Approved: [signature] 8/25/26
Nicholas Lootens, Board President

West Michigan Academy of Arts and Academics

17350 Hazel Street, Spring Lake, MI 49456

Board Meeting – Tuesday, June 23, 2026, 5:30PM

MINUTES - Draft

I. **Call to Order** – President Tim Tiefenbach called the meeting to order at 5:30 PM.

II. **Roll Call – Declaration of a Quorum** – Present: Tim Tiefenbach (President), Brooke Karl (Treasurer), Kris Jones (Secretary), Tiffany Moody (Trustee). Also present: Maggie Malone (Head of School/Superintendent), Liz Johnson (Business Office Support), Dan Warren (GVSU Rep). Absent: Melisa Sass (Vice President), Nick Lootens (Trustee).

III. **Pledge of Allegiance**

IV. **Reading of West Michigan Academy of Arts and Academics Mission Statement**

Creating life-long community through arts integration

V. **Approval of the Agenda** – T. Tiefenbach moved the public hearing after roman numeral VIII. A motion was made by K. Jones, supported by T. Moody to approve the agenda as amended. All in favor 4-0, motion passed.

VI. **Correspondence** – There was no correspondence.

VII. **Approve Board Meeting Minutes: May 19, 2026** – A motion was made by K. Jones, supported by T. Moody to approve the minutes as written. All in favor 4-0, motion passed.

VIII. **Board Member Reappointment**
   a. Brooke Karl, 2026 – 2029 – B. Karl said the oath, and renewed for another 3 year term.

IX. A motion was made by K. Jones, supported by B. Karl to adjourn the regular meeting at 5:35 PM and go into the public hearing. All in favor 4-0, motion passed.

X. The public hearing meeting ended at 5:41 PM.

XI. **Superintendent/Head of School Report**
   a. Principal Report
   b. Highlights of Written Report – M. Malone reported summer projects are starting with the toilet/sink project, summer art camps will start July 20th, field trips this year were improved, scheduling principal interviews next week. All other vacancies have been filled.

XII. **Partner Solutions** – year end documents – Blake Podulka reported Partner Solutions year end summary.

XIII. **Committee Reports**
   a. Finance & Audit
      i. Final 23-24 Budget – vote
      ii. Draft 24-25 Budget - Vote
   b. Arts & Academics – K. Jones reported he will work on 8th grade portfolios this summer with Mr. Zock and Melisa.

XIV. Governance **Annual Organizational Meeting**

i. **Motion to nominate a temporary board chair person** – President Tim Tiefenbach stayed as temporary chair person.

ii. **Nomination of President** – A motion was made by T. Tiefenbach, supported by K. Jones to nominate Nick Lootens as President. All in favor 4-0, motion passed.
iii. **Nomination of Vice President** – A motion was made by T. Tiefenbach, supported by K. Jones to nominate Melisa Sass as Vice President. All in favor 4-0, motion passed.
iv. **Nomination of Secretary** – A motion was made by T. Tiefenbach, supported by K. Jones to nominate Kris Jones as Secretary. All in favor 4-0, motion passed.
v. **Nomination of Treasurer** – A motion was made by T. Tiefenbach, supported by K. Jones to nominate Brook Karl as Treasurer. All in favor 4-0, motion passed.
vi. **Compliance Statement** – A motion was motion was made by T. Moody, supported by B. Karl to approve the compliance statement. All in favor 4-0, motion passed.
vii. **Board Meeting Calendar for 2026-2027** – A motion was made by T. Moody, supported by B. Karl to approve the 2026-2027 board meeting calendar. All in favor 4-0, motion passed.
viii. **Local Depository Declaration** – A motion was made by T. Moody, supported by K. Jones to approve Chase bank as the local depository. All in favor 4-0, motion passed.
ix. **Appointment of Legal Counsel** – A motion was made by T. Moody, supported by B. Karl to approve Thrun as the boards legal counsel. All in favor 4-0, motion passed.
x. **Appointment of Auditing Firm** – A motion was made by T. Moody, supported by B. Karl to approve Plante Moran as the board's auditing firm. All in favor 4-0, motion passed.
xi. **Designation of AHERA** – A motion was made by T. Moody, supported by B. Karl to designate the Superintendent/Head of School as the Academy's AHERA contact. All in favor 4-0, motion passed.
xii. **Designation of Freedom of Information Act, Sexual Harassment, Title VI, and Section 504 contract, Civil Rights** – A motion was made by T. Moody, supported by B. Karl to designate the Superintendent/Head of School as the Academy's Freedom of Information (FOIA), Title VI, Title IX, Section 504 and designate the Superintendent/Head of School and Principal as the Sexual Harassment contact person. All in favor 4-0, motion passed.
xiii. **Designation of Chief Administrative Officer** – A motion was made by T. Moody, supported by B. Karl to designate the Board Secretary as the Academy's Chief Administrative Officer. All in favor 4-0, motion passed.
xiv. **Adoption of the Board's Principal Media Source** – A motion was made by T. Moody, supported by B. Karl to adopt The Grand Haven Tribune as the Board's principal media source. All in favor 4-0, motion passed.
xv. **Resolution Designating Eligible Board Officers and Academy Personnel to sign Academy Checks** – A motion was made by T. Moody, supported by B. Karl to designate the Head of School and their designee to sign checks under $2000.00. Checks $2000.00 and over will require at least one board member signature. All in favor 4-0, motion passed.
xvi. **Appoint of Board Recording Secretary** – A motion was made by T. Moody, supported by B. Karl to appoint Liz Johnson as the board's recording secretary. All in favor 4-0, motion passed.
xvii. **Resolution to Adopt the Playground Safety Act & FERPA** – A motion was made by T. Moody, supported by B. Karl to adopt the playground safety act and FERPA. All in favor 4-0, motion passed.
Consent agenda:
a. **Approval of the Final 2025-2026 Budget Resolution** – A motion was made by T. Moody, supported by K. Jones to approve the final 2025-2026 budget resolution. All in favor 4-0, motion passed.

b. **Approval of the Final 2025-2026 School Service Fund – Lunch Budget Resolution** – A motion was made by T. Moody, supported by K. Jones to approve the final 2025-2026 school service fund resolution. All in favor 4-0, motion passed.

c. **Approval of the Final 2025-2026 Student Activity Budget Resolution** – A motion was made by T. Moody, supported by B. Karl to approve the final 2025-2026 student activity resolution. All in favor 4-0, motion passed.

d. **Approval of the 2026-2027 Budget Resolution** – A motion was made by T. Moody, supported by B. Karl to approve the 2026-2027 budget resolution. All in favor 4-0, motion passed.

e. **Approval of the 2026-2027 – Student Activity Budget Resolution** – A motion was made by T. Moody, supported by B. Karl to approve the 2026-2027 student activity resolution. All in favor 4-0, motion passed.

f. **Approval of the 2026-2027 School Service Fund – Lunch Budget Resolution** – A motion was made by T. Moody, supported by B. Karl to approve the 2026-2027 school service fund resolution. All in favor 4-0, motion passed.

g. **Approval to Move to a 5 Member Board** – A motion was made by K. Jones, supported by T. Moody to move to a 5 member board. All in favor 4-0, motion passed.

XV. **GVSU Report** – Dan Warren presented B. Karl with a 5 year certificate, moved to a 5 member board, and there are leadership forums coming up.

XVI. **Potential Topics for next Board Meeting, August 25, 2026**
Student Handbook, board retreat, recap summer camps, update on facilities plan

XVII. **Public Comments** – 3 minute maximum

XVIII. **Adjournment** – A motion was made by K. Jones, supported by B. Karl to adjourn the meeting at 6:20 PM. All in favor 4-0, motion passed.