

Will Carleton Academy Board of Directors
Regular Meeting and Budget Hearing
Tuesday, June 5, 2018. 5:15p.m

AGENDA

- I. Meeting Call to Order
- II. Roll Call
- III. Public Comment (agenda items only)
- IV. Approval of Consent Agenda
 - June 5,2018 Agenda
 - May 1, 2018 Regular Meeting Minutes
- V. Treasurer's Report
 - A. Approval of Financial Reports
 - B. Approval of 17-18 Budget Amendment
 - C. Approval of 18-19 Budget
 - a. Suspension of the Rules for Public Hearing
 - b. Review of Proposed Budget
 - c. Resumption of Rules for Approval of Proposed Budget
- VI. Information from the Administration
- VII. New Business
 - A. Committee Reports
 - 1. Site Committee
 - 2. Long Range Planning Committee
 - 3. Booster Club
 - 4. School Improvement Committee
 - 5. Policy Committee
 - 6. Personnel Committee
 - 7. Curriculum Committee
- VIII. Other Business/Correspondence
- IX. Extended Public Comment
- X. Board Comment

- XI. Reconfirmation of Next Regular and Organizational Meeting Date:
August 7, 2018 at 5:15 p.m.
- XII. Adjournment

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

Individuals with special need accommodations should contact the principal's office at 517-437-2000 preferably one (1) business day prior to the meeting.

Proposed minutes of this meeting will be available for public inspection at the Will Carleton Academy School Office located at 2001 W. Hallett, 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
Regular Meeting & Budget Hearing
Tuesday, June 5, 2018, 5:15 p.m.

Agenda Notes

I. Meeting Call to Order

The President should call the meeting to order.

II. Roll Call

The Secretary should call roll: Lutz, Busch, Roberts, VanCamp, Westblade,
Schaerer, and Hartzler

III. Public Comment (agenda items only)

IV. Approval of Consent Agenda

-June 5, 2018 Agenda
-May 1, 2018 Regular meeting minutes

We will need the following motion:

“That the Consent Agenda be approved.”

V. Treasurer’s Report

A. Approval of Monthly Financial Report

The monthly financial report is enclosed for your review. An appropriate motion would be:

“That the Monthly Financial Report be approved as presented.”

B. Approval of the 2017-18 Budget Amendment

MJ Management Services will review the enclosed 2017-18 budget amendment. An appropriate motion would be:

“That the 2017-18 Budget Amendment be approved as presented.”

C. Approval of the 2018-19 Budget

- a. Suspension of the Rules for Public Hearing
- b. Review of the Proposed Budget
- c. Resumption of Rules for Approval of Proposed Budget

An appropriate motion to be made at this time would be:

“That the 2018-19 Operation Budget be approved as presented.”

- VI. Information from the Administration
The President should ask Director Vogt to report.
- VII. New Business
 - A. Committee Reports
 - 1. Site Committee
 - 2. Long Range Planning Committee
 - 3. Booster Club
 - 4. School Improvement Committee
 - 5. Policy Committee
 - 6. Personnel Committee
 - 7. Curriculum Committee
- VIII. Other Business/Correspondence
- IX. Extended Public Comment
The President should ask if the public has any comments at this time.
- X. Board Comments
The President should ask the Board members if they have any comments at this time.
- XI. Reconfirmation of Next Regular Meeting and Budget Hearing Date:
The next regularly scheduled board meeting is August 7, 2018 at 5:15 p.m.
- XII. Adjournment
We will need a motion to adjourn.

If you have questions about any materials in this packet, please contact MJ Management Services Inc. prior to the meeting at 734.789-7724 or email kelly25mjm@gmail.com .

Will Carleton Academy Board of Directors
Regular Meeting Minutes
May 1, 2018

PROPOSED

I. Meeting Call to Order

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

II. Roll Call

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

Also Present: Colleen Vogt, Kathleen Witucki, Carla Stewart, and Allen Watkins

III. Approval of Consent Agenda

It was moved by VanCamp, supported by Westblade, that the May 1, 2018 Amended Agenda adding Darnell& Meyering's letter of confirmation to Other Business and the April 10, 2018 Regular Board Meeting Minutes be approved as presented. The motion passed unanimously.

IV. Public Comment

Carla Stewart asked if the Board would consider allowing siblings to classrooms of 22 students, increasing class size to 24 or 25.

V. Treasurer's Report

A. Approval of the Monthly Financial Report

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

B. Approval of the Third Quarter Report

MJ Management Services reviewed the Third Quarter Report with the Board. Motion was made by Hartzler, supported by Roberts that the Third Quarter Report be approved as presented. Motion passed unanimously.

VI. Information from the Administration

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

VII. New Business

A. Committee reports

1. Site Committee – N/A
2. Long Range Planning – Report next month to the Board.
3. Booster Club – Director Vogt reviewed Ms. Draper's report. A SCAA discussion took place. Booster Club will meet to consider restructuring teams.
4. School Improvement – Professional Development was provided to the staff last week.

5. Policy – N/A
6. Personnel – Director Vogt reviewed staff positions and discussed advertising.
7. Curriculum – N/A

VIII. Other Business and Correspondences

A. Darnell & Meyering Audit Engagement Letter

The motion was made by Busch, supported by VanCamp to approve the Audit Engagement Letter confirming services for 2018, 2019, and 2020. The motion passed unanimously.

IX. Extended Public Comment

Alan Watkins – Parent Group did not meet. Moms Muffins

X. Board Comment

Busch– Appreciates all work so many did last few weeks; really great.

Schaerer – Wife went on a field trip with class. WCA kids well behaved.

XI. Confirmation of next board meeting.

The next regular scheduled and budget hearing meeting: June 5, 2018 at 5:15 p.m.

XII. Adjournment

Motion by Roberts, supported by Westblade, that the meeting be adjourned. Motion passed unanimously. The meeting adjourned at 7:10 p.m.

Proposed minutes respectfully submitted,

Kathleen Witucki /KI
Recording Secretary

Date: May 1, 2018

Approved by the Board of Directors at its _____, _____ meeting.

Board Secretary

Date: _____