



# Mid-Michigan Leadership Academy

## MID-MICHIGAN LEADERSHIP ACADEMY BOARD OF DIRECTORS – MEETING MINUTES

Date: March 14, 2016  
 Time: 5:30 p.m.  
 Location: Mid-Michigan Leadership Academy  
 730 W. Maple St.  
 Lansing, Michigan 48906

### Mission Statement

*The mission of the Mid-Michigan Leadership Academy (MMLA) is to be a provider of top-quality education to a highly diverse student body. MMLA will prepare all students for success in college, equip them with the ability and desire for lifelong learning, and strengthen their civic, ethical, and moral values. MMLA will maintain high standards of efficiency and accountability throughout its operation.*

### AGENDA

Call to Order 5:32 pm

I. Roll Call	Present	Absent
Mia McNeil (MM)	x	
Robert Macomber (RM)	x	
R. Robert Geake (RG)	x	
Versey Williams (VW)		x (arrived @ 5:55)
Nettavia Curry (NC)	x	

### II. Approval of Minutes

#### a. Approval of Board Meeting Minutes held on February 8th, 2016

MM asks BOD to review minutes. MM motion to accept.

Motion: MM    Moved: RG    Seconded: RM    Vote: 4 Ayes 0 Nays    passed

### III. Approval of Agenda (if items are added, they should be included under Other Business)

MM asks BOD to review agenda. Added item IV d. School Director Search. MM motion to accept amended agenda.

Motion: MM    Moved: NC    Seconded: RM    Vote: 4 Ayes 0 Nays    passed

### IV. Administrator Report(s)

#### a. Financial Update: T. Monroe (TM), from ISD, to discuss the monthly financials

TM – Received credit for boiler. Talked with Chanda. Business ISD contract 2.5% increase in services. One check left to clear. Accounts payable pushed back due to snow days. MM – \$16,000 insurance on boiler with total of 31k surplus? TM – correct – MM – Insight on ISD contract? TM – Based on size of school/software per pupil charge. Took out online ability to view report it is n/a. Process remaining the same. MM – Other questions? RG – Recommend a position to assist office using the surplus. MM – How to account for position in future budgets (\$)?

#### b. Educational Provider’s report: Director, S. Shuttlesworth (SS) will review and discuss the Director’s report.

Adrienne Yates (AY) – We had “Super Hero Day” dress up, reading is our super power. Done with MAP. Teachers continue data analysis. 2<sup>nd</sup> grade retake improved averages. Two data meetings since last BOD meeting. Filled out goals for student (teachers). Teachers filling out interim report cards for conferences. Conferences this week. Format change to make it friendlier. Open house, 10-15 mins/ per parent. Started midterm preparation, it will help Sabis identify gaps. Math practice midterm started last week. Will use it to prep for midterm and M-STEP. Graph review – MM – What is difference for third grade? AY – Rigor change and teacher adjustment. Sixth grade is a tough group, some behavior issues. VW – enters (5:55 pm). SocSt. looking better. RG – looking better than last year. AY – Beginning of year primary needed help now flip flopped. JT – How did MAP compare to fall? SS – not as much growth as we would have liked. VW – What would you do to bring more



growth by the end of the year? AY – Teachers working hard, MTSS, AR, upper school contest with other schools. Midterm focus and M-STEP focus. SS – Continue to build our culture. Deal with complacency, students do not put forth their best effort. Ex. MAP retest. RG – story of student working on homework complaining. “Don’t you want to go to college?” No I don’t. “How are you going to earn money?” I will work at Taco Bell. SS – Student’s tell you sometimes that they just did not do their best work. Continue to build culture and motivate to succeed. MM – Questions? RG – Indications of doing better on CMU report.

**Elvin Caldwell (EC)** - SLO is committed to academic achievement. Thank you for those attending PNC ribbon cutting. PNC VP enjoyed the cheer and dance presentations. March is reading month. Fill the bus effort major success. 1200 bottles, 100 gallons special thanks to Lansing Police \$300 donation. Willow donated. Lots of support, Dean providing bus and driver. Will distribute on Saturday. Advising about peer pressure and character development. Attorney visited and presented, great job, kids were engaged. Short list for prefect training. MM – location? EC – Not yet, any further questions? JT – May I have a copy of the press release/pictures please. EC –Yes.

**SS** – Successful Count Day. Focus on 1617 school year. Submitted proposed budget. Due March 11<sup>th</sup>. Finalizing. Amidst RFP for vended food services. Completing PERIS report. Did the initial webinar for preparation Dot to assist w/ report. ISD in a position to remove us from the priority list. SABIS conducted a site visit. Report from visit is 3 weeks out, but not seeing anything significantly different than anticipated. Focus on teach/practice/check. Depth at which SABIS program is implemented. Normally 2-3 day visit. All teaching staff had potential, overall impressed. 10 sixth graders have received HOPE scholarship. Allows children an opportunity for college – 2 paid years for Lansing Community College. New friend St. Matthew Church. Conduct a walkthrough, interested in partnering. HR update, hired 2 new staff, KGB and 2<sup>nd</sup> grade teachers. List of upcoming events. RG – When we go to recruitment fairs, do we emphasize college preparatory? (Students) VW – thought? RG – Do not want to send wrong message to parent about academic rigor. SS – We notify families about rigor.

## V. New Business

### a. Board Member Term Expirations

#### i. Appointment Nomination: Mr. Robert Macomber

MM – Do you wish to continue – RM - yes

Motion: MM      Moved: NC      Secinded: VW      Vote: 5 Ayes 0 Nays passed

#### ii. Appointment Nomination: Dr. Robert Geake

MM – Do you wish to continue – RG - yes

Motion: MM      Moved: NC      Secinded: VW      Vote: 5 Ayes 0 Nays passed

### b. Approval of Student Count for 2016-17 Budget

SS – Proposed students 367 MM – Amount of project return? NB – 80% returning 4% not. VW – any retention? SS – To early, certainly will be some. RG – I move that we approve. VW – abstain from voting. MM – table for next meeting? NC – Increase will cover consultancy plan. MM – MEP or SABIS employee. SS – not determined yet. MM – Any family indicate that we want to join in future? VW – budget cuts if we do not hit goals? MM – Yes, planned expenditures some positions. NC – Have we seen the 1617 budget? RG – no. NC – We talked about budget development, going forth to SABIS. SS – BOD have not seen budget prior to this in previous year. VW – If we go high we have to cut. Hugh transition coming up. RG – Always have request in to MEP for staff. Tremendous turnover in staff. MM – Back to motion option 1. Table 2. Vote up or down. JT – Once voted go with approved or adjust amount? RG – exits. MM – 5 min. break Kandi – If want to lower, move forward with lower number. NC – reason for selecting 367 goal? SS – Conversation with Dr. Bob – filling class grade levels we have.

Motion: MM      Moved: RG      Secinded: RM      Vote: 4 Ayes 0 Nays 1 VW Abstained passed

### c. Approval of Ingham ISD Business Services



MM – 1 year contract 2% increase. SS- increase is reasonable and easiest route. MM – Pleasure of the board? RG – Really a question if we want to continue on with Tina? Are you aware of schools choices for CMU -> JT. JT – MMLA is the only school of my 10 that use the ISD for this purpose. Cannot provide preferred method, each school is different. A lot use their management company. Is this a duplication of services? MM – Have we as a board had any problems with services? VW – move to keep

Motion: MM    Moved: VW    Seconded: NC    Vote: 5 Ayes 0 Nays    passed

**d. School Director Search**

MM – Number of candidates interested – 49. We are interested in interviewing candidates. SS – I will let that be known. Narrowing down pool. MM – At what point do we wish to be involved? RG – SABIS advertising? SS – MEP, I make my recommendations to Kandi. 12 down to 4 – BOD should review them. MM – timeframe? SS – 30 - 60 days. MM – Is it possible to do that at next board meeting? VW – problems with transition, concern how they will deal with this role for SS. How does it work? For the teachers and new director going forward. SS – Whatever we do, we need to help stakeholders. BOD and SS discuss details of future involvement/mentorship w/ new director. MM – What would we like provided to make a new hire recommendation? RG – Questions already asked? MM – easiest thing to have candidates at next board meeting. MM – length of interview 30 minutes? NC – expedite MM – 5:30 -6:15 BOD agenda, interview 1 6:30-7:00 half an hour blocks going forward. Materials shared already. Nick to set up skype for potential out of state candidates. JT – Double check with MEP if any nuance need to pay attention to, caution board that this will be a MEP service hire. Board cannot be perceived as hiring entity. MM – can we provide recommendation? JT – Check with legal counsel. VW – exited 7:23. JT - Cannot give impression that you are making the hire. MM – Consult legal counsel? RG – Not sure if we are prepared to make that decision. Can we table what we do with the information? VW – enters 7:25. MM – Everyone get one question and not monopolize time. Will follow up with MEP and legal counsel regarding this. SS – Concerns of legality. Please ask about turning over questions.

**VI. Unfinished Business**

**VII. Public Comment** (*reserved for agenda items only*)

**VIII. Committee Report(s)**

**IX. CMU Discussions:** *J. Trout*

JT – Fiscal Performance reports for past year. 1415 – Page 13 reflective of revenue, 4 year look. Where it is coming from how it has gone up/down. Breakdown of blended student account. Per pupil allowance. How that is trending. Expenditures breakdown/trend. Revenues and over expenditures. Fairly lean years. 1415 tight year and fund balance over those years relatively flat over those years. As we talk about growth, how can we get it to grow and over what period of time can we plan. Page 15 breakout – Instructional expenditures, Supporting Services and Occupancy. Range of CMU schools. Occupancy expenditures on the low side and that is good. Page 16 borrowing history, fairly consistent trending downwards. MM – May not need to do it next year. (per Tina?) JT – Want to know impact of fund balance. Head count comes in under projected figures. What is the game plan? Page 18 – Final budget vs. audited. Make sure you understand variances. – 6% on revenues (\$171k). Interim vs audited on target. Fiscal performance – fund balance strong in comparison to expenditures. Liquid in the fact that you could cover expenses. Dr. Bob was at Board development session. RG – Second in series of three to encourage board to think more strategically. JT – The BOD underestimates authority, incumbent of the board to know what and why? Area that you have impact is budget. May be short changing yourself on what you want to see in that budget. Need to set framework. Continuously encourage you to get handle on that and have sessions to talk. Next session Thurs. April 14<sup>th</sup>.

**X. Extended Public Comment** (*limited to 3 minutes per person on any item/matter not listed on the agenda*)

**XI. Adjournment** 7:43 pm