

**Kalamazoo Covenant Academy
Board of Directors**

**BOARD MEETING
AGENDA**

Date: February 16, 2022

Time: 12:00 PM

Location: 400 Crosstown Pkwy, Kalamazoo, MI 49001

[Zoom Meeting Link](#)

A. Call to Order

B. Roll Call

Casey Alger, President	oPresent	oAbsent
John Lewis, Vice President/Secretary	oPresent	oAbsent
Albert Little, Treasurer	oPresent	oAbsent
Barb Miller, Member	oPresent	oAbsent
Sandy Standish, Member	oPresent	oAbsent
Marc Schupan, Member	oPresent	oAbsent

Other Attendees:

Scott Millin, School Leader	Sam Joseph, Founder
Kares Johnson, Supervisor of Academic Progress	Dan Matthews, CAF Consultant
Mandy Acker, Dir of Academic Progress	Matt Cawood, GVSU
Gretchen LaHaie, Director of Operational Services	Ross Keilen, KCA Legal Counsel
Dr. Luchara Wallace, pending board member	

- C. Mission Statement:** The Kalamazoo Covenant Academy (KCA) provides dropout youth, ages 16-22 years, hope and the opportunity to earn their high school diploma. KCA believes that all students are valuable members of our community. KCA students will be guided by a caring, compassionate staff that will provide students with an academic foundation guiding them to post-secondary careers, training and college. KCA believes providing this foundation for our youth will prevent youth homelessness and incarceration. This will be done with absolute respect and unconditional love while offering hope and encouragement to all students.

- D. Public Comment on Agenda** (comment on Agenda items only, reserved to three minutes per person)

E. Approval of Agenda

Motion: _____ Second: _____
Ayes: _____ Opposed: _____

F. Approval/Acceptance of Standard Business

- a. Approval of the following board meeting minutes:**

Board Meeting Minutes – December 8, 2021

Motion: _____ Second: _____
Ayes: _____ Opposed: _____

b. School Report

- i. Mission Points of Pride (Scott)**
- ii. Barriers Report (Dan)**
- iii. Progress Update (Kares)**
- iv. ELP Goals & Benchmark Assessments (Mandy)**

c. Financial/Personnel Update (Gretchen LaHaie)

- i. Personnel Update**
- ii. Budget Amendment Presentation**

Approval of the KCA 2021-2022 Budget Amendment

Motion: _____ Second: _____

Ayes: _____ Opposed: _____

d. GVSU Update (Matt Cawood)

e. Legal Update (Ross Keilen)

G. Correspondence

H. Old Business

I. New Business

a. Approval of the 2022-2023 KCA Application and Enrollment Resolution

Motion: _____ Second: _____

Ayes: _____ Opposed: _____

b. Approval Fall 2021 Board Policy Updates:

- i. Definitions (0100)**
- ii. Public Participation at Board Meetings (0167.3)**
- iii. Property Inventory (7450)**
- iv. Public Records (8310)**
- v. Student Records (8330)**

Motion: _____ Second: _____

Ayes: _____ Opposed: _____

c. Renomination of Sandra L. Standish to the KCA Board of Directors

Motion: _____ Second: _____

Ayes: _____ Opposed: _____

d. Acceptance of Academic Grant Award from GVSU to be used 100% for KCA

Motion: _____ Second: _____

Ayes: _____ Opposed: _____

J. Discussion

K. Public Comment on Non-Agenda Items

L. Reminder for next board meeting:

Regular Meeting: Wednesday, April 20, 2022 @ 12:00 PM

M. Adjournment

Motion: _____ Second: _____

Ayes: _____ Opposed: _____

Kalamazoo Covenant Academy

400 W. Crosstown Parkway

Kalamazoo, MI 49001

(269) 888-2700

**Board Meeting
KALAMAZOO COVENANT ACADEMY
BOARD OF DIRECTORS**

Date: December 8, 2021
Time: 12:00 P.M.
Location: 400 Crosstown Pkwy
Kalamazoo, MI 49001

MINUTES

MEETING TYPE: Regular Special Proposed Approved

A. Call to Order: The meeting was called to order at 12:02 PM with confirmation of quorum

B. Oath of Office -None

C. Roll Call	Casey Alger, Acting President	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
	John Lewis, Vice President/Secretary	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
	Albert Little, Treasurer	<input checked="" type="checkbox"/> Present*	<input type="checkbox"/> Absent *via ZOOM
	Barb Miller, Member	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
	Sandy Standish, Member	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
	Marc Schupan, Member	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent

Other Attendees: Sam Joseph, CAF; Mandy Acker, CAF; Gretchen LaHaie, CAF; Scott Millin, KCA; Kares Johnson, KCA; Matt Cawood, GVSU; Dan Matthews, CAF; Ross Keilen, Legal Counsel (remote); Dr. Luchara Wallace; Jim Heath, CAF

D. Casey read the mission statement

E. **Public Comment on Agenda** - None

F. **Approval of Agenda**

Motion: Sandy motioned to approve the agenda **Second:** Barb **Ayes:** 5 **Opposed:** 0

G. **Approval/Acceptance of Standard Business**

a. **The following board meeting minutes were approved:**

i. **Board Meeting Minutes – October 20, 2021**

Motion: Sandy motioned to approve **Second:** Albert **Ayes:** 5 **Opposed:** 0

b. **School Report**

i. **Mission Points of Pride (Scott Millin):** New van is wonderful, thanks to Jim Heath. Parking lot blocks to stop traffic from driving through. Cleaning up grounds. Staffing update includes 3 new hires, one role expansion. Shared credits earned, attendance, enrollment at 107 actively engaged students. 5 graduates since July 1st. Using staff to their strengths. Shared 3 keys to learning, created by students. Mission team meeting with students weekly, reviewing grad plans. Started Responsible Thinking Plans with students. School Pass will create codes for staff/students/board members to punch-in and out of the building-this is a life skill that is important for students to learn. Increasing the academic expectation at KCA. Scheduled reading and math interventions. Moving to scheduled academic 10 week terms.

A copy of the meeting minutes is available for public inspection at 400 W. Crosstown PKWY, Kalamazoo, MI 49001, within 8 business days for proposed minutes and within 5 business days of approval for approved minutes.

The Academy shall comply with subtitle A of Title II of the Americans with Disabilities Act of 1990, Public Law 101-336, 62 USC § 12101 et seq or any successor law. Should you require specific accommodation(s) please contact Ms. Lluvi Diaz-Lanier (269.888.2706) prior to the meeting.

Kalamazoo Covenant Academy
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- ii. **Barriers Report (Dan Matthews):** Motivation, communication, and students working are the three top barriers. Others include child care, transportation, housing, health. Common denominator is students struggling to make school a priority among all their barriers.
 - c. **Budget/Personnel Update (Gretchen LaHaie)**
 - i. **Update-**Budget amendment planned for February, adjusting salary scales as of 1/1/22, staff transiting to the new Axios entity with MCA/SCA/CAF on 1/1.
 - ii. **Audit Report (Brian McFarren)-**no findings, clean audit. revenues higher-overall added to fund balance
 - 1. **Approval of the KCA 2020-2021 Audited Financial Statements**
Motion: Barb motioned to approve
Second: Albert seconded **Ayes: 5 Opposed: 0**
 - d. **GVSU Update (Matt Cawood):** School Performance Reports are being finalized and will be out in January. The GVSU academic grant will be distributed in January. GVSU will be conducting a school operations survey of all school staff.
 - e. **Legal Update (Ross Keilen):** Reviewed amended KCA/CAF management agreement. Reviewed obligations of the board. No issues with the contract.
- H. Correspondence:** Conflict of Interest Forms
- I. Old Business-**None
- J. New Business**
- a. **Approval to amend the KCA/CAF ESP Contract**
Motion: Sandy motioned to approve **Second:** Barb **Ayes: 5 Opposed: 0**
 - b. **Approval to recommend Dr. Luchara Wallace to the KCA Board of Directors**
Motion: John motioned to approve **Second:** Barb **Ayes: 5 Opposed: 0**
- K. Discussion-**CAF contracting with a marketing firm to support all academies.
- L. Public Comment on Non-Agenda Items-**Jim Heath: grounds appearance has improved greatly. Discussions regarding utilization of outside space.
- M. Reminder for next board meeting:** Regular Meeting-February 16, 2022 @ 12:00 PM
- N. Adjournment - The meeting was adjourned at 1:13 pm**
Motion: Barb motioned to adjourn the meeting **Second:** John **Ayes: 5 Opposed: 0**

MINUTES CERTIFICATION



Board Secretary/Recording Secretary

December 8, 2022

Date

Approved by the Kalamazoo Covenant Academy Board of Directors on February 16, 2022

Board Secretary

Date

A copy of the meeting minutes is available for public inspection at 400 W. Crosstown PKWY, Kalamazoo, MI 49001, within 8 business days for proposed minutes and within 5 business days of approval for approved minutes.

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Kalamazoo Covenant Academy

Staff Identified School Participation Barriers 2021-2022 School Year

***The numbers represent how many times students indicated to staff the barriers that prevent them from full participation in school.**

•What building intervention is working best at this time...

•The school leader feels that the most effective intervention at this time is putting a team together that focuses on building relationships with the students and bringing them back into the building.

Barrier Summary:

•1st Motivational Barriers
(204)

What students are currently saying to staff:

- Have children would like to attend extended in person class sessions
- Mental health issues not capable of doing school right now
- School is not a priority right now

•Staff Action Plans:

- Door Knocks (Community Outreach)
- Social Media Contacts
- Phone Calls
- Extended In Person Class Sessions
- One on One meetings with staff to refocus students
- Computer Restrictions/ Staff Meeting Follow Up

•2nd Communication & Other Barriers
(172)

What students are currently saying to staff:

- Would like to continue with school right now but am too busy
- Very busy had some personal issues
- School is not a priority

- Students are choosing to disconnect or not return staff communications

- Staff Action Plans:

- Door Knocks (Community Outreach)
- Social Media Contacts
- Phone Calls
- Extended In Person Class Sessions
- One on One meetings with staff to refocus students
- Computer Restrictions/ Staff Meeting Follow Up

- 3rd Students Working

(161)

What students are currently saying to staff:

- Very busy with work extended class sessions may be a possibility
- Work is my priority right now not school
- I am working because I have housing issues

- Staff Action Plans:

- Door Knocks (Community Outreach)
- Social Media Contacts
- Phone Calls
- Extended In Person Class Sessions
- One on One meetings with staff to refocus students
- Computer Restrictions/ Staff Meeting Follow Up

- 4th Child Care Barriers

(92)

- 5th Student Health Barriers

(67)

- 6th Transportation Barriers

(32)

- 7th Family Issue Barriers

(24)

- 8th Housing Barriers

(18)

KALAMAZOO COVENANT ACADEMY

July 1, 2021-June 30, 2022

	21-22 ADOPTED	21-22 AMENDED
Revenue		
Student Count	150	113
Local	\$8426/FTE	\$8700/FTE
Donations	197,884	162,725
State	35,362	34,500
Federal	1,356,837	1,240,483
Total Revenue	1,832,943	1,729,768
Personnel Services	21-22 ADOPTED	21-22 AMENDED
Salaries	778,779	696,972
Benefits	272,025	213,868
Other Than Personnel Services	1,050,804	910,840
Student/Building Supplies	95,500	95,500
Student Transportation	15,000	13,000
Professional Development	18,813	13,000
Technology/Curriculum	185,072	189,142
Legal Services	5,000	5,000
Authorizer Fee (3%)	36,389	30,524
Audit, HR & Business Services	49,350	37,286
Utilities	75,332	80,177
Facility Improvement	20,000	58,377
CAF Management Fee (15%)	210,414	191,157
Loan Repayment	60,000	55,500
Total Expenses	1,821,674	1,679,503
Balance:	\$ 11,269	\$ 50,265
20-21 Audited Fund Balance:	\$ 806,411	\$ 806,411
Projected Ending Fund Balance:	\$ 817,680	\$ 856,676

Difference

	21-22 AMENDED	Notes:
	-37	
	\$589/FTE increase from 20-21	
	County SPED & Millage Rev	
	-\$35,159	County Grant (25k)
	-\$862	Includes 31a/31o
	-\$116,354	Includes 31a/31o
	\$49,200	Title/ESSER
	-\$103,175	
	21-22 Amended Notes:	
	\$0	Includes Baby Academy (25k)
	-\$2,000	
	-\$5,813	
	\$4,070	
	\$0	
	-\$5,865	
	-\$12,064	
	\$4,845	
	\$38,377	HVAC improvements (ESSER)
	-\$19,257	
	-\$4,500	PNC loan payment
	-\$2,207	
	-\$142,171	

Staff Breakdown

Projected Amended	2	2	5	1	1	3	0	1	1
	Admin	Teachers	Enrollment/Data	Family Support-Title I	Street Outreach-31a/ESSER II	Contracted PT Soc Worker-31o funded	Per Pupil Accountant*		
	14	14							
	*MCA/SCA share cost								

ESSER Allocation

ESSER II	ESSER III	Total
21-22	127,868	61,294
22-23		112,940
23-24		112,940
Total	127,868	287,174

ESSER II: Clevertouch boards; HVAC upgrades; Cleaning
 ESSER III: Street Outreach; Tech; Cleaning; .5 Teacher (learning loss)

GENERAL APPROPRIATION RESOLUTION
 AMENDED BUDGET
 RESOLUTION FOR ADOPTION BY
 THE BOARD OF DIRECTORS OF
 KALAMAZOO COVENANT ACADEMY
 2021-2022

KALAMAZOO COVENANT ACADEMY

<i>Revenue</i>	21-22 ADOPTED	21-22 AMENDED
Revenues	1,832,943	1,729,768
Total Revenue	1,832,943	1,729,768

RESOLVED, that this resolution shall be the general appropriations of Kalamazoo Covenant Academy for the fiscal year 2021-2022. A resolution to make appropriations; to provide for the expenditure of the appropriations and to provide for the disposition of all income received by Kalamazoo Covenant Academy.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriations in the general fund of Kalamazoo Covenant Academy for discal year 2021-2022 is as list here:

BE IT FURTHER RESOLVED, that **1,729,768** of the total available to appropriate in the general fund is hereby appropriated in the amounts and for the purposes set forth below:

BE IT FURTHER RESOLVED, that no Board of Directors member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the Board of Directors and in keeping with budgetary policy statement adopted by the Board. Changes in the amount appropriated by the Board shall require approval by the Board.

BE IT FURTHER RESOLVED, that the School Leader is hereby charged with the general supervision of the execution of the budget adopted by the Board and shall hold the department heads responsible for performance of their responsibilities within the amounts appropriated by the Board of Directors and in keeping with the budgetary policy statement adopted by the Board.

This appropriation is to take effect on July 1, 2021

Approved:

Total Expenses	1,821,674	1,679,503
Balance:	\$ 11,269	\$ 50,265
20-21 Audited Fund Balance:	806,411	806,411
Projected 21-22 Ending Fund Balance:	\$ 817,680	\$ 856,676

Secretary's Certification: I certify that the foregoing resolution was duly adopted by the Kalamazoo Covenant Academy Board of Directors at a properly noticed open meeting held on the 16th day of February in the year 2022 at which a quorum was present.

BY: _____

Kalamazoo Covenant Academy
Balance Sheet
1/31/2022

Governmental Fund T)	Account Groups		
General Fund	General Fixed Assets	General Long- Term Debt	

Assets and Other Debits

Assets:			
Cash and Equivalents	\$467,853.18	\$0.00	\$0.00
Land & Land Improvements	0.00	64,006.00	0.00
Buildings and Improvements	0.00	1,180,948.00	0.00
Allowance for Depreciation	0.00	(144,854.00)	0.00
Other Debits:			
Amount to be Provided for Debt Retirement	0.00	0.00	675,000.00
Total Assets and Other Debits	467,853.18	1,100,100.00	675,000.00

Liabilities, Fund Balance and Other Credits

Liabilities:			
Accounts Payable	6,597.72	0.00	0.00
Long Term Liabilities	0.00	0.00	675,000.00
Total Liabilities and Other Credits	6,597.72	0.00	675,000.00
Fund Balance and Other Credits:			
Investment in Fixed Assets	0.00	1,100,100.00	0.00
Fund Balance:			
Beginning Fund Balance	806,410.50	0.00	0.00
Revenues Over (Under) Expenditures	(345,155.04)	0.00	0.00
Ending Fund Balance	461,255.46	0.00	0.00
Total Liabilities, Fund Balance and Other Credits	467,853.18	1,100,100.00	675,000.00

Resolution
Kalamazoo Covenant Academy
400 W. Crosstown Parkway
Kalamazoo, MI 49001

2022-2023
Application and Enrollment

WHEREAS, during the 2022-2023 school year, Kalamazoo Covenant Academy shall offer education for students in the ninth through the twelfth grade, and the Academy's program is designed to allow for a total maximum enrollment of 400.

BE IT RESOLVED that the Board hereby establishes the 2022-2023 enrollment dates as follows:

Re-enrollment from: March 7, 2022 – April 5, 2022
Open Enrollment from: April 11, 2022 – April 25, 2022

If necessary, Random Selection Drawings shall be held on April 30, 2022.

BE IT FURTHER RESOLVED that the legal notices regarding the open enrollment process shall be posted on the Kalamazoo Covenant Academy website.

Secretary's Certification:

I certify that the foregoing Resolutions were duly adopted by the Kalamazoo Covenant Academy Board of Directors at a properly noticed open meeting held on the 16th day of February, 2022, at which a quorum was present.

Board Secretary

Fall 2021 Board Policies Summary Table

Board Policies

Board Operating Policy/ Policy No.	Policy Title	New/ Revise/ Replace/ Delete	Legally Required, Legal Content or Best Practice	Summary
Regular Fall Update				
0100	Definitions	Revised	Legally Required	<p>The definition of "Voting" has been revised to reflect the change in statute regarding allowable exceptions to "in person" voting at meetings of the Board. After December 31, 2021, only the military duty exception remains. The Board chair should only approve a request that complies with the law.</p> <p>This revision should be adopted to maintain accurate policies.</p>
0167.3	Public Participation at Board Meetings	Revised	Legally Required	<p>Revisions to this board operating policy are in line with the recent decision of the U.S. District Court for the 6th Circuit. Some of the optional language has been deleted, so as to remove the authority of the presiding officer at board meetings where public participation is permitted to regulate speakers on the basis of comments that are "abusive," "frivolous," and/or "harassing." These measures are intended to prevent academies from engaging in viewpoint discrimination for remarks that are oppositional in nature, perceived as hostile to the direction of the board and/or merely offensive. In addition, options (which were deemed acceptable regulations by the Court) have been added for preregistration, including prohibiting individuals from signing up to speak for others. Finally, there are options for academies who livestream meetings to determine whether or not they will facilitate public participation remotely.</p> <p>These revisions and options should be considered for adoption.</p>
7450	Property Inventory	Revised	Legally Required	<p>A drafting note has been added to this policy noting the federal threshold of \$5,000 for differentiating between supplies/materials and a capital expenditure for equipment purchase. See the note on Policy 6114 - Cost Principles - Spending Federal Funds.</p> <p>This policy may need to be revised if the Academy's current policy uses an equipment/inventory threshold higher than \$5,000.</p>
8310	Public Records	Revised	Legally Required	<p>This policy has been revised to comply with the obligation not to disclose the address of a student or an employee who provides the Academy with notice that they have received a participation card issued by the attorney general under the Address Confidentiality Program Act.</p> <p>These revisions should be adopted in order to remain compliant with Michigan law.</p>
8330	Student Records	Revised	Legally Required	<p>This policy has been revised to reflect the change in federal rule (2021 Solomon Amendment: Subtitle C—General Service Authorities and Correction of Military Records SEC. 521). If the</p>

				<p>Academy issues student email addresses, it must release such email addresses to military recruiters as part of directory information, as requested, unless prohibited by student or parent request in writing.</p> <p>This revision should be adopted in order to maintain accurate policies.</p>
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February 1, 2022

Casey Alger
Kalamazoo Covenant Academy
400 W. Crosstown Parkway
Kalamazoo, MI 49001

RE: 2020-2021 ACADEMIC GRANT AWARD

Dear Kalamazoo Covenant Academy Board of Directors:

Congratulations! I am pleased to share that the Grand Valley State University Charter Schools Office has awarded your board of directors an Academic Grant ("Grant"). Funds may be used to support student enrichment, professional development, or other purchases to support your school.

The 2020-21 Grant amount is based on the board's completion of training requirements and the school's academic results:

Requirement	Award	Avg. Enrollment	Grant
One hour of CSO-approved board training	\$10 per pupil	168	\$1,680
Student assessment performance	\$10 per pupil	168	\$1,680
Total Grant award			\$3,360

As a reminder, your board must take official action to accept the Grant. This action must include obtaining an assurance from your school's Educational Service Provider ("ESP"), if applicable, that neither a management fee nor any other cost will be charged by the ESP related to the board's acceptance and use of the Grant.

Again, congratulations. Feel free to contact Jayme Lesperance at 616-331-6964 with questions.

All my best,

A handwritten signature in black ink, appearing to read 'DC' with a flourish.

Don Cooper
Assistant Vice President for Charter Schools

Cc: Scott Millin, School Leader
Matthew Cawood, GVSU School Consultant