

West Michigan Academy of Arts and Academics

17350 Hazel Street, Spring Lake, MI 49456

Touching Hearts....Reaching Minds

Board Meeting – Tuesday, August 27, 2024, 5:00 PM

MINUTES - Approved

- I. **Call to Order** – Vice President Tim Tiefenbach called the meeting to order at 5:08 PM.
- II. **Roll Call – Declaration of a Quorum** – Present: Tim Tiefenbach (Vice President), Melisa Sass (Secretary), Brooke Karl (Treasurer). Also present: Maggie Malone (Head of School / Superintendent), Liz Johnson (Business Manager), Matt Cawood (GVSU Rep). Kris Jones arrived at 5:15 PM. Absent: Sara Heacox (Trustee).
- III. **Pledge of Allegiance**
- IV. **Reading of West Michigan Academy of Arts and Academics Mission Statement**
Empowering students to reach their ultimate personal success through the unique integration of arts and academics.
- V. **Public Comments for Agenda Items Only** – There were no comments.
- VI. **Approval of the Agenda** – T. Tiefenbach added under VIII, approval to switch banks and add item 6, GVSU report. A motion was made by M. Sass, supported by B. Karl to approve the agenda as amended. All in favor 3-0, motion passed.
- VII. **Correspondence** – There was no correspondence.
- VIII. **Action Items**
 - a. Review and Approve Board Meeting Minutes: June 25, 2024 – A motion was made by B. Karl, supported by M. Sass to approve the minutes as written. All in favor 3-0, motion passed.
 - b. Annual Organization Meeting
 - i. Nominate Temp Chairperson – A motion was made by T. Tiefenbach, supported by M. Sass to nominate Matt Cawood as the temp chairperson. All in favor 3-0, motion passed.
 - ii. Election of Officers
 1. President – A motion was made by M. Sass, supported by B. Karl to nominate Tim Tiefenbach as President. All in favor 3-0, motion passed.
 2. Vice-President – A motion was made by T. Tiefenbach, supported by B. Karl to nominate Melisa Sass as the Vice President. All in favor 3-0, motion passed.
 3. Treasurer – A motion was made by T. Tiefenbach, supported by K. Jones to nominate Brooke Karl as Treasurer. All in favor 4-0, motion passed.
 4. Secretary – A motion was made by T. Tiefenbach, supported by B. Karl to nominate Kris Jones as Secretary. All in favor 4-0, motion passed.
 - iii. 2024-25 Student Handbook – A motion was made by M. Sass, supported by B. Karl to approve the 2024-2025 student handbook. All in favor 4-0, motion passed.

- iv. Approval to Switch Banking Institutions from Huntington to JP Morgan Chase. All in favor 4-0, motion passed.

IX. Non-Action Items

- a. Head of School Update – M. Malone reported that students start school on September 3rd. The staff reported back today for in-service / PD, tomorrow will be meet greet find your seat, and all hallways were freshly painted.

X. Board Committees

- a. Finance, Facilities and Audit Update – Grand Haven Area Public Schools will be our new food vendor this year. We will need to purchase our existing equipment from the old vendor. M. Malone has been in touch with the Tri Cities YMCA regarding the preschool program, they are slated to start in October, and the committee has reviewed the budget with current student enrollment. A first revision will be presented after count day.

- i. T. Tiefenbach reported that the Governance and arts and academics committees will meet quarterly. Finance will meet monthly. It was agreed that the board members will be assigned school issued emails for board communication.

- XI. GVSU Report** – Matt Cawood reported upcoming training opportunities, new this year, Matt will email the Board each month with information in addition to the regular newsletters. He also reported that a new Deputy Director has been named, Sara Kate Levan.

XII. Potential Topics for next Board Meeting

2024 audit draft, head of school eval tool, strategic plan update

- XIII. Public Comments for Non – Agenda Items** – There were no public comments.

- XIV. Adjournment** – A motion was made by B. Karl, supported by M. Sass to adjourn the meeting at 5:36 PM. All in favor 4-0, motion passed.



A handwritten signature in black ink, followed by the date 9/26/24 written in a similar style.