

Muskegon Covenant Academy
125 Catherine Ave, Muskegon, MI 49442
(231) 720-3100

BOARD MEETING
MUSKEGON COVENANT ACADEMY
BOARD OF DIRECTORS

Date: December 10, 2024
Time: 12:00 P.M.
Location: 125 Catherine Ave, Muskegon, MI 49442

MINUTES

MEETING TYPE: Regular Special Proposed Approved

A. Call to Order – Jim Fisher called the meeting to order at 12:07 PM

B. Roll Call

Jim Fisher, President	xPresent	<input type="checkbox"/> Absent
Lauren Meldrum, Vice President	xPresent	<input type="checkbox"/> Absent
Gil Segovia, Treasurer	xPresent	<input type="checkbox"/> Absent
Tamica Fox, Secretary	xPresent	<input type="checkbox"/> Absent
Donna Secor-Pennington, Member	xPresent	<input type="checkbox"/> Absent
Jason Cooper, Member	xPresent	<input type="checkbox"/> Absent
Asaline Scott, Member	xPresent	<input type="checkbox"/> Absent

Other Attendees:

Mia Clark-Grissom, MCA School Leader	Keith Platte, CAF
Dr. Matt Cawood, GVSU	Jen Carpenter, Executive Assistant
Amanda Acker, Dir of Academic Progress	Brian McFarren, Brickly DeLong
Chris McGuigan, Legal Counsel	Keith Platte, CAF
Bailey Singh, Finance Manager	Rajeshri Bhatia
	Jeff Ichesco, Sr. Advisor to CAF

C. Mission Statement

D. The Board voted to amend the agenda so that the financial update (Brian McFarren) would be moved to the start of the meeting.

Motion: Tamica motioned to move Financial update to the start of the board meeting.

Support: Donna seconded the motion **Ayes: 7 Nays: 0**

E. Presentation of the 23-24 Audited Financial Statements (Brian McFarren)

Brian McFarren explained that the audit went very well and that Bailey Singh did very well the first time she completed the audit on her own. Brian went through the findings with board members. There were no significant difficulties completing this audit, no adjustments to the financial statements, and no disagreements with management. Biran went through the original budget set for 2023-2024 and the actual ending balance of the budget. (Final and Actual Budget) The academy finishes in the black.

F. Public Comment on Agenda- None

G. Board President Update (Jim Fisher)

Motion to Accept the Resignation of Asaline Scott.

Motion Donna motioned to Accept Asaline Scott's resignation

Support: Jim Fisher seconded the motion **Ayes: 7 Nays: 0**

Jim designated Lauren Meldrum and Tamica Fox to the nominating committee to replace Asaline Scott and Jason Cooper. February, the Board wants a replacement for Asaline and Jason.

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Jim Fisher has also created a Financial committee. Gill will be on this committee, and one more person will be appointed in the future. At the November 12th Board meeting, Jim Fisher, Donna, and Tamica were nominated to review the candidates for an Educational Consultant. Rajeshri Bhatia is under contract now.

Motion to Ratify the committee recommendation to hire Rajeshri Bhatia from Schoolsmarts

Motion Asaline motioned to Accept Rajeshri Bhatia from Schoolsmarts

Support: Tamica seconded the motion Ayes: 7 Nays: 0

H. CAF Report - Update on the November 12th Board Meeting (Tim & Jeff)

a. Special Ed Concerns

Special Ed Teacher- Having a difficult time finding a SpecEd Teacher. One option is through Therapy Source. This candidate would work full-time virtually with the students. Potential coming into the building one day a week. This would be a temporary position until we find a permanent replacement. This option will be fully certified. The board was concerned about having a teacher virtually working with our students. At this time MCA is using Mandy Ackers Specail Education Teaching Certification, she holds a case load at MCA.

b. Update on investigation of MCA Staffing issues

Tim has reviewed the report from the investigation. MCA must have a strong culture with positive Leadership to meet the needs of the students. As an organization we have discussed the recommendations and offered Ms. Clark to chance to discuss the results. We believe we will support her as the school leader. As an organization we will offer her support in staff culture, and trust, communication, goal setting and professional development. Tim will be taking on the lead for her coaching. Tim will be visiting the school on a regular basis and communicating with staff. Having regular meetings with Mia. Organization will be bring in outside coaches. Bring in Smart Goals to coach Mia Clark.

Jim Fisher requested a copy of this report on Noverber 12, never received it until December 2. Board members have review this report.

Motion to suspend the Roberts Roles to have all public speak for one minute.

Motion: Aaaline motioned to suspend the Roberts Rule for all public to speak for one min.

Support: Donna seconded the motion Ayes: 7 Nays: 0

Mia Clark reflected on the investigation verbally with the Board and staff, parents and community spoke out to support Mia. Gill asked why it took a month for the MCA Board to receive the report? Doug McNeil explained that the CAF Board wanted to make sure it was giving to Mia before they gave it out to anyone else. Jim Fisher commented that there were some recommendations that need to take place immediately and why they havent commenced until now? Tim commented that he just took on this position and that he is doing his best. Doug McNeil said that there was confusion on the CAF level that no one know who was to take the next steps to implement the recommendations.

a. Update on safety concerns

MCA Board of Directors received a letter from the GVSU Charter office regarding Securty, physical alteration, damage to the school building, leadership in the building at all times, and communication with local police. CAF takes these concerns seriously. Capital Secutey, security cameras, designated police officer are some of the security items that are in place now.. Conclusions, Tim and Mia will be

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working on communication, training, trust and culture. Ms. Clark will go through mentoring with Tim, Staff will read one pager in the staff handbook on operation, behavior, discipline and crisis communication. Staff will review the emergency plan in their classrooms, schedule professional development. Glenda Scoot will be training the staff on staff approaches on students with disabilities. Trainings on trauma informed care also.

Gill asked if this report about safety was reviewed by GVSU. Tim said no, not yet.

Jim has concerns that there should be a qualified administrator in the school at all times. I want to know who that person is and what their credentials are. I would like a report of who this will be stepping in to cover for Mia. This should also go to GVSU.

Mia has sent out a higher archy and that would be Autumn Scoot for academics and Karen Johnson-Cole will take over discipline.

I. Standard Business

a. School Report-(Mia Clark)-

1. Enrollment/Retention & Mission Accomplishments (Mia)

As of today MCA has 201 students enrolled. There are 48 new students at this time. 30% average of students in the building, 35 students have children, 4 students in foster care, and 6 seniors. 14 students were taken to GVSU for a tour,

2. Academic Progress Update-(Mandy Acker)

No report was given. Mandy at this time does not have access to her Google accounts. Jim Fisher would like Mandy to give a update on Academic Progress once she gets access. Donna asked why some of the CAF staff still do not have access. Jim asked CAF to share why they do not have access. Tim said that when they (CAF) hired a IT person they discovered a ton of downloads were happening at the same time, this set off alarms. CAF took away their access. It is in the process of being turned back on. Haven't heard anything back yet, Tim stated. Donna asked if they are able to do their jobs. Jim would like an email from the board stating why they do not have access yet. Two of them do not have access Mandy and Keith Platte. Jim reflected that the communication between CAF and the MCA Board has been broken and that the MCA Board expects better communication.

b. Financial/Personnel Update (Bailey Singh)

A brief review of the October reconciled financials was given. State aid revenues are coming in now. Expenses are as anticipated for this point in the year.

Motion to approved the financial update

Motion: Asaline motioned approve the financial statement update.

Support: Gill seconded the motion Ayes: 6 Nays: 0

e. GVSU Update-(Matt Cawood)-

Legislation from Lansing in the House and the Senate has some anti Charter School Bills going around and they look like they do not have any traction and they are not getting the votes to move forward.

f. Legal Update-(Chris McGuigan)-None

J. Correspondence - (Conflict of Interest Forms)

K. Other Business-None

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L. Public Comment on Non-Agenda Items - Trisha would like to look into other schools laying off their teachers and see if we could find some candidates for the teachers MCA is without.

M. Closed Door Session: Chris McGuigan explains why they are going into a closed door session: This is a public body and there are a few reason why to go into closed session. One, to consult with there attorney about a legal written appion she has prepared.

Motion with two-thirds approval from the Board to go into closed door session.

Motion: Asaline motioned to move into a Closed Door Session

Support: Gill seconded the motion Ayes: 6 Nays: 0

N. Consent Agenda

- a. Regular Board Meeting Minutes from October 8, 2024
- b. Special Board Meeting Minutes from Novermber 12, 2024
- c. Revision to the MCA School Claendar (Spring Break 4th-11th)
- d. Committee Reports

Motion: Gill **Second:** Jason

Ayes: 6 **Oppsed:** 0

O. Reminder of Next Board Meeting -Regular Board Meeting: Tuesday, February 18, 2025 at 12:00 PM

MINUTES CERTIFICATION

Proposed minutes respectfully submitted,

Jennifer Carpenter
Board Secretary/Recording Secretary

December 10, 2024 _____
Date

Approved by the Muskegon Covenant Academy Board of Directors on February 18, 2025.

[Signature]
Board Secretary **PRESIDENT AND
RECORDING SECRETARY**

1-21-2025
Date

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