

**Will Carleton Academy
Board of Directors
2001 W Hallett Rd.
Hillsdale, MI 49242
Board Regular Meeting
April 9, 2019
Academy Workroom
5:15 PM**

AGENDA NOTES

- 1. Call to Order**
Please let Brock know if you will not be present for the Board meeting.
- 2. Roll Call**
- 3. Public Comments (Limited to Agenda Items only)**
- 4. Approval of Agenda**
- 5. Consent Agenda**
 - A. Approval of Board Meeting Minutes of March 12, 2019**
Draft minutes prepared by Carla Stewart and submitted to the ISD are attached for your consideration.
- 6. Treasurer's Report**
 - A. Monthly Financial Report for March 2019**
Brian will send the March 2019 monthly financial by Tuesday. He needs additional time to reconcile the bank statement with financial records.
- 7. Business Items**
 - A. Board Committee Reports—Information & Action**
 - (1) Policy Manual Committee Report**
Kevin Foley has completed his review of the Policy Committee document with revisions. Kevin's email is included in the packet. You have previously received the Policy Manual with his revisions. The Policy Committee will report on next steps at this meeting. The schedule is for the Board to approve the revised Policy Manual at its May 14, 2019 meeting.
 - (2) Long Range Planning Committee Report on 2019-20 Budget**
 - (a) Committee Priorities**

The Committee is scheduled to meet on Monday, April 8, 2019, 2:30 PM to discuss the 2019-20 school operating budget.

(b) Choice Schools Budget Priorities

Brian and I have discussed the budget and budget priorities are included in the packet.

B. Educational Goals

Colleen and I have discussed Educational Goals to accompany the Charter Contract. Colleen has prepared the enclosed Educational Goals for your consideration.

8. Business Manager Reports

A. Director's Report

Colleen will present her report at the meeting.

B. Management Report

Choice School Success Tour: The Academy hosted the Choice Schools team on March 15, 2019 for a School Success session with Colleen. The team toured all classrooms in the main building and observed first hand our teachers and students. Colleen presented the Academy in an impressive manner. I will leave it to her to share her thoughts on the visit.

Bylaws and Articles of Incorporation: Kevin Foley's review is included in the packet. I suggest that Brock assign his review to a Board Committee for report at the May 14, 2019 meeting.

9. Extended Public Comment (Limited to Non-Agenda Items)

10. Board Comments

11. Reconfirmation of Next Board Meeting Date: Board Regular Meeting, May 14, 2019, 5:15 PM, Academy Workroom

12. Adjournment

**Prepared by Sidney L. Faucette
March 28, 2019**

**Will Carleton Academy
Board of Directors
2001 W Hallett Rd.
Hillsdale, MI 49242
Board Regular Meeting
April 9, 2019
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 of March 12, 2019**
- 6. Treasurer's Report**
 - A. Monthly Financial Report for March 2019**
- 7. Business Items**
 - A. Board Committee Reports—Information & Action**
 - (1) Policy Manual Committee Report**
 - (2) Long Range Planning Committee Report on 2019-20 Budget**
 - (a) Committee Priorities**
 - (b) Choice Schools Budget Priorities**
 - B. Educational Goals**
- 8. Business Manager Reports**
 - A. Director's Report**
 - B. Management Report**
- 9. Extended Public Comment (Limited to Non-Agenda Items)**
- 10. Board Comments**
- 11. Reconfirmation of Next Board Meeting Date: Board Regular Meeting, May 14, 2019, 5:15 PM, Academy Workroom**
- 12. 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
Regular Board Meeting
March 12, 2019
Room 2
5:15 PM

PROPOSED MINUTES

1. Call to Order
Board President Brock Lutz called the meeting to order at 5:18 PM.
2. Roll Call
Members Present: Chris Busch, Brock Lutz, Sarah Hartzler, Rick Schaerer, Luke VanCamp, and Don Westblade
Members Absent: Lisa Roberts
Others Present: Colleen Vogt, Brian Beaudrie, Sid Faucette, Carla Stewart, AJ Watkins, Angela Draper and Jackie Phillips
3. Public Comments (Limited to Agenda Items Only)
No comments
4. Approval of Agenda
It was moved by Hartzler and supported by Westblade to approve the March 12, 2019 Regular Board Meeting Agenda. The motion passed unanimously with 6 Ayes and 0 Nays.
5. Consent Agenda
It was moved by Hartzler and supported by Westblade to approve the Consent Agenda to approve the Regular Meeting Minutes of the January 15, 2019 meeting. The motion passed unanimously with 6 Ayes and 0 Nays.
6. Treasurer's Report
 - a. Monthly Financial Reports for January 2019 and February 2019
Brian Beaudrie presented the monthly Financial Reports for January and February.
 - b. Prep Expert Report
15 students signed up for the PrepExpert SAT preparation program. Based on the direction from the Board at last month's meeting, parents were asked to pay \$100 for the course, the Board paid \$199 per student and Choice Schools CEO Sarah Wildey \$200 per student. Sidney Faucette paid the entire cost up front and informed the Board of the request for reimbursement of the parent contribution (which has been paid to the school) of \$1,500 and the Board's contribution of \$2985 for a total amount to be reimbursed of \$4,485. Don Westblade asked if there is a means to receive comparative data on student's SAT score improvement.
 - c. Board of Directors Budget Priorities
The Budget/Long Range Planning Committee will meet to discuss budget priorities before the next board meeting.

7. Business Items

- a. Monthly Financial Reports for January 2019 and February 2019
Board members had no further questions concerning the January 2019 and February 2019 Monthly Financial Reports.
It was moved by Hartzler and supported by Westblade to approve the monthly Financial Reports for January 2019 and February 2019. The motion passed unanimously with 6 Ayes and 0 Nays.
- b. Reenrollment, Open Enrollment and Lottery Dates
There was discussion about moving the Open Enrollment dates earlier. The board will revisit this before the dates are set next year.
It was moved by Westblade and supported by Hartzler to approve the dates of Re-Enrollment: February 4, 2019 to February 14, 2019
Open Enrollment: April 17, 2019 to May 1, 2019
Lottery: May 1, 2019, 4:30 pm.
The motion passed unanimously with 6 Ayes and 0 Nays.
- c. Alternate Teaching Pathway/Teachers of Tomorrow Program
It was moved by Westblade and supported by VanCamp to approve participation in the Teachers of Tomorrow alternative certification program for qualifying teachers teaching at WCA. The motion passed unanimously with 6 Ayes and 0 Nays.
- d. Board Committee Reports
Board President Lutz asked about which board members seats were up this year. It was determined that Lisa Roberts and Don Westblade's terms end June 30, 2019. The Board directed Director Vogt to put a board nominations request in to the next Monday Mailer for parents to begin the nomination process.
 - i. Site Committee
Luke VanCamp reported that with rough numbers, paving the parking lot will cost upwards of \$100,000. If we want it done this summer, contractors will have to know by May. The question of being able to use the crushed asphalt from the Hallett St road reconstruction was raised. Mr. VanCamp will investigate that possibility with the contractor. The committee continues to look in to adding science modules to our existing science classroom.
 - ii. Policy Committee
Chris Busch and Sarah Hartzler reported that the revisions are moving along. The Board agreed to send the revised copy to the attorney for review and to all board members.
 - iii. Booster Club
AD Draper discussed North Adams/Jerome pulling out of our golf co-op at the last minute. She was able to find a solution so that our students can still participate in golf this season.
The opportunity to have a school clay target team was presented. It was moved by Hartzler and supported by Westblade to support the formation of a team. The motion passed unanimously with 6 Ayes and 0 Nays.
- e. ESP Review
Sid Faucette provided Board members with a Choice Organization Chart of services.

8. Business Manager Reports

a. Director's Report

Director Vogt's written report was presented to the Board.

It was moved by VanCamp and supported by Hartzler to approve our 2018-2019 Student Handbook and WCA's longstanding graduation requirements. The motion passed unanimously with 6 Ayes and 0 Nays.

b. Management Report

Sid Faucette updated the Board on the progress made in reviewing the Charter Contract and the Will Carleton Academy goals.

9. Extended Public Comment

AJ Watkins encouraged the Board to not have the projected enrollment the budget is based on be too high as well as to avoid dipping in to the fund balance next year.

Angela Draper commented that she would love to see the Science Lab project continue.

10. Board Comments

Chris Busch thanked Angela Draper, Athletic Director, for her tireless efforts on behalf of our athletes.

Luke VanCamp thanked the board for approving the Clay Target Team.

Don Westblade thanked Luke VanCamp for his willingness to coach the Clay Target Team and Angela Draper for her support with the Golf Team.

11. Reconfirmation of Next Board Meeting Date:

Members agreed that the next regular meeting will be on April 9, 2019, 5:15 PM, Academy Workroom.

12. Adjournment

It was moved by Westblade and supported by VanCamp that the meeting be adjourned.

The motion passed with 6 Ayes and 0 Nays. The meeting adjourned at 7:27 PM.

Proposed minutes respectfully submitted,

_____ Date: March 15, 2019
Recording Secretary

Approved by the Board of Directors at its _____ meeting.

_____ Date: _____
Board Secretary



Sid Faucette <sidfaucette@choiceschools.com>

Re: Will Carleton Academy

1 message

Kevin J Foley <kfoley@frlawpc.com>

Mon, Mar 25, 2019 at 11:03 AM

To: Sid Faucette <sidfaucette@choiceschools.com>

Cc: Brock Lutz <brocklutz@gmail.com>, Christopher Busch <cbusch@hillsdale.edu>, Sarah Hartzler <hartzlersarah@gmail.com>, Lisa Roberts <lm_roberts21@yahoo.com>, Don Westblade <dwestblade@hillsdale.edu>, Luke VanCamp <lukevcamp@gmail.com>, Rick Schaerer <rick@papertube.com>, Colleen Vogt <colleen.vogt@wcak12.org>, Sarah Wildey <sarahwildey@choiceschools.com>

Hello Sidney,

Please see attached. Regards, Kevin.

Kevin J. Foley
Foley & Robinette, P.C.
13349 Reeck Court
Southgate, MI 48195

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From: Sid Faucette**Sent:** Friday, March 22, 2019 10:52 AM**To:** Kevin J Foley**Cc:** Brock Lutz ; Christopher Busch ; Sarah Hartzler ; Lisa Roberts ; Don Westblade ; Luke VanCamp ; Rick Schaerer ; Colleen Vogt ; Sarah Wildey**Subject:** Re: Will Carleton Academy

Kevin,

Thank you for your feedback on the Articles of Incorporation and Bylaws. I will review your comments with the Board to determine next steps. I look forward to receiving your comments on the Policy Manual.

Sid

Sidney L. Faucette, EdD

Choice Schools Budget Priorities

Priority #1: To prepare a balanced budget for Board consideration.

Strategies:

1. Establish budget discipline to ensure that decisions with budget impact are approved by the Board in advance of the commitment.
2. Determine the revenues required to continue current staffing, programs, and services.
 - a. Build an as-is budget for consideration as discussed at the March 12, 2019 Board meeting with conservative enrollment estimates.
 - b. Revise the as-is budget to be a balanced budget to learn the effect on programs and services.
 - i. Colleen has been asked to identify “essentials” of the educational program and services to protect.
 - ii. Board members are asked to identify “sacred” programs and services, including people.
 - iii. As-is budget requires an estimated 285 students.
3. Overbudget by 5% to provide for in-year unexpected initiatives such as PrepExpert and Teachers of Tomorrow.
4. *Review teacher compensation (salary and benefits) to determine compliance with the Affordable Care Act, to ensure competitive advantage and retention of committed and caring teachers, and to demonstrate commitment to teachers’ critical value and well-being.

Priority #2: Go tell the Will Carleton Academy story to everyone in Hillsdale County...and...Keep telling the story through communications media utilized by parents and grandparents. Build Awareness, Reputation, Enrollment, and Family Loyalty.

Strategies:

1. **Develop and carryout aggressive Marketing Plan to achieve at least 3 objectives:
 - a. Fill vacant seats in under-enrolled classrooms.
 - b. Stop accepting students leaving as “the way it is” and make the curricula and co-curricular program so strong that student activities, especially athletics, aren’t the decision factor to leave for less rigorous studies in the public schools.
 - c. Increase total enrollment by a minimum of 10% until building capacity is achieved.
2. Give the Director (Colleen Vogt) the discretion to admit students, especially siblings and returnees, over the prescribed limits of elementary—22 students and of high schools—20 students (or 50 per grade).
 - a. Overenroll classes by at least 10% to allow for 10% loss of enrolled students at the beginning of the school year.
 - b. Create the second Kindergarten class with enrollment of 30 Kindergarteners.

Priority #3: Develop a Strategic Plan, including Financial Plan, to achieve Board identified initiatives by 2024, Educational Goals, and Charter Contract requirements.

Initiatives:

1. *Happy, Motivated Teachers
2. **Accurate Motivating Community Perception
3. Every Graduate in College or Vocation of Choice
4. Love Learning
5. High Character Students
6. Each Student Achieve to Highest Personal Level

Will Carleton Academy
Proposed Educational Goals

Goal 1: Improve student achievement for all students to prepare them for college and careers.

Strategies:

1. Design the educational program by aligning curriculum, instruction and assessment to reflect the CCSS, and by retaining highly effective teachers that deliver instruction utilizing curriculum and assessments that are consistent with the educational program.
2. Establish benchmarks to evaluate growth for all students on teacher-created, State and Federal assessments.
3. Build and maintain relationships with service providers and community partners to improve preparedness in college readiness and career awareness and development.

Goal 2: Enroll a sufficient number of students to sustain and enhance the educational program without disrupting the Will Carleton Academy culture.

Strategies:

1. Develop and implement an appropriate marketing plan to increase and sustain enrollment from school year to school year until self-sufficiency is achieved.
2. Develop a financial plan to maintain an end of year fund balance not less than 10% of revenues with a target goal of 15% sustained fund balance with capital debt not to exceed 10% of annual school operating budget.
3. Pledge to a system for hiring and retaining highly effective teachers and staff members who support the defined curriculum and high expectations of teaching and learning, while delivering quality instruction that provides growth to all enrolled students.

Goal 3: Cultivate the school culture with the Board approved *Core Virtues* as the foundation of the philosophy.

Strategies:

1. Maintain the instruction and modeling of the *Core Virtues* curriculum with continued Board support and approval.
2. Collaborate with the Parent Forum* to provide support to students and staff to ensure success with the fidelity to *Core Virtues* on campus and at all school activities.
(*All parents/guardians of enrolled students are considered members of the Parent Forum.)



Sid Faucette <sidfaucette@choiceschools.com>

Re: Will Carleton Academy

1 message

Kevin J Foley <kfoley@frlawpc.com>

Fri, Mar 22, 2019 at 10:22 AM

To: Sid Faucette <sidfaucette@choiceschools.com>

Cc: Brock Lutz <brocklutz@gmail.com>, Christopher Busch <cbusch@hillsdale.edu>, Sarah Hartzler <hartzlersarah@gmail.com>, Lisa Roberts <lm_roberts21@yahoo.com>, Don Westblade <dwestblade@hillsdale.edu>, Luke VanCamp <lukevcamp@gmail.com>, Rick Schaerer <rick@papertube.com>, Colleen Vogt <colleen.vogt@wcak12.org>, Sarah Wildey <sarahwildey@choiceschools.com>

Hello Sidney,

The included Articles of Incorporation were never filed with the State. Do you know if Hillsdale ISD requires Amended Articles to be filed as part of the "new" charter contract? As to the by-laws, those are part of the charter contract. Is there anything, programmatic, that needs to be amended? As to Art. IV, Sec. 13, I question the wisdom of requiring a quorum of 5 members on a 5 to 7 member board. I would expect this to cause a great number of cancelled meetings. As to Art. VI, Sec. 4, the cited statute is amended as of next Friday. It is still appropriate, but the Academy ought to be familiar with the new provisions. Also, as to Sec. 6 of that Article, the Board members also need to comply with Sec. 1203 of the revised school code (MCL 380.1203), which mandates abstention on contracts with "related" parties. I hope to review the Policy manual this afternoon or Monday morning. Regards, Kevin.

Kevin J. Foley
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From: Sid Faucette**Sent:** Sunday, March 17, 2019 12:01 PM**To:** Kevin J Foley

Cc: Brock Lutz ; Christopher Busch ; Sarah Hartzler ; Lisa Roberts ; Don Westblade ; Luke VanCamp ; Rick Schaerer ; Colleen Vogt ; Sarah Wildey
Subject: Will Carleton Academy

Dear Kevin,

I received permission of the Will Carleton Academy Board of Directors to seek your review of the three attached documents. The "new" charter contract calls for review of the Bylaws and Articles of Incorporation. To the best of my knowledge, the original Bylaws and Articles continue to be in effect. They are attached for both legal review and for any suggested revisions from you.

1. Bylaws
2. Articles of Incorporation

The Board Policy Manual was prepared by Clark Hill PLC as part of a Policy project developed a few years ago with Joe Urban as an alternative to the extensive NCSI Policy Manual. The Board tentatively approved the Policy Manual as represented in black and the Board's Policy Committee (Board Members Chris Busch and Sarah Hartzler, Colleen Vogt, and Sid Faucette) offers suggested revisions and additions in red. The Board Committee seeks your revisions and additions for its review prior to recommending a revised Board Policy Manual for full Board review and approval.

3. Board Policy Manual

Please note that this message with attachments is being shared with the full Board of Directors. Bylaws and Articles of Incorporation will be considered by the full Board upon receipt of your review and recommendations. The Board Policy Manual will flow through the Policy Committee for review and then go to the full Board with the Committee's recommendations.

Thank you for your help on these three documents. Let me know if I can assist in any way. Board President Brock Lutz and Policy Committee members, Chris Busch and Sarah Hartzler, are available as needed.

Sid
Sidney L. Faucette, EdD
616-262-9500 Cell
616-785-8455 Fax