

West Michigan Academy of Arts and Academics

17350 Hazel Street, Spring Lake, MI 49456

Board Meeting – Tuesday, June 24, 2025, 5:30PM

Minutes - Approved

- I. **Call to Order** – President Tim Tiefenbach called the meeting to order at 5:35 pm.
- II. **Roll Call – Declaration of a Quorum** – Present: Tim Tiefenbach (President), Kris Jones (Secretary), Brooke Karl (Treasurer). Also present: Maggie Malone (Head of School / Superintendent), Liz Johnson (Business Manager), Matt Cawood (GVSU Rep). Absent: Melisa Sass (Vice President), Sara Heacox (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. **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 3-0, motion passed.
- VII. **Correspondence** – There was no correspondence.
- VIII. **Approve Board Meeting Minutes: May 20, 2025** – A motion was made by B. Karl, supported by K. Jones to approve the minutes as written. All in favor 3-0, motion passed.
- I. **Superintendent/Head of School's Report**
 - a. 24-25 Student Growth presentation – Rachael Hobeck, Curriculum Coordinator, presented the results of iReady. Our students made gains in both reading and math, at times more than doubling the fall results. Efforts will include more middle school support and students are engaged in summer reading competition to reduce the summer slide.
 - b. Principal Report – Mark Frost reported to the Board end of year activities like dance for change, 8th grade activities, awards, field / fun day. To continue efforts to reduce absenteeism, expectations will start as soon as school begins. The behavior committee will revise the reward program as needed.
 - c. Highlights of Written Report - M. Malone reported that she, T. Tiefenbach, and B. Karl met with Ghafari to update facility plans. We likely won't get updated pricing for a couple of months. She also updated the Board about summer projects, and all of the end of year requirements.
- II. **Board President's Report**
 - a. Board Retreat - date, time, location – T. Tiefenbach asked the Board for dates and times. Monday, August 18th, from 10-2:00 pm, with location TBD.
- III. **Committee Reports**
 - a. Finance & Audit
 - i. Budget - year end, proposed 25-26
 - ii. Other
 - b. Arts & Academics – K. Jones reported that he, M. DeBoer, M. Frost, and R. Hobeck met and discussed about digitally archiving student work and projects. He will look into some options and bring to the next meeting.
 - i.
 - c. Governance – T. Tiefenbach reported they did not meet.
- IV. **Action items:** Voted as a consent agenda

Approval 2025 Spring Board Policy Updates – A motion was made by B. Karl, supported by K. Jones to approve the 2025 spring board policies. All in favor 3-0, motion passed.

Approval of the Final 2024-2025 Budget Resolution – A motion was made by B. Karl, supported by K. Jones to approve the 2024-25 final budget resolution. All in favor 3-0, motion passed.

Approval of the 2025-2026 Budget Resolution – A motion was made by B. Karl, supported by K. Jones to approve the 2025-26 budget resolution. All in favor 3-0, motion passed.

Approval of the Final 2024-2025 Custodial Fund – Student Activity Budget Resolution – A motion was made by B. Karl, supported by K. Jones to approve the 2024-25 custodial fund resolution. All in favor 3-0, motion passed.

Approval of the 2025-2026 Custodial Fund – Student Activity Budget Resolution – A motion was made by B. Karl, supported by K. Jones to approve the 2025-26 custodial fund resolution. All in favor 3-0, motion passed.

Approval of the Final 2024-2025 School Service Fund – Lunch Budget Resolution – A motion was made by B. Karl, supported by K. Jones to approve the 2024-25 school service fund. All in favor 3-0, motion passed.

Approval of the 2025-2026 School Service Fund – Lunch Budget Resolution – A motion was made by B. Karl, supported by K. Jones to approve the 2025-26 school service fund. All in favor 3-0, motion passed.

V. Annual Organizational Meeting – voted as a consent agenda

Officer elections will be held in August

iii. Compliance Statement – A motion was made by K. Jones, supported by B. Karl to approve the compliance statement. All in favor 3-0, motion passed.

v. Local Depository Declaration – A motion was made by K. Jones, supported by B. Karl to approve Chase Bank as the local depository. All in favor 3-0, motion passed.

vi. Appointment of Legal Counsel – A motion was made by K. Jones, supported by B. Karl to approve Thrun Law Firm as the Academies legal counsel. All in favor 3-0, motion passed.

vii. Appointment of Auditing Firm – A motion was made by K. Jones, supported by B. Karl to appoint CBIZ CPA's P.C. as the Board's auditing firm. All in favor 3-0, motion passed.

viii. Designation of AHERA – A motion was made by K. Jones, supported by B. Karl to designate the Superintendent / Head of School as the Academy's AHERA contact. All in favor 3-0, motion passed.

ix. Designation of Freedom of Information Act, Sexual Harassment, Title VI, and Section 504 contract, Civil Rights – A motion was made by K. Jones, supported by B. Karl to designate the Superintendent / Head of School as the Academy's Freedom of Information, Title VI, Title IX, Section 504 contact person, and designate the Superintendent / Head of School's and Principal as the Sexual Harassment contact person. All in favor 3-0, motion passed.

x. Designation of Chief Administrative Officer – A motion was made by K. Jones, supported by B. Karl to designate the Board Secretary as the Academy's Chief Administrative Officer. All in favor 3-0, motion passed.

xi. Adoption of the Board's Principal Media Source – A motion was made by K. Jones, supported by B. Karl to adopt the Grand Haven Tribune as its Principal media source. All in favor 3-0, motion passed.

xii. Resolution Designating Eligible Board Officers and Academy Personnel to sign

Academy Checks – A motion was made by K. Jones, supported by B. Karl designating the Superintendent / Head of School or his/her designee to write checks for \$2000.00 and less. Checks \$2000.00 and over will require a Board Member signature as well. All in favor 3-0, motion passed.

xiii. Appoint of Board Recording Secretary – A motion was made by K. Jones, supported by B. Karl to appoint Liz Johnson as the Board's recording secretary. All in favor 3-0, motion passed.

xiv. **Resolution to Adopt the Playground Safety Act and FERPA** – A motion was made by K. Jones, supported by B. Karl to adopt the playground safety act and FERPA. All in favor 3-0, motion passed.

xv. Board Meeting Calendar for 2025-2026 (approved at 5/20/25 meeting)

VI. GVSU Report

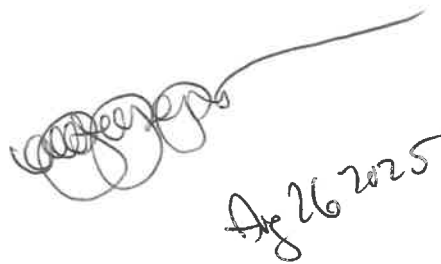
- a. M. Cawood reported we are 100% compliant with compliance requirements and virtual board trainings are done for the year.

VII. Potential Topics for August 26, 2025 Board Meeting

- a. Student Handbook, Nominations for Board officers, digital archiving

VIII. Public Comment – There were no comments.

IX. Adjournment – A motion was made by B. Karl, supported by K. Jones to adjourn the meeting at 6:20 pm. All in favor 3-0, motion passed.

A handwritten signature in blue ink, followed by the date "Aug 26 2025" written in a similar cursive style.