 523(2)(m); 528(1)(g) Part 6e: 552(7)(e)(iii); 553(5)(o); 561(1)(g) 1311b et seq: 1311d(3)(e)(ii); 1311e(5)(d)	§6.7 and Schedule 7-5	
41	Matriculation agreement, if applicable.		All PSAs; All SOEs 20 U.S.C. 7221i(1)(k) Part 6a: 504(4)(b) Part 6e: 556(4)(b)	N/A	
42	School calendar and school day schedule.		All Academies, except Cyber Schools Part 6a: 502(3)(e)(iv) Part 6c: 522(4)(e)(iv) Part 6e: 552(7)(e)(iv) 1311b et seq: 1311d(3)(e)(iv); 1311e(5)(d)	§6.8 and Schedule 7-6	

Description		Applicability		Sec /Page No. In Contract	Additional Comments
43	Observance of <b>holidays</b> and other required commemorative occasions.		<p><b>All Academies</b>  <u>Part 6a: 1175</u>  <u>Part 6c: 1175</u>  <u>Part 6e: 1175</u>  <u>1311b et seq: 1175</u></p>	\$6.8 and Schedule 7-6	
44	<b>Age or Grade</b> range of students to be enrolled.		<p><b>All Academies</b>  <u>Part 6a: 502(3)(e)(v)</u>  <u>Part 6c: 522(4)(e)(v)</u>  <u>Part 6e: 552(7)(e)(v)</u>  <u>1311b et seq: 1311d(3)(e)(v)</u></p>	\$6.9 and Schedule 7-7	
<b>Academy Location</b>					
45	Identification of LEA and ISD where academy will be located.		<p><b>All Academies</b>  MCL 388.1620  <u>Part 6a: 502(3)(g)</u>  <u>Part 6c: 522(4)(c)(v)</u>  <u>Part 6e: 552(7)(g)</u>  <u>1311b et seq: 1311d(3)(e)(v); 1311e(5)(d)</u></p>	\$1.1(a) and Contract Checklist	
46	Description of and address of <b>proposed building(s)</b> where Academy will be located.		<p><b>All Academies</b>  <u>Part 6a: 502(3)(i)</u>  <u>Part 6c: 522(4)(g)</u>  <u>Part 6e: 552(7)(i); 553(5)(f)</u>  <u>1311b et seq: 1311d(3)(i); 1311e(5)(g)</u></p>	\$6.11 and Schedule 7-8	
47	<b>Financial commitment</b> of applicant to the Academy's facility.		<p><b>USHAs</b>  <u>Part 6c: 522(4)(g); 523(2)(f)</u></p>	N/A	
48	A statement that the Academy will operate at <b>single site or multiple sites</b> with specific addresses and respective grade configurations as provided for in the contract and with applicable law, including the Academy's central administrative offices if applicable.		<p><b>All Academies</b>  <u>Part 6a: 504(1)</u>  <u>Part 6c: 524(1)</u>  <u>Part 6e: 556(1)</u>  <u>1311b et seq: 1311g(1)</u></p>	\$6.11	
49	A requirement that the board of directors of the public school academy shall collect, maintain, and make available to the public and the authorizing body, in accordance with applicable law and the contract, information concerning the operation and management of the public school academy including copies of facility leases or deeds, or both, and of any equipment leases.		<p><b>All Academies</b>  <u>Part 6a: 503(6)(m)(vii)</u>  <u>Part 6c: 523(2)(k)(vii)</u>  <u>Part 6e: 553(5)(1)(vii)</u>  <u>1311b et seq: 1311e(6)(f)</u></p>	\$6.22 and Schedule 6	
<b>Staffing and Position Descriptions</b>					



Description		Applicability	Sec/Page No. In Contract	Additional Comments
50	Descriptions of staff responsibilities.	All Academies Part 6a: 503(6)(d) Part 6c: 524(f) Part 6e: 552(7)(f) 1311b et seq: 1311d(3)(f)	§2.7 §6.6 and Schedule 7-3	
51	Requirement specifying prohibited family relationships consistent with applicable law.	All Academies Part 6a: 503(6)(k) Part 6c: 523(2)(i) Part 6e: 553(5)(j) 1311b et seq: 1311e(6)(f)	§11.18	
52	Academy shall use <b>certificated teachers</b> according to state board rule.	All Academies Part 6a: 505(1) Part 6c: 526(1) Part 6e: 553a(3); 559(1) 1311b et seq: 1311j(1)	§2.7 and Schedule 6	
53	Academy may use <b>non-certificated teachers</b> as the law allows.	All Academies Part 6a: 505(1); 505(2) Part 6c: 526(1); 526(2) Part 6e: 559(1); 559(2) 1311b et seq: 1311j(1); 1311j(2)	§2.7 and Schedule 6	
54	Academy shall use <b>certified administrators and chief business officials</b> pursuant to applicable law, including superintendent, principal, assistant principal, or other person whose primary responsibility is administering instructional programs.	All Academies Part 6a: 1246(1) Part 6c: 1246(1) Part 6e: 1246(1) 1311b et seq: 1246(1)	§2.7 and Schedule 6	
55	Requirement that <b>authorizing body must review and may disapprove</b> any agreement between the Academy Board and an educational management company before the agreement is final and valid.	All Academies Part 6a: 503(6)(n) Part 6c: 523(2)(l) Part 6e: 553(5)(m) 1311b et seq: 1311e(6)(f)	§11.14	
56	If authorized by a LEA, <b>assurance of employee collective bargaining</b> for positions in similar districts should be addressed in the contract.	All SDAs 1311b et seq: 1311d(3)(i)	N/A	
57	Requirement that prohibits any individual from being employed by the Academy in more than <b>one full-time position and simultaneously compensated at a full-time rate for either position.</b>	All Academies Part 6a: 503(6)(p) Part 6c: 523(2)(n) Part 6e: 553(5)(o) 1311b et seq: 1311e(6)(f)	§11.20	
<b>Reconstitution and Revocation</b>				

Description		Applicability		Sec /Page No. In Contract	Additional Comments
58	Procedures and grounds for revoking the contract provided for in applicable law, including: (see 59-62 below)		All Academies Part 6a: 503(6)(e) Part 6c: 523(2)(e) Part 6e: 561(4) 1311b et seq: 1311e(5)(f)	Article X	
59	<ul style="list-style-type: none"> <li>Failure of the Academy to demonstrate improved pupil academic achievement for all groups of pupils or meet the educational goals as set forth in the contract.</li> </ul>		All Academies Part 6a: 507(4)(a) Part 6c: 528(4)(a) Part 6e: 561(4)(a) 1311b et seq: 1311l(1)(a)	§2.10 and §10.4(a)	
60	<ul style="list-style-type: none"> <li>Failure of the Academy to comply with all applicable law.</li> </ul>		All Academies Part 6a: 507(4)(b) Part 6c: 528(4)(b) Part 6e: 561(4)(b) 1311b et seq: 1311l(1)(b)	§10.4(b)	
61	<ul style="list-style-type: none"> <li>Failure of the Academy to meet generally accepted public sector accounting principles and demonstrate sound fiscal stewardship.</li> </ul>		All Academies Part 6a: 507(4)(c) Part 6c: 528(4)(c) Part 6e: 561(4)(c) 1311b et seq: 1311l(1)(c)	§10.4(c)	
62	<ul style="list-style-type: none"> <li>The existence of 1 or more other grounds for revocation as specified in the contract.</li> </ul>		All Academies Part 6a: 507(4)(d) Part 6c: 528(4)(d) Part 6e: 561(4)(d) 1311b et seq: 1311l(1)(d)	§10.4(d)	
63	Procedures for mandatory revocation of Academy contract if Academy is designated as a persistently low-achieving school (in the bottom 5%) and is in the 2nd year of restructuring. Procedures must specify which school (s) are subject to closure and which are not based on exceptions for situations involving individualized education plan subgroups, and individual schools currently undergoing reconstitution.		All Academies (except SDA) Part 6a: 507(5) Part 6c: 528(5) Part 6e: 561(5)	§10.2(d)	
64	Procedures for the authorizing body to reconstitute the Academy.		All Academies (except SDA) Part 6a: 507(7) Part 6c: 528(7) Part 6e: 561(7)	§10.6(d)	
<b>Cyber Schools</b>					
65	A contract for a cyber school shall include all of the provisions required under section 553a as well as the following: (see items 66 through 71 below)		Cyber Schools Part 6e: 553a	N/A	

Description		Applicability		Sec /Page No. In Contract	Additional Comments
66	<ul style="list-style-type: none"> <li>A teacher who holds appropriate certification according to state board rule will be responsible for all of the following for each course in which a pupil is enrolled: (i) Improving learning by planned instruction. (ii) Diagnosing the pupil's learning needs. (iii) Assessing learning, assigning grades, and determining advancement. (iv) Reporting outcomes to administrators and parents or legal guardians</li> </ul>		Cyber Schools Part 6e: 553a(2)(a)	N/A	
67	<ul style="list-style-type: none"> <li>A cyber school will make educational services available for a minimum of at least <b>1,098 hours during a school year</b> and ensure that each pupil participates in the educational program for at least 1,098 hours during a school year.</li> </ul>		Cyber Schools Part 6e: 553a(2)(b)	N/A	
68	<ul style="list-style-type: none"> <li>A cyber school shall have maximum enrollment limitations based on years of operation</li> </ul>		Cyber Schools Part 6e: 552(2)(d)	N/A	
69	<ul style="list-style-type: none"> <li>Cyber school must offer each pupil's family a computer and subsidize the cost of internet access.</li> </ul>		Cyber Schools Part 6e: 552(2)(e)	N/A	
70	<ul style="list-style-type: none"> <li>Cyber school may not enroll any new pupils in the school of excellence that is a cyber school in a school year that begins after MDE determines that the combined total statewide final audited membership for all pupils in membership in schools of excellence that are cyber schools for a state fiscal year that exceeds a number equal to 2% of the combined total statewide final audited membership for all pupils in membership in public schools for the 2011-2012 State Fiscal Year.</li> </ul>		Cyber Schools Part 6e: 552(15)(b)	N/A	
71	<ul style="list-style-type: none"> <li>The requirement for the Academy Board of school of excellence that is a cyber school to ensure that every pupil that enrolls, along with his or her parent or legal guardian, are provided with a parent-student orientation. If the pupil is at least 18 or is an emancipated minor, the orientation may be provided to just the pupil.</li> </ul>		Cyber Schools Part 6e: 552(21)	N/A	

NOTE: The only change to this annual update document is item #49. The item was changed because the law does not require contracts and deeds to be included in the charter contract. It is required by law that these contracts or deeds be made public once they are enacted. While MDE would prefer to receive these items (deeds and contracts) with the charter contract, it is recognized that these documents may not be available at the time a charter contract is enacted. Schools and authorizers are therefore asked to provide those documents to the PSA unit at MDE once they are made public.

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## BYLAWS

### OF

### ~~(NAME)~~THE WILL CARLETON CHARTER SCHOOL ACADEMY

## ARTICLE I

### NAME

This organization shall be called ~~(Name)~~ The Will Carleton Charter School Academy (~~the~~ “Academy” or the “public school academy corporation”).

## ARTICLE II

### FORM OF ACADEMY

The Academy is organized as a non-profit, non-stock, directorship corporation.

## ARTICLE III

### OFFICES

Section 1. Principal Office. The principal office of the Academy shall be located in the State of Michigan.

Section 2. Registered Office. The registered office of the Academy shall be ~~125 Ottawa Ave. NW, Suite 245, Grand Rapids~~ Hillsdale, Michigan ~~49503~~. The registered agent is ~~Candace L. Sorensen~~ #The registered office must be located in the state of Michigan, and be the business office of the registered agent, as required by the Michigan Nonprofit Corporation Act.

## ARTICLE IV

### BOARD OF DIRECTORS

Section 1. General Powers. The business, property and affairs of the Academy shall be managed by the Academy Board of Directors (“Academy Board”). The Academy Board may exercise any and all of the powers granted to it under the Michigan Nonprofit Corporation Act or pursuant to Part 6A of the Revised School code (“Code”). The Academy Board may delegate said powers to the officers and committees of the Academy Board as it deems appropriate or necessary, as long as such delegation is consistent with the Articles, these Bylaws, the Contract and Applicable Law.



Section 2. Method of Selection and Appointment. Nomination and appointment to the Academy Board shall be handled in the ~~following manner~~ established by the Hillsdale County Intermediate School District Board of Education (“HCISD Board”) pursuant to section 507(1)(c) of the Code, MCL 380.507(1)(c), as may be amended from time to time by the HCISD Board.

~~Method of Selection and Appointment of Academy Board Members:~~

~~Initial Academy Board Member Nominations and Appointments: As part of the public school academy application, the public school academy applicant shall propose to the Director of the University Charter Schools Office (“Director”), the names of proposed individuals to serve on the initial board of directors of the proposed public school academy. When the Director recommends an initial contract for approval to the Grand Valley State University Board of Trustees (“Board of Trustees”), he/she shall include recommendations for initial Academy Board members. These recommendations may, but are not required to, include individuals proposed by the public school academy applicant. To be considered for the appointment, the nominees must have completed the required board member Questionnaire prescribed by the University Charter Schools office; and (ii) the criminal Background Check Report prescribed by the University Charter Schools Office.~~

~~Subsequent Academy Board Member Nominations and Appointments: Except as provided in paragraph (2) below, the Academy Board may nominate individuals for subsequent Academy Board of Director positions. As part of the appointment process, the Academy Board may submit to the Director: (i) the name of the nominee; (ii) the board member candidate application materials identified in paragraph (a) above; and (iii) a copy of the Academy Board nominating resolution. The Director may or may not recommend a nominee submitted by the Academy Board. If the Director does not recommend a nominee submitted by the Academy Board, the Director shall select a nominee and forward that recommendation to the Board of Trustees for appointment. The board of Trustees shall have the sole and exclusive right to appoint members to the Academy Board.~~

- a. ~~Exigent Appointments: When the Director determines an “exigent condition” exists which requires him/her to make an appointment to a public school academy’s board of director, the Director, with University President approval, may immediately appoint a person to serve as a public school academy board member for the time specified, but not longer than the next meeting made by the Board of Trustees. The Director shall make the appointment in writing and notify the public school academy’s board of directors of the appointment. Exigent conditions include, but are not limited to when an Academy Board seat is vacant, determines that an Academy Board member’s service is no longer required, when an Academy Board member is removed, when an Academy Board fails to fill a vacancy, or other reasons which would prohibit the Academy Board from taking action without such an appointment.~~

1. Qualifications of Academy Board Members: To be qualified to serve of the Academy Board, a person shall: (a) be a citizen of the United States; (b) reside in the State of Michigan; (c) submit all materials requested by the GVSU-HCISDn Charter Schools Office including, but not limited to, a ~~n~~ GVSU-HCISD Charter Schools Office Academy Board Member Questionnaire and a release for criminal history background check; (d) not be an employee of the Academy; (e) not be a director, officer, or employee of a company or other entity that contracts with the Academy; and (f) not be an employee or representative of GVSU-HCISD or be a member of the HCISD Board ~~of Trustees~~.
2. Oath / Acceptance of Office / Voting Rights: Following appointment by the HCISD Board ~~of Trustees~~, Academy Board Appointees may begin their legal duties, including the right to vote, after they have signed an Acceptance of Public Office form and taken the Oath or Affirmation of Public Office administered by ~~a a member of the Academy Board, other justice, judge, or clerk of a court, or before a public official or~~ notary public.
3. Length of Term; Removal: An appointed Academy Board member is an “at will” board member who shall serve at the pleasure of the HCISD Board ~~of Trustees~~ for a term of office not to exceed ~~three (3) years~~ the term established by the HCISD Board pursuant to MCL 380.507(1)(c). Regardless of the length of term, terms shall end on June 30 of the final year of service, unless shorter due to other provisions of this resolution. A person appointed to serve as an Academy Board member may be reappointed to serve additional terms. When an Academy Board member is appointed to complete the term of service of another Academy Board member, their service ends at the end of the previous Academy Board member’s term.  
  
If the ~~Board-HCISD Board of Trustees~~ determines that an Academy Board member’s service in office is no longer required, then the HCISD Board ~~of Trustees~~ may remove an Academy Board member with or without cause and shall specify the date when the Academy Board member’s service ends. An Academy Board member may be removed from the office by a two-thirds (2/3) vote of the Academy’s Board for cause.
4. Resignations: A member of the Academy Board may resign from office by submitting a written resignation or by notifying the Director ~~of the HCISD Charter Schools Office (“CSO Director”)~~. The resignation is effective upon receipt by the CSO Director, unless a later date is specified in the resignation. A written notice of resignation is not required. If no such written notification is provided, then the CSO Director shall confirm a resignation in writing. The resignation shall be effective upon the date the CSO Director sends confirmation to the resigning Academy Board member.
5. Vacancy: An Academy Board position shall be considered vacant when an Academy Board member:
  - a. Resigns
  - b. Dies



- c. Is removed from Office
- d. Is convicted of a felony
- e. Ceases to be qualified
- f. Is incapacitated

7. Filling a Vacancy: The Academy Board may nominate and the Director shall —recommend or temporarily appoint persons to fill a vacancy as outlined in the —~~“Subsequent Appointments” and “Exigent Appointments” procedures in this resolution.~~ HCISD Method of Selection procedures, as may be amended.
8. Number of Academy Board Member Positions: The number of member positions of the Academy Board of Directors shall be not less than five (5), ~~seven (7), or no more than seven (7)-nine (9),~~ as determined from time to time by the Academy Board.
9. Quorum: In order to legally transact business the Academy Board shall have a quorum physically present at a duly called meeting of the Academy Board. A “quorum” shall be —defined as follows:

# of Academy Board positions	# required for Quorum
Five (5)	Three (3)
Seven (7)	Four (4)
<del>Nine (9)</del>	<del>Five (5)</del>

10. Manner of Acting: The Academy Board shall be considered to have “acted,” when a duly called meeting of the Academy Board has a quorum present and the number of board members voting in favor of an action is as follows:

# of Academy Board positions	# for Quorum	# required to act
Five (5)	Three (3)	Three (3)
Seven (7)	Four (4)	Four (4)
<del>Nine (9)</del>	<del>Five (5)</del>	<del>Five (5)</del>

Section 3. Compensation. By resolution of the Academy Board, Directors may be paid their expenses, if any, of attendance at each meeting of the Academy Board, subject to the statutes regarding Contracts of Public Servants with Public Entities, Act No. 317 of the Public Acts of 1968, being Sections 15.321 to 15.330 of the Michigan Compiled Laws and the Standards of Conduct for Public Officers and Employees, Act No. 196 of the Public Acts of 1973, being Sections 15.341 to 15.348 of the Michigan Compiled Laws, and the statute concerning Incompatible Public Offices, Act No. 566 of the Public Acts of 1978, being Sections 15.181 to 15.185 of the Michigan Compiled Laws.

## ARTICLE V

## MEETINGS

Section 1. Annual and Regular Meetings. The Academy Board shall hold an annual meeting each year. The meeting shall be held at such time and place as the Academy Board of Directors shall from time to time determine. The Academy Board may also provide, by resolution, the time and place, within the state of Michigan, for the holding of additional regular meetings. The Academy shall provide notice of all regular meetings as required by the Open Meetings Act.

Section 2. Special Meetings. Special meetings of the Academy Board may be called by or at the request of the President or any Academy Board Director. The person or persons authorized to call special meetings of the Academy Board may fix the place within the state of Michigan for holding any special meeting of the Academy Board called by them, and, if no other place is fixed, the place of meeting shall be the principal business office of the corporation in the state of Michigan. The corporation shall provide notice of all special meetings as required by the Open Meetings Act.

Section 3. Notice; Waiver. The Academy Board must comply with the notice provisions of the Open Meetings Act. In addition, notice of any meeting shall be given to each Director stating the time and place of the meeting, delivered personally or mailed or sent by facsimile or email, to each Academy Board Member Director at the Academy Board Member's Director's business address. Any Director may waive notice of any meeting by written statement, or telecopy sent by the Director, signed before or after the holding of the meeting. The attendance of an Academy Board Member-Director at a meeting constitutes a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

Section 4. Open Meetings Act. All meetings of the Academy Board, shall at all times be in compliance with the Open Meetings Act.

Section 5. Presumption of Assent. A director-member of the Academy Board who is present at a meeting of the Academy Board at which action on any corporate matters is taken shall be presumed to have assented to the action taken unless that Director's-member's dissent shall be entered in the minutes of the meeting or unless that Director-member shall file a written dissent to such action with the person acting as the Secretary of the meeting before the adjournment thereof or shall forward such dissent by registered mail to the Secretary of the corporation immediately after the adjournment of the meeting. This right to dissent shall not apply to a Director-member who voted in favor of such action.

## ARTICLE VI

### COMMITTEES

Section 1. Committees. The Academy Board, by resolution, may designate one or more committees, each committee to consist of one or more Academy Board MembersDirectors selected by the



Academy Board. As provided in the resolution as initially adopted, and as thereafter supplemented or amended by further resolution, the committees shall have such powers as delegated by the Academy Board, except (i) filling of the vacancies in the officers of the Academy Board or committees created pursuant to this Section; (ii) amending the Articles of Incorporation or Bylaws; or (iii) any action the Academy Board cannot lawfully delegate under the Articles, Bylaws or Applicable Law. All committee meetings shall at all times be in compliance with the Open Meetings Act. Each committee shall fix its own rules governing the conduct of its activities and shall make such reports the Academy Board of its activities as the Academy Board may request.

## **ARTICLE VII**

### **OFFICERS OF THE BOARD**

Section 1. Number. The officers of the Academy shall be a President, Vice-President, Secretary, Treasurer, and such Assistant officers as may be selected by the Academy Board.

Section 2. Election and Term of Office. The Academy Board shall elect the initial officers at its first duly noticed meeting. Thereafter, the Academy Board shall elect the officers annually as terms expire at the annual meeting of the Academy Board. If the election of officers is not held at that meeting, the election shall be held as soon thereafter as may be convenient. Each officer shall hold office while qualified or until the officers resigns or is removed in the manner provided in Article IV, Section 2.

Section 3. Removal. If the ~~Grand Valley State University~~HCISD Board of ~~Education Trustees~~ determines that an Academy Board member's service in office is no longer required, then the HCISD Board of ~~Trustees~~Education may remove an Academy board member with or without cause and shall specify the date when the Academy Board member's service ends. An Academy Board member may be removed from office by a two-thirds (2/3) vote of the Academy's Board for cause.

Section 4. Vacancies. A vacancy in any office shall be filled in accordance with Article IV, Section 2.

Section 5. President. The President of the Academy shall be a member of the Academy Board. The President of the corporation shall preside at all meetings of the Academy Board. If there is not a President, or if the President is absent, then the Vice-President shall preside. If the Vice-President is absent, then a temporary chair, chosen by the members of the Academy Board attending the meeting shall preside. The president shall be an ex-officio member of all standing committees and may be designated Chairperson of those committees by the Academy Board. The President shall, in general, perform all duties incident to the office of President of the Board as may be prescribed by the Board from time to time.

Section 6. Vice-President. The Vice-President of the Academy shall be a member of the Academy Board. In the absence of the President or in the event of the President's death, inability or refusal to act, the Vice-President shall perform the duties of President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. The Vice-President shall perform

such other duties as from time to time may be assigned to the Vice-President by the President or the Academy Board.

Section 7. Secretary. The Secretary of the Academy shall be a member of the Academy Board. The Secretary shall perform, or cause to be performed, the following duties: (a) keep the minutes of the Academy Board meetings in one or more books provided that purpose; (b) see that all notices, including those notices required under the Open Meetings Act, are duly given in accordance with the provisions of these Bylaws or as required by law; (c) be custodian of the corporate records and of the seal of the corporation and see that the seal of the corporation is affixed to all authorized documents; (d) keep a register of the post office address of each Director; and (e) perform all duties incident to the office of Secretary and other duties assigned by the President or by the Academy Board.

Section 8. Treasurer. The Treasurer of the Academy shall be a member of the Academy Board. The Treasurer shall perform, or cause to be performed, the following duties: (a) keep charge and custody of and be responsible for all funds and securities of the corporation; (b) keep accurate books and records of corporate receipts and disbursements; (c) deposit all moneys and securities received by the corporation in such banks, trust companies or other depositories as shall be selected by the Board; (d) complete all required corporate filings; (e) assure that the responsibilities of the fiscal agent of the corporation are properly carried out; and (f) in general perform all of the duties incident to the office of Treasurer and such other duties as from time to time may be assigned by the President or by the Academy Board.

Section 9. Assistants and Acting Officers. The Assistants to the officers, if any, selected by the Academy Board, shall perform such duties and have such authority as shall from time to time be delegated or assigned to them by the Secretary or Treasurer or by the Academy Board. The Academy Directors shall have the power to appoint any person to perform the duties of an officer whenever for any reason it is impractical for such officer to act personally. Such acting officer so appointed shall have the powers of and be subject to all restrictions upon the officer to whose office the acting officer is so appointed except as the Academy Board may by resolution otherwise determine.

Section 10. Salaries. Officers shall not receive a salary unless the salary has been specifically approved by the Academy Board, subject to the statute concerning Incompatible Public Offices, Act No. 566 of the Public Acts of 1978, being sections 15.181 to 15.185 of the Michigan Compiled Laws. Officers of the corporation who are ~~Directors-members of the board~~ of the public school academy corporation may not be compensated for their services. They may, however, receive traveling and other expenses.

Section 11. Filling More Than One Office. Subject to the statute concerning Incompatible Public Offices, Act No. 566 of the Public Acts of 1978, being Sections 15.181 to 15.185 of the Michigan Compiled Laws, any two offices of the corporation except those of President and Vice-President may be held by the same person, but no officer shall execute, acknowledge or verify any instrument in more than one capacity.



## ARTICLE VIII

### CONTRACTS, LOANS, CHECKS AND DEPOSITS; SPECIAL CORPORATE ACTS

Section 1. Contracts. The Academy Board may authorize any officer or officers, agent or agents, to enter into any contract, to execute and deliver any instrument, or to acknowledge any instrument required by law to be acknowledged in the name of and on behalf of the corporation. Such authority may be general or confined to specific instances, but the appointment of any person other than an officer to acknowledge an instrument required by law to be acknowledged should be made by instrument in writing. When the Academy Board authorizes the execution of a contract or of any other instrument in the name of and on behalf of the corporation, without specifying the executing officers, the President or Vice-President, and the Secretary or Treasurer may execute the same and may affix the corporate seal there to. No contract into, by or on behalf of the Academy Board, shall in any way bind the University or impose any liability on the University, its trustees, officers, employees or agents.

Section 2. Loans. No loans shall be contracted on behalf of the corporation and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the Academy Board. Such authority may be general or confined to specific instances. No loan or advance to, or overdraft of funds by an officer or member of the Academy Board otherwise than in the ordinary and usual course of the business of the corporation, and on the ordinary and usual course of the business or security, shall be made or permitted. No loan entered into, by or on behalf of the Academy Board, shall in any way be considered a debt or obligation of Grand Valley State University or impose any liability on Grand Valley State University, its trustees, officers, employees, or agents.

Section 3. Checks, Drafts, etc. All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the corporation, shall be signed by such officer or officers, agent or agents, of the corporation and in such manner as shall from time to time be determined by resolution of the Academy Board.

Section 4. Deposits. All funds of the corporation not otherwise employed shall be deposited within three (3) business days after the receipt of the funds by the corporation in such banks, trust companies or other depositories as the Academy Board may select, provided that such financial institution is eligible to be a depository of surplus funds under section 1221 of the Revised School Code, being Section 380.1221 of the Michigan Compiled Laws.

Section 5. Voting of Securities Owned by this Corporation. Subject always to the specific directions of the Academy Board, any shares or other securities issued by another corporation and owned or controlled by this corporation may be voted at any meeting of security holders of such other corporation by the President of this corporation or by proxy appointed by Treasurer of this corporation or by proxy appointed by the Secretary or Treasurer. Such proxy or consent in respect to any shares or other securities issued by any other corporation and owned by this corporation shall be executed in the name of this corporation by the President, the Secretary or the Treasurer of this corporation without necessity of

any authorization by the Academy Board, affixation of corporate seal or countersignature or attestation by another officer. Any person or persons designated in the manner above stated as the proxy or proxies of this corporation shall have full right, power, and authority to vote the shares or other securities issued by such other corporation and owned by this corporation the same as such shares or other securities might be voted by this corporation.

Section 6. Contracts Between Corporation and Related Persons. As required by Applicable Law, any Director, officer or employee of the Academy, who enters into a contract with the Academy, that meets the definition of contract under the statute on Contracts of Public Servants with Public Entities, Act No. 317 of the Public Acts of 1968, being sections 15.321 to 15.330 of the Michigan Compiled Laws, shall comply with the public disclosure requirement set forth in Section 3 of the statute.

## **ARTICLE IX**

### **INDEMNIFICATION**

Each person who is or was a member of the Academy Board, or a trustee, director, officer or member of a committee of the Academy and each person who serves or has served at the request of the Academy as a trustee, director, officer, partner, employee or agent of any other corporation, partnership, joint venture, trust or other enterprise, shall be indemnified by the corporation to the fullest extent permitted by the corporation laws of the State of Michigan as they may be in effect from time to time. The corporation may purchase and maintain insurance on behalf of any such person against any liability asserted against and incurred by such person in any such capacity or arising out of his status as such, whether or not the corporation would have power to indemnify such person against such liability under the preceding sentence. The corporation may, to the extent authorized from time to time by the Board, grant rights to indemnification to any employee or agent of the corporation to the fullest extent provided under the laws of the State of Michigan as they may be in effect from time to time.

## **ARTICLE X**

### **FISCAL YEAR, BUDGET AND UNIFORM BUDGETING AND ACCOUNTING**

Section 1. Fiscal Year, Budget and Uniform Budgeting and Accounting. The fiscal year of the corporation shall begin on the first day of July in each year. The Board of Directors, subject to the oversight responsibilities of the University Board, shall have exclusive control of the budget. The board shall prepare and publish an annual budget in accordance with the Uniform Budgeting and Accounting Act, being Act 2 of the public laws of Michigan of 1968, as amended.



## ARTICLE XI

### SEAL

The Academy Board may provide a corporate seal, which shall be circular in form and shall have inscribed thereon the name of the corporation, the State of Michigan and the words “Corporate Seal” and “Public School Academy.”

## ARTICLE XII

### AMENDMENTS

These Bylaws may be altered, amended or repealed and new Bylaws may be adopted in the manner prescribed in Section 9.4 of the Charter Contract~~by obtaining the affirmative vote of a majority of the Academy Board at any regular or special meeting of the Academy Board, if a notice setting forth the terms of the proposal has been given in accordance with the notice requirements for the special meetings. Upon arrival, the Academy Board shall forward the amendment to the University Charter Schools Office. The amendment shall be automatically incorporated into Schedule 3 of the Contract upon receipt of the amendment by the University Charter Schools Office. The Academy Board is encouraged to submit proposed Bylaw changes to the Charter Schools Office, for review and comment, prior to adoption.~~ If at any time the University HCISD identifies a provision in the Academy Board’s Bylaws that violates or conflicts with applicable law or the Contract, it shall notify the Academy Board in writing and the Academy Board shall remedy the identified provision to be in concert with applicable law and the Contract.

## CERTIFICATION

The Academy Board certifies that these Revised Bylaws were adopted as and for the Revised Bylaws of a Michigan public school academy corporation in an open and public meeting, by the Academy Board, on the 7<sup>th</sup> day of December, 20187.

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

SAMPLE



## **SCHEDULE 4**

### **FISCAL AGENT AGREEMENT**

This Fiscal Agent Agreement ("Agreement") is part of the Contract issued by the Hillsdale County Intermediate School District Board of Education ("HCISD Board"), an authorizing body as defined in Section 501(2)(a) of the Revised School Code, as amended (the "Code"), MCL 380.501(2)(a)(ii), to Will Carleton Academy ("Academy"), a public school academy organized under Part 6A of the Code (collectively, the "Parties").

#### **Preliminary Recitals**

WHEREAS, pursuant to the Contract and Section 507(3) of the Code, MCL 380.507(3), the HCISD Board, as authorizing body, is the fiscal agent for the Academy; and

WHEREAS, the HCISD Board is required, as fiscal agent, to forward any State School Aid payments received from the State of Michigan ("State") on behalf of the Academy to the Academy, MCL 380.507(3).

NOW, THEREFORE, in consideration of the premises set forth below, the Parties agree to the following:

#### **ARTICLE I** **DEFINITIONS AND INTERPRETATIONS**

**Section 1.01 Definitions.** Unless otherwise provided, or unless the context requires otherwise, the following terms shall have the following definitions for purposes of this Agreement:

"Academy Account" means an account established by the Academy Board for the receipt of State School Aid Payment at a bank, savings and loan association, or credit union which has not been deemed ineligible to be a depository of surplus funds under Section 6 of Act No. 105 of the Public Acts 1855, being Section 21.146 of the Michigan Compiled Laws.

"Agreement" means this Fiscal Agent Agreement.

"Contract" means the contract to charter a public school academy, which the HCISD and the Academy are entering into.

"Fiscal Agent" means the HCISD Board or an officer or employee of the HCISD as designated by the HCISD Board.

"Other Funds" means any other public or private funds which the Academy receives and for which the HCISD may act as fiscal agent.

"State School Aid Payment" means any payment of money the Academy receives from the State School Aid Fund established pursuant to Article IX, Section 11 of the Michigan Constitution of 1963 or under the State School Aid Act of 1979, as amended, net any deductions set forth in Section 2.02 hereof.

"State" means the State of Michigan.

"State Treasurer" means the office responsible for issuing funds to public school academies for State School Aid Payment pursuant to the State School Aid Act of 1979, as amended.

## **ARTICLE II**

### **FISCAL AGENT DUTIES**

**Section 2.01. Receipt of State School Aid Payments and Other Funds.** The HCISD Board is the Fiscal Agent for the Academy for the limited purpose of receiving and transferring State School Aid Payment. By separate agreement, the HCISD Board and the Academy may also agree that the HCISD Board will receive other Funds for transfer to the Academy. The Fiscal Agent will receive State School Aid Payment from the State as provided in Section 3.02, and transfer State School Aid Payment as provided in Section 2.02 of this Agreement.

**Section 2.02. Transfer to Academy.** Except as provided in Article X of the Terms and Conditions and in the Oversight Agreement, the Fiscal Agent shall transfer, net any amount(s) authorized to be withheld by the Fiscal Agent pursuant to applicable law, (including an oversight fee or reimbursement of authoring expenses charged pursuant to applicable law in an amount not to exceed a combined total of 3% of the total State School Aid Payment from the State to the Academy in the school year in which the fees or expenses are charged) all State School Aid Payment and all Other Funds received on behalf of the Academy to the Academy within ten (10) business days of receipt or as otherwise required by the provisions of the State School Aid Act of 1979, as amended, or applicable State Board rules. The State School Aid Payment and all Other Funds shall be transferred into the Account designated by a resolution of the Board of Directors of the Academy and by a method of transfer acceptable to the Fiscal Agent.

**Section 2.03. Limitations of Duties.** The Fiscal Agent has no responsibilities or duties to verify the Academy's pupil membership count, as defined in the State School Aid Act of 1979, as amended, or to authorize, to approve, or to determine the accuracy of any State School Aid Payment received on behalf of the Academy from the State Treasurer. The duties of the Fiscal Agent are limited to the receipt and transfer to the Academy of State School Aid Payment and Other Funds received by the Academy. The

Fiscal Agent shall have no duty to monitor, account for, or approve expenditures made by the Academy Board.

**Section 2.04. Academy Board Requests for Direct Intercept of State Aid Payments.** If the Academy Board directs that a portion of its State School Aid Payments be forwarded by the Fiscal Agent to a third party account for the payment of Academy debts and liabilities, the Academy shall submit to the Chief Financial Officer for Hillsdale County Intermediate School District: (i) a copy of the Academy Board's resolution authorizing the direct intercept of the State School Aid Payments; and (ii) a copy of a State School Aid Payment Agreement and Direction document that is in a form and manner acceptable to the Fiscal Agent.

### **ARTICLE III** **STATE DUTIES**

**Section 3.01. Eligibility for State School Aid Payments.** The State, through its Department of Education, has sole responsibility for determining the eligibility of the Academy to receive State School Aid Payments. The State, through its Department of Education, has sole responsibility for determining the amount of any State School Aid Payment the Academy shall be entitled to receive.

**Section 3.02. Method of Payment.** Each State School Aid Payment for the Academy will be made to the Fiscal Agent by the State Treasurer by issuing a warrant and delivering the warrant to the Fiscal Agent by electronic funds transfer into an account specified by the Fiscal Agent, or by such other means deemed acceptable to the Fiscal Agent. The State shall make State School Aid Payments at the times specified in the State School Aid Act of 1979, as amended.

### **ARTICLE IV** **ACADEMY DUTIES**

**Section 4.01. Compliance with State School Aid Act.** In order to assure that funds are available for the education of pupils, an Academy shall comply with all applicable provisions of the State School Aid Act of 1979, as amended.

**Section 4.02. Academy Account.** The Academy shall designate by resolution of the Academy Board an authorized depository account to permit the Fiscal Agent to effect transfers of State School Aid Payments pursuant to Section 2.02 of this Agreement.

**Section 4.03. Expenditure of Funds.** The Academy may expend funds that it receives from the State School Aid Fund for any purpose(s) permitted by the State School Aid Act of 1979 and may enter into contracts and agreements determined by the Academy as consistent with the purposes for which the funds were appropriated.

**Section 4.04. Mid-Year Transfers.** Funding for students transferring into or out of the Academy during the school year shall be in accordance with the State School Aid Act of 1979, as amended, and applicable State Board rules.

**Section 4.05. Repayment of Overpayment.** The Academy shall be directly responsible for reimbursing the State for any overpayments of State School Aid Payments. At its option, the State may reduce subsequent State School Aid Payments by the amount of the overpayment or may seek collection of the overpayment from the Academy.

## **ARTICLE V RECORDS AND REPORTS**

**Section 5.01. Records.** The Fiscal Agent shall keep books of record and account of all transactions relating to the receipt, disbursement, allocation and application of any State School Aid Payment and Other Funds received, deposited or transferred by the Fiscal Agent for the benefit of the Academy, and these books shall be available for inspection at reasonable hours and under reasonable conditions by the Academy and the State.

**Section 5.02. Reports.** Annually, the Fiscal Agent shall prepare and send to the Academy within thirty (30) days of September 1, a written report dated as of August 31. This report shall summarize all receipts, deposits and transfers made by the Fiscal Agent on behalf or for the benefit of the Academy during the period beginning on the latter of the date hereof or the date of the last such written report and ending on the date of the report, including without limitation, State School Aid Payments received on behalf of the Academy from the State Treasurer and any Other Funds for which the HCISD Board acted as Fiscal Agent under this Agreement.

## **ARTICLE VI CONCERNING THE FISCAL AGENT**

**Section 6.01. Representations.** The Fiscal Agent represents that it has all necessary power and authority to enter into this Agreement and undertake the obligations and responsibilities imposed upon it in this Agreement and that it will carry out all of its obligations under this Agreement.

**Section 6.02. Limitation on Liability.** The liability of the Fiscal Agent to transfer funds to the Academy shall be limited to the amount of State School Aid Payments as are from time to time delivered by the State to the Fiscal Agent for the Academy, and the amount of Other Funds as are from time to time delivered by the source of those funds to the Fiscal Agent for the Academy.

The Fiscal Agent shall not be liable for any action taken or neglected to be taken by it in good faith in any exercise of reasonable care and believed by it to be within the discretion or power conferred upon it by this Agreement, nor shall the Fiscal Agent be responsible for the consequences of any error of judgment; and the Fiscal Agent shall not be answerable except for its own action, neglect or default, nor for any loss unless the same shall have been through its gross negligence or willful default.

The Fiscal Agent shall not be liable for any deficiency in the State School Aid Payments received from the State Treasurer to which the Academy was properly entitled. The Fiscal Agent shall not be liable for any State School Aid overpayments made by the State Treasurer to the Academy for which the State subsequently seeks reimbursement.

Acknowledgement of Receipt

The undersigned, on behalf of the State of Michigan, Department of Treasury, acknowledges receipt of the foregoing Fiscal Agent Agreement that is part of the Contract issued by the Hillsdale County Intermediate School District Board of Education to Will Carleton Academy.

By: \_\_\_\_\_

Mary G. Martin, Executive Director  
Bureau of State and Authority Finance  
Michigan Department of Treasury

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

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## **SCHEDULE 5**

### **OVERSIGHT, COMPLIANCE AND REPORTING AGREEMENT**

This Oversight, Compliance and Reporting Agreement ("Agreement") is part of the Contract issued by the Hillsdale County Intermediate School District Board of Education ("HCISD Board"), an authorizing body as defined in Section 501(2)(a) of the Revised School Code, as amended ("Code"), MCL 380.501(2)(a)(ii), to The Will Carleton Academy ("Academy"), a public school academy organized under Part 6A of the Code (collectively, the "Parties").

#### **Preliminary Recitals**

WHEREAS, pursuant to the Contract and Section 507(1) of the Code, MCL 380.507(1)(d), the HCISD Board, as the authorizing body for the Academy, is responsible to oversee the Academy's compliance with the Contract and all Applicable Law, subject to the leadership and general supervision of the State Board of Education over all public education.

NOW, THEREFORE, in consideration of the premises set forth below, the Parties agree to the following:

#### **ARTICLE I** **DEFINITIONS AND INTERPRETATIONS**

**Section 1.01. Definitions.** Unless otherwise provided, or unless the context requires otherwise, the following terms shall have the following definitions for purposes of this Agreement:

"Agreement" means this Oversight, Compliance and Reporting Agreement.

"Oversight Responsibilities" means the HCISD Board's oversight responsibilities set forth in Section 2.01 of this Agreement.

"Compliance and Reporting Duties" means the Academy's duties set forth in Section 2.02 of this Agreement.

"State School Aid Payment" means any payment of money the Academy receives from the State School Aid Fund established pursuant to Article IX, Section 11 of the Michigan Constitution of 1963 or under the State School Aid Act of 1979, as amended.



## **ARTICLE II**

### **OVERSIGHT, COMPLIANCE AND REPORTING RESPONSIBILITIES**

**Section 2.01. Oversight Responsibilities.** The Superintendent of Hillsdale County Intermediate School District (or designee) may undertake the following, as deemed necessary to fulfill the Hillsdale County Intermediate School District Board's Oversight Responsibilities:

- a. Monitor and evaluate whether the Academy Board is in compliance with the terms of the Contract and applicable law.
- b. Monitor and evaluate the Academy's academic performance and progress toward achieving the educational goals and related measures for all groups of pupils set forth in Contract **Schedule 7-1**, which shall include data on student growth as measured by assessments and other objective criteria as a significant factor.
- c. Monitor and evaluate the Academy's implementation, delivery and support of the educational program and curriculum as set forth in Contract **Schedules 7-1 and 7-2, respectively.**
- d. Monitor and evaluate the Academy's application and enrollment procedures as set forth in Contract **Schedule 7-5.**
- e. Monitor and evaluate the Academy's organizational and financial viability.
- f. Monitor and evaluate the Academy's fiscal stewardship and use of public resources.
- g. Monitor and evaluate the records, internal controls, and operations of the Academy, including whether the Academy Board operates independently of any educational management company involved in the operations of the Academy, and whether the Academy maintains and releases information as necessary to comply with applicable law.
- h. Monitor and evaluate whether the Academy is staffed with qualified personnel and that appropriate background checks have been conducted.
- i. Monitor and evaluate whether the Academy is providing a safe learning environment.
- j. Request evidence that the Academy has obtained the necessary permits and certificates to operate as a public school from the applicable governmental agencies, including, without limitation, the Michigan Department of Licensing and Regulatory Affairs' Bureau of Construction Codes and local health departments.
- k. Conduct comprehensive on-site reviews to assess and/or evaluate the Academy's performance.
- l. Monitor and evaluate whether the Academy is demonstrating good faith in complying with the Contract, the Code, and all other Applicable Law.
- m. Request periodic reports from the Academy regarding any aspect of its operation.
- n. Initiate action to amend, revoke, terminate or suspend the Contract, or to reconstitute the Academy.
- o. Provide information and support to the Academy.

**Section 2.02 Compliance and Reporting Duties.** The Academy agrees to fulfill the following Compliance and Reporting Duties:

- a. Adopt and properly maintain governing board policies in accordance with Applicable Law.
- b. Comply with the reporting and document submission requirements set forth by the HCISD Board (or designee).
- c. Comply with any Academy-specific reporting requirements established by the HCISD Board (or designee).
- d. Comply with the insurance requirements set forth in Article XI, Section 11.2 of the Terms and Conditions of the Contract.
- e. Report any litigation or formal proceedings to the HCISD Board (or designee), including, but not limited to, litigation initiated by or against the Academy alleging violation of any Applicable Law. If the HCISD or the HCISD Board is a named party, notify the Superintendent of HCISD as set forth in Article XII, Section 12.1 of the Terms and Conditions.
- f. The Academy shall not occupy or use any school facility set forth in **Schedule 7-8** of the Contract until such facility has received all fire, health and safety approvals required by Applicable Law and has been approved for occupancy by the Michigan Department of Licensing and Regulatory Affairs' Bureau of Construction Codes.
- g. Permit the HCISD Board (or designee) to inspect the records, internal controls, operations or premises of the Academy at any reasonable time.
- h. Authorize the HCISD Board (or designee) to perform audit and evaluation studies using Academy data including, but not limited to, personally identifiable information about the Academy's students and staff submitted by the Academy to agencies including, but not limited to, the Center for Educational Performance and Information ("CEPI"), Office of Educational Assessment and Accountability ("OEAA") and the Michigan Department of Education ("MDE"). Pursuant to this authorization, the HCISD shall abide by the regulations that govern the use of student data within the Family Educational Rights and Privacy Act (FERPA-34 CFR Part 99), Section 1136 of the Code (MCL 380.1136), the Michigan Identity Theft Protection Act of 2004, and the Privacy Act of 1974.
- i. Upon request, the Academy Board shall provide the HCISD Board (or designee) with a written report, along with supporting data, assessing the Academy's progress toward achieving the educational goals and related measures for all groups of pupils outlined in Contract Schedule 7-1, including data on student growth as measured by assessments and other objective criteria as a significant factor.
- j. Upon request, provide the HCISD Board (or designee) with copies or view access to data, documents or information submitted to the Michigan Department of Education, the Superintendent of Public Instruction, the State Board of Education, the CEPI, or any other state or federal agency.
- k. Require any educational management organization engaged by the Academy Board to provide to the Academy Board at least annually all of the same



information that a school district is required to disclose under section 18(2) of the State School Aid Act of 1979, MCL 388.1618, for the most recent school fiscal year for which that information is available; and within 30 days of receipt, make all of the information available through a link on the Academy's website homepage, in a form and manner prescribed by the MDE.

**Section 2.03.**     **Waiver of Compliance and Reporting Duties.** The HCISD Board, or the Superintendent as its authorized designee, may modify or waive any of the Academy's Compliance and Reporting Duties.

### **ARTICLE III**

### **RECORDS AND REPORTS**

**Section 3.01.**     **Records.** The Academy will compile and maintain complete and accurate records and reports of its governance and operations. These records and reports shall be available for inspection by the HCISD Board (or designees) at reasonable hours and under reasonable conditions. The Academy will make available to the HCISD Board (or designee) and the public all information concerning Academy operations and management as required by law.

### **ARTICLE IV**

### **MISCELLANEOUS**

**Section 4.01.**     **Administration Fee.** The Academy agrees to pay to the HCISD Board an administrative fee in the amount of 3% of the State School Aid Payments received by the Academy. This fee shall be retained by the HCISD Board from each State School Aid Payment received by the HCISD for forwarding to the Academy. This fee shall compensate the HCISD Board for overseeing the Academy's compliance with the Contract and all Applicable Law and other related activities for which compensation is permissible. By agreement between the HCISD and the Academy, and pursuant to Section 502(6) of the Code, MCL 380.502(6), the HCISD Board may charge additional fees beyond the administrative fee for other services rendered.

**Section 4.02.**     **Time of the Essence.** Time shall be of the essence in the performance of obligations from time to time imposed by this Agreement upon the Academy and/or the HCISD Board.

**Public School Academy / School of Excellence**  
**Master Calendar of Reporting Requirements**  
**July 1, 2017 – June 30, 2018**

DUE DATE	REPORT DESCRIPTION	SUBMIT TO:
July 3	Board Adopted 2017-2018 School Calendar/School Day Schedule.	CSO
July 3	Board Adopted Annual Operating Budget for the General Fund and School Service Fund for 2017-2018.	CSO
July 3	Copy of Notice of Public Hearing for Annual Operating Budget for 2017-2018.	CSO
July 3	Copy of Parent Satisfaction Survey and Results from 2016-2017, if applicable.	CSO
July 25	DS-4168 Report of Days and Clock Hours of Pupil Instruction for 2016-2017 academic year, if applicable (See MDE website, <a href="http://www.michigan.gov/mde">www.michigan.gov/mde</a> , for MDE due date and form).	CSO
August 3	Annual Organizational Meeting Minutes for 2017-2018.	CSO
August 3	Board Resolution appointing Chief Administrative Officer for 2017-2018.	CSO
August 3	Board Resolution appointing Freedom of Information Act Coordinator for 2017-2018.	CSO
August 3	Board Designated Legal Counsel for 2017-2018.	CSO
August 3	Board adopted Annual Calendar of Regularly Scheduled Meetings for 2017-2018.	CSO
August 29	4 <sup>th</sup> Quarter Financial Statements – quarter ending 06/30.	CSO
September 6	Organizational Chart for 2017-2018.	CSO
September 6	Board approved Student Handbook 2017-2018.	CSO
September 6	Board approved Employee Handbook 2017-2018.	CSO
September 6	Copy of School Improvement Plan covering 2017-2018 academic year.	CSO
September 6	School Information Update- See Epicenter Task for template	CSO
October 3	Completed PSA Insurance Questionnaires. Required forms available at <a href="http://www.gvsu.edu/cso">www.gvsu.edu/cso</a>	CSO
October 3	Staff Roster (GVSU Format)	CSO
October 3	Annual Nonprofit Corporation Information Update for 2017.	CSO
October 11	Unaudited Count Day Submission.	CSO
October 11	Criminal History Record Registration- New Schools	CSO
October 12	DS-4898 PSA Preliminary Pupil Membership Count for September 2017 Enrollment and Attendance for 1 <sup>st</sup> & 2 <sup>nd</sup> Year PSAs and Academies who added grade levels. (See MDE website, <a href="http://www.michigan.gov/mde">www.michigan.gov/mde</a> for MDE due date).	CSO
October 27	Audited Financial Statements for fiscal year ending June 30, 2017. (See MDE Website, <a href="http://www.michigan.gov/mde">www.michigan.gov/mde</a> , for MDE due date.	CSO
October 27	Management Letter (comments and recommendations from independent financial auditor) for fiscal year ending June 30, 2017, if issued. If a	CSO

DUE DATE	REPORT DESCRIPTION	SUBMIT TO:
	management letter is not issued, a letter from the Academy stating a management letter was not issued is required to be submitted.	
October 27	Annual A-133 Single Audit for year ending June 30, 2017 is required if over \$500K in federal funds have been expended. If a single audit is not necessary, a letter from the Academy stating as such is required to be submitted.	CSO
October 27	1 <sup>st</sup> Quarter Financial Statements – quarter ending 09/30.	CSO
January 5	Special Education Population Data request sheet.	CSO
January 5	Staff Roster (GVSU Format)	CSO
January 30	2 <sup>nd</sup> Quarter Financial Statements – quarter ending 12/31.	CSO
January 30	Michigan Highly Qualified Teacher Verification Report. Required Form Available at <a href="http://www.gvsu.edu/cso">www.gvsu.edu/cso</a> .	CSO
January 30	Board Member Annual Conflict of Interest	CSO
February 21	Winter Count Day Submission.	CSO
March (TBD)	Anti-Bullying Policy, in accordance with Matt's Safe School Law (new schools).	CSO
April 27	3 <sup>rd</sup> Quarter Financial Statements – quarter ending 03/31.	CSO
May 15	Notice of Open Enrollment & Lottery Process or Open Enrollment & Lottery Process Board Policy for 2018-2019.	CSO
June 1	Certificate of Boiler Inspection covering years 2018-2019.	CSO
June 27	Board Approved Amended Budget for 2017-2018 fiscal year (or statement that budget has been reviewed and no amendment was needed).	CSO
June 27	2017-2018 Log of emergency drills, including date, time and results. Sample form available at <a href="http://www.gvsu.edu/cso">www.gvsu.edu/cso</a> .	CSO
June 27	Board adopted Letter of Engagement for year ending June 30, 2018 independent financial audit.	CSO
June 27	Food service license expiring 04/30/2019.	CSO

## Ongoing Reporting Requirements July 1, 2017 – June 30, 2018

*The following documents do not have a set calendar date; however, they require submission within a certain number of days from board action or other occurrence.*

DUE DATE	REPORT DESCRIPTION	SUBMIT TO:
Date notice is posted	Academy Board Meeting Record of Postings – cancellations, changes, special meetings, emergency etc. Must include time and date of actual posting.	CSO
14 days after Board meeting	Draft Academy Board Meeting Minutes and Resolutions of regular, special & emergency board meetings.	CSO
14 days after Board approval	Approved Academy Board Meeting Minutes and Resolutions of regular, special & emergency board meetings.	CSO
30 business days after board approval	Board Adopted Annual Operating Budget for 2011-2012 including Salary/Compensation Transparency Reporting to be available on school website per the State School Aid Act as amended	No submission needed.
14 days after Board approval	Oath of Office and written acceptance for each Board Member.	CSO
10 business days after Board approval	Board adopted <i>Amended</i> Budget and General Appropriations Resolution.	CSO
10 days of receipt	Correspondence received from the Michigan Department /State Board of Education requiring a formal response.	CSO
10 days of receipt	Correspondence received from the Health Department requiring a formal response.	CSO
10 days of receipt	Written notice of litigation or formal proceedings involving the Academy.	CSO
30 days prior to board execution	Board proposed draft Educational Management Company Agreements or Amendments thereto.	CSO
5 business days of receipt	Request and Responses to Freedom of Information Requests.	CSO



## Original/Subsequent Board Policy Reporting Requirements July 1, 2017 – June 30, 2018

*The following documents do not have a set calendar date; however, they require an original submission and subsequent submission if Board action is taken making amendments/changes.*

REPORT DESCRIPTION	SUBMIT TO:
Articles of Incorporation. Must have GVSU Board approval before modifying.	CSO
Board of Director Bylaws.	CSO
Educational Service Provider Agreements/Amendments	CSO
Academy's Educational Goals.	CSO
Office of Fire Safety (OFS-40) – original occupancy permit and permits for renovations/additions, etc.	CSO
Lease, Deed of Premises or Rental Agreement and subsequent amendments (includes modular units).	CSO
Curriculum including any additions/deletions.	CSO
Asbestos Hazardous Emergency Response Act (AHERA) Management Plan. Visit <a href="http://www.michigan.gov/asbestos">www.michigan.gov/asbestos</a> for Michigan's model management plan. A copy of the "acceptance" letter sent by MIOSHA is also required.	CSO
Communicable Disease Curriculum (including minutes of board approval).	CSO
Job Descriptions for all employee groups	CSO
REQUIRED BOARD POLICIES	
<b>Board adopted Purchasing Policy</b> (date of approval). Reference: MCL 380.1267, MCL 380.1274	CSO
<b>Use of Medications Policy</b> (date of approval). Reference: MCL 380.1178, 380.1178a, 380.1179	CSO
<b>Harassment of Staff or Applicant Policy</b> (date of approval). <b>Harassment of Students Policy</b> (date of approval) Reference: MCL 380.1300a	CSO
<b>Search and Seizure Policy</b> (date of approval). Reference: MCL 380.1306	CSO
<b>Emergency Removal, Suspension and Expulsion of Students Policy</b> (date of approval). Reference: MCL 380.1309; MCL 380.1312(8)&(9); MCL 37.1402	CSO
<b>Parent/Guardian Review of Instructional Materials &amp; Observation of Instructional Activity Policy</b> Reference: MCL 380.1137	CSO
<b>Board Member Reimbursement of Expenses Policy</b> (date of approval). Reference: MCL 380.1254; MCL 388.1764b	CSO
<b>Equal Access for Non-School Sponsored Student Clubs and Activities Policy</b> (date of approval). Reference: MCL 380.1299	CSO
<b>Electronic or Wireless Communication Devices Policy</b> (date of approval).	CSO
<b>Preparedness for Toxic Hazard and Asbestos Hazard Policy</b> (date of approval). Reference: MCL 324.8316, 380.1256	CSO

<b>Nondiscrimination and Access to Equal Educational Opportunity Policy</b> (date of approval) Including, but not limited to, Michigan Constitution, Article I, §26, Elliott-Larsen Civil Rights Act, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975.	CSO
<b>Academy Deposit Policy</b> (date of approval). PA 105 of 1855, being MCL 21.146, Section 11.10 of the Charter Contract	CSO
<b>Parental Involvement Policy</b> (date of approval). Reference: MCL 380.1294	CSO
<b>Wellness Policy</b> (date of approval). Reference: 42 USC §§ 1751, 1758, 1766; 42 USC § 1773	CSO
<b>Corporal Punishment Policy</b> (date of approval). Reference: MCL 380.1312(8)&(9);	CSO
<b>Anti-Bullying Policy (Matt's Safe School Law)</b> (date of approval). Reference: MCL 380.1310b	CSO
<b>Cardiac Emergency Response Plan</b> (date of approval). Reference: MCL 29.19	CSO

## **SCHEDULE 6**

### **INFORMATION TO BE PROVIDED BY ACADEMY AND EDUCATIONAL SERVICES PROVIDER**

The Academy Board shall make information concerning its operation and management available to the public and to Hillsdale County Intermediate School District Board of Education or designee (HCISD) in the same manner as is required by state law for school districts. The Academy Board shall collect, maintain, and make available to the public and to HCISD, in accordance with applicable law and the contract, the following information concerning the operation and management of the public school academy:

1. A copy of the contract issued by HCISD for the public school academy.
2. A list of currently serving members of the Academy Board including name, address, and term of office; copies of policies approved by the Academy Board; Academy Board agendas and minutes; a copy of the budget approved by the Academy Board and of any amendments to the budget; and copies of bills paid for amounts of \$10,000.00 or more as they were submitted to the Academy Board.
3. Quarterly financial reports submitted to HCISD.
4. A current list of teachers and school administrators working at the public school academy or school of excellence that includes their individual salaries; copies of the teacher's or school administrator's certificates or permits of current teaching and administrative staff; and evidence of compliance with the criminal background and record checks and unprofessional conduct checks required under sections 1230, 1230a, and 1230b for all teachers and administrators working at the public school academy.
5. Curriculum documents and materials given to HCISD.
6. Proof of insurance as required by the contract.
7. Copies of facility leases or deeds, or both, and of any equipment leases.
8. Copies of any management contracts or services contracts approved by the Academy Board.
9. All health and safety reports and certificates, including those relating to fire safety, environmental matters, asbestos inspection, boiler inspection, and food service.
10. Any management letters issued as part of the annual financial audit conducted by a certified public accountant in accordance with generally accepted governmental auditing principles.
11. Copies of monthly reports to MDE on the number of pupils (if any) enrolled in any online or distance learning program operated by the Academy.
12. Any other information specifically required by the Revised School Code as amended.

Schedule 6: Information to be Provided by Academy and Educational Service Provider

The Agreement between the Academy Board and the Education Service Provider, if any, shall contain a provision requiring the Educational Service Provider to make information concerning the operation and management of the Academy, including the information in this Schedule 6, available to the Academy as deemed necessary by the Academy Board in order to enable the Academy to comply fully with its obligations under the Contract Terms and Conditions.

The information listed above, which is required to be collected, maintained, and made available to the public and to HCISD, in accordance with applicable law and the Contract, shall be submitted to HCISD in accordance with the Master Calendar and Reporting Requirement (MCRR), or upon request.





## Will Carleton Academy

2001 W. Hallett Rd, Hillsdale, MI 49242 • 517-437-2000 • [WillCarletonAcademy.com](http://WillCarletonAcademy.com) • Tuition-Free K-12

### Will Carleton Academy Amended School Calendar 2018-2019

Wednesday	8/22/18	First Day of School – Start time 8:10 am
Friday	8/31/18	Family Learning Day – No School
Monday	9/03/19	Family Learning Day – No School
Friday	9/21/18	Staff Professional Development – 11:40 am
Monday	9/24/18	Family Learning Day – No School
Thursday	10/04/18	Parent-Teacher Conferences – Dismiss 11:40 am
Friday	10/05/18	Family Learning Day – No School
Friday	10/19/18	Staff Professional Development – Dismiss 11:40 am
<u>Friday</u>	<u>11/02/18</u>	<u>Staff Professional Development – No School</u>
Wednesday	11/07/18	Staff Professional Development – Dismiss 11:40 am
Wednesday	11/21/18	Begin Thanksgiving Break – Dismiss 11:40 am
Thursday	11/22/18	Thanksgiving Day – No School
Friday	11/23/18	Thanksgiving Break – No School
Friday	12/21/18	Begin Winter break – Dismiss 11:40 am
Monday	1/07/19	End Winter Break – Return to School
<del>Monday</del>	<del>1/14/19</del>	<del>Family Learning Day – No School</del>
Thursday	2/14/19	Parent-Teacher Conferences – Dismiss 11:40 am
Friday	2/15/19	Family Learning Day – No School
Monday	2/18/19	Family Learning Day – No School
Monday	3/11/19	Family Learning Day – No School
Friday	3/22/19	Staff Professional Development – Dismiss 11:40 am
Friday	3/29/19	Begin Spring Break – Dismiss 11:40 am
Monday	4/08/19	End Spring Break – Return to School
Thursday	4/18/19	Staff Professional Development – Dismiss 11:40 am
Friday	4/19/19	Family Learning Day – No School
Monday	5/27/19	Memorial Day – No School
Thursday	6/06/19	Last Day of School – Dismiss 11:40 am