

Board of Directors Meeting
Minutes
Wednesday, April 9th, 2025
6pm

Preamble: 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 public committee meeting. There is a time for public participation during the meeting as indicated in the agenda items VII and XIII.

- I. Call To Order Jen Ulbrich called the meeting to order at 6:03 pm
- II. Roll Call – Present were Jen Ulbrich, Jane Shank, Grant Woods, Bethany Peek, Seth Bernard, and Mary Wodzien. Also attended was Woodland School Director Rich Watson, Axios representative Joy Stehlik, and via Zoom was Mast representative Adam Holcomb. Not in attendance was Board of Director Vice President Mae DeBruyn.
- III. Approval of Agenda – Additions presented to amend the agenda were: adding XI B – Board resignations, XI C Board committee updates, move XII C Axios Health Insurance presentation to V C, and add item XI C discussion around a Board member attending the Custodial Board's monthly meeting. A motion to amend and approve the modified agenda was made by Jane Shank, seconded by Bethany Peek, and passed unanimously.
- IV. Approval of minutes: Regular Board Meeting minutes on March 12th, 2025. The Minutes were reviewed and discussed. In Item XIII Bethany Peek's name was corrected. A motion to approve with corrections was made by Grant Woods, seconded by Jane Shank, and passed unanimously.
- V. Financial Report
 - A. Action: Approval Monthly Financial Report (Expenditures, Revenue & Expense, Cash Forecast Statement). Financial Reports were reviewed by the Board with director Rich Watson and Mast representative Adam Holcomb. After discussion a motion to approve as presented was made by Grant Woods, seconded by Jane Shank, and passed unanimously.
 - B. State Aid Update – Reviewed and discussed.
 - C. Axios Health Insurance Presentation – Joy Stehlik, from Axios HR, presented information on upcoming health insurance changes and the budgetary impact for staff and the school. She will be returning soon with a definitive plan.
- VII. Public Comment – Amy Miller shared what items were purchased from supplier 'School Specialty'.
- VII. Custodial Board Report – Leslie Goodrick-Scanlon, representing the Custodial Board, shared her notes from the previous Custodial Board meeting. Staff topics included: Custodial Board work on a Vision Statement, discussion regarding a Board of Director attending their meetings (this was approved), the possible Outdoor Education Coordinator role (duties/funding for the position/pay), the creation of an 8th grade parent survey, how Hike-a thon funds are spent, Charter School week and the activities surrounding it, long term school growth in relation to the various buildings capacities, the need to increase substitute pay to be more competitive in our market, and that the recent movie night had to be canceled due to lack of parent volunteers.
- IX. Correspondence
 - A. A letter from SVSU regarding the new State law requirements for school signage, websites, and advertisements was reviewed.

X. Items from Administration

A. Director's Report- Spring testing begins next week, the Book Fair is underway, spring parent/teacher conferences started today, the 8th grade students will be visiting TC Central High School and Kalkaska High School based on where they live, and a group of staff/Board members/parents will be visiting Chatfield Academy on April 23rd to explore their outdoor education program. Also reviewed was the upcoming budgeting for potential staff raises. This process may wait until the State provides information regarding our per-pupil funding. The director touched on topics covered elsewhere, including the Board of Director applications/process, and Axios information on HR benefits.

XI. Old Business

A. Board Self Evaluation – The evaluation process was discussed. A motion to approve the Michigan Main Street Self-Assessment format was made by Jane Shank, seconded by Grant Woods, and passed unanimously.

B. Board committee updates –

- The Director Review committee reported that their work is almost complete and should be presented to the full Board by the June Board of Directors meeting.
- The Governance Document committee shared that meetings are taking place with various stakeholders and that the rewriting of this document may be a way off.

C. Board of Directors attending, as guests, monthly Custodial Board meetings. With the Custodial Boards welcome the Board now needs to create a sign-up sheet. The Board requested a calendar of meeting dates and times. The Board also discussed additional sign-ups for Board attendance at Family Council meetings, school activities (concerts/plays/etc.). It is hoped to have this ready for next month's meeting.

XII. New Business

A. Board of Director Application Process. – After reviewing recent events surrounding the application process the Board will review the process and set parameters for future applications, and review of candidates. It was proposed that this be in place for Fall '25.

B. Board resignations – Written resignations were received from Jen Ulbrich and Seth Bernard, effective 6/30/2025. A motion to accept these resignations was made by Bethany Peek, seconded by Jane Shank, and passed unanimously.

C. Board of Directors Selection – All candidate applications were reviewed by the Board. Two candidates attended in person, Amy Fewless and Mary Wodzien, and introduced themselves. Dana Matson introduced herself via Zoom. Bethany Peek made a motion to select all four applicants for membership to the Board of Directors, Dana Matson and Mary Wodzien to a three-year term each, Amy Fewless to complete Jen Ulbrich's one-year term, and Julie Nesky to complete Seth Bernards two-year term. This motion was seconded by Seth Bernard and passed unanimously.


D. Staff Raises – Financial numbers from the State, via Mast, should be available in May, then the Finance committee can meet to determine possible staff raises.

E. Parent Survey – A proposed survey was reviewed. The Board has two weeks to offer comments on this survey, then a final survey will be sent to parents in mid-May.

XIII. Public Comment – No public comment was shared.

XIV. Adjournment. A motion to adjourn was made at 9:24 pm by Mary Wodzien, seconded by Jane Shank, and passed unanimously.

Next Meeting: Regular Board Meeting Wednesday, May 7th, 2025 @ 6:00 PM


Mary Wodzien, secretary

May 14, 2025
Date