

# West Michigan Academy of Arts and Academics

17350 Hazel Street, Spring Lake, MI 49456

**Board Meeting – Tuesday, May 20, 2025, 5:30PM**

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## **Minutes - Approved**

- I. **Call to Order** – Vice President Melisa Sass called the meeting to order at 5:31 PM.
- II. **Roll Call – Declaration of a Quorum** – Present: Melisa Sass (Vice President), Brooke Karl (Treasurer), Kris Jones (Secretary), Sara Heacox (Trustee). Also present: Maggie Malone (Head of School / Superintendent), Liz Johnson (Business Manager), Matt Cawood (GVSU Rep). Absent: Tim Tiefenbach (President).
- III. **Pledge of Allegiance**
- IV. **Reading of West Michigan Academy of Arts and Academics Mission Statement:**  
*Creating life-long community through arts integration*
- V. **Public Comments** – There were no comments.
- VI. **Approval of the Agenda** – A motion was made by K. Jones, supported by B. Karl to approve the agenda as written. All in favor 4-0, motion passed.
- VII. **Correspondence** – There was no correspondence.
- VIII. **Approve Board Meeting Minutes: March 25, 2025** – A motion was made by K. Jones, supported by B. Karl to approve the minutes as written. All in favor 4-0, motion passed.
- I. **Superintendent/Head of School's Report**
  - a. Student Council – Mandy DeBoer, Arts Coordinator / Theatre Teacher, reported the student council will be hosting a movie night instead of an end of year dance. She also reported on the spring musical, Hadestown. One of the performances had technical issues and the kids handled it with grace and professionalism. We are in full swing with end of year performances.
  - b. Principal Report – Mark Frost reported he and the committee are tweaking the golden ticket system, he attended the 3<sup>rd</sup> grade link up at the Frauenthal, attendance is a work in progress but improvements have been made.
  - c. Highlights of Written Report – M. Malone reported she has a meeting scheduled with Ghafari, the designers of the facility expansion and will update costs and design, thanked GVSU for the reception they hosted in which some of our board members were recognized, and she and a group of teachers and Admin will visit the Waldorf School in Detroit.
- II. **Board President's Report**
  - a. M. Sass asked the Board to think of possible Board Members to fill the vacant seat.
- III. **OAITS** – Rex Thelen, from the OAITS, reported they received the 12c grant, which will allow them to provide more security by creating a Cyber Security Operations Center (SOC) and hiring a Chief Information Security Officer (CISO) to service schools in our region. The grant runs through 9/2027.
- IV. **Partner Solutions - Heather Sherrer** – Heather Sherrer presented to the Board Partner Solutions quarterly report.
- V. **Committee Reports**

a. Finance & Audit

- i. Budget updates – B. Karl reported the financials are on track and we should end better than expected and provided updates to building projects including updating the highway and driveway entrance signs. There was also discussion regarding the 2025-26 budget, where we will use the student count of 350. Lastly, B. Karl recommended that the Board use the Auditing firm, CBIZ for this year's audit.
- ii. Audit Engagement Letter - Requires Board action –
- iii. Other

b. Arts & Academics

- i. Festival of the Arts – K. Jones reported he attended 1 of the 2 meetings they had. The festival was a success and he is learning about the school and programming.
- ii. Data
- iii. Other

c. Governance

**VI. Action items:**

Approval 25-26 Student Calendar – A motion was made by K. Jones, supported by M. Sass to approve the 2025-26 school calendar. All in favor 4-0, motion passed.

Approval 25-26 Board Meeting Calendar – A motion was made by K. Jones, supported by B. Karl to approve the 2025-26 board meeting calendar. All in favor 4-0, motion passed.

Approval 24-25 Audit Engagement Agreement (letter) – A motion was made by K. Jones, supported by M. Sass to approve the 2025 audit engagement letter from CBIZ. All in favor 4-0, motion passed.

Approval 25-26 Student Enrollment caps – A motion was made by K. Jones, supported by S. Heacox to approve the 2025-26 student enrollment cap by grade. All in favor 4-0, motion passed.

**VII. GVSU Report**

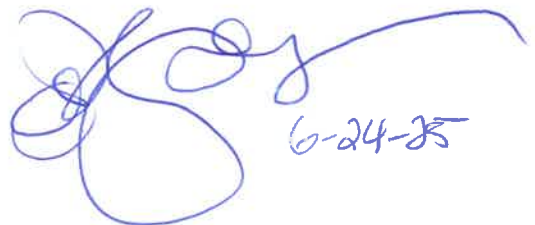
- a. Compliance report – M. Cawood reported compliance is 100%
- b. Other – M. Cawood presented S. Heacox with a plaque for 5 years of service as a Board member. He also reported upcoming Board trainings.

**VIII. Potential Topics for June 24, 2025 Board Meeting**

- a. Board Retreat - date, time, location,
- b. Public hearing, budgets for next year

**IX. Public Comment** – There were no comments.

**X. Adjournment** – M. Sass adjourned the meeting at 6:27 PM.



6-24-25