

# Kalamazoo Covenant Academy

**Board Meeting**  
**KALAMAZOO COVENANT ACADEMY**  
**BOARD OF DIRECTORS**

Date: December 12, 2016  
Time: 2:00 P.M.  
Location: 939 3<sup>rd</sup> Street, Muskegon, MI 49442

## MINUTES

MEETING TYPE:     Regular     Special     Proposed     Approved

**A. Call to Order**

The meeting was called to order at 2:02 PM with confirmation that a quorum was present.

**B. Roll Call**

Edd Snyder, President	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Joe Kaplan, Vice President	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
John Lewis, Member	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent

**Other Attendees:**

Doug McNeil, Board Legal Counsel  
Sam Joseph, CAF CEO  
Jon Felske, CAF Board Member  
Gretchen LaHaie, Board Secretary  
Dan Matthews, GVSU  
Jim Heath, CAF Board Member  
Gus Calbert  
Luke Kujacznski

**C. Public Comment on Agenda**

None.

**D. Approval of Agenda**

**Motion:** Mr. Kaplan motioned to approve the Agenda.

**Support:** Mr. Lewis seconded the motion

**Ayes: 3    Nays: 0**

**E. Approval/Acceptance of Standard Business**

**i. Board Meeting Minutes – September 29, 2016**

**Motion:** Mr. Kaplan motioned to approve the minutes

**Support:** Mr. Lewis seconded the motion

**Ayes: 3    Nays: 0**

**ii. GVSU Update (Dan Matthews)**

Dan shared that GVSU is thrilled to see KCA moving forward and looks forward to supporting the school in anyway possible.

**iii. School Progress Update (Sam Joseph/Gretchen LaHaie)**

- Projected Opening: January 23<sup>rd</sup>, 2017 – goal to enroll 15 students for the first day

A copy of the meeting minutes is available for public inspection at 125 Catherine Ave, Muskegon, MI 49442, within 8 business days for proposed minutes and within 5 business days of approval for approved minutes.

The Academy shall comply with subtitle A of Title II of the Americans with Disabilities Act of 1990, Public Law 101-336, 62 USC § 12101 et seq or any successor law. Should you require specific accommodation(s) please contact Ms. LaHaie (616-528-2383) prior to the meeting.

## Kalamazoo Covenant Academy

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- Construction Progress Update – building is on track to be completed in early January, walls are up and electrical is being installed this week.
- New Board Members (Pending Approval from GVSU): Barb Miller, Albert Little, Luke Kujacznski – will hopefully take their oaths at the next board meeting.
- Staffing Update – need 5 to 7 staff to start the school. The positive mlive article helped bring awareness to the school and a handful of people have reached out to inquire about volunteer opportunities and jobs. Applicants must shadow in Muskegon and will be on a probationary period until March 1<sup>st</sup>. Administrative candidates will start to connect with community organizations to connect with kids.
- Marketing Plans – mlive article has helped, need staff to start working to find disconnected kids. Luke can also help to connect with other non-profits in the area to let this know we are opening.

iv. **Update on Legal Matters (Doug McNeil)**

Working to help close out the IFF loan and ensure policies are in place for the school to open in January.

F. **Old Business**

None

G. **New Business**

a. **Acceptance of the resignation of Tom Baird from the Kalamazoo Covenant Academy Board of Directors.**

**Motion:** Mr. Kaplan motioned to approve

**Support:** Mr. Lewis seconded the motion

**Ayes: 3      Nays: 0**

b. **Approval of John Lewis to serve as Secretary of the Kalamazoo Covenant Academy Board of Directors.**

**Motion:** Mr. Kaplan motioned to approve

**Support:** Mr. Snyder seconded the motion

**Ayes: 3      Nays: 0**

c. **Approval of the IFF Renovation Loan Closing Documents: Secretary Certificate, Incumbency Certificate, Board Resolution**

**Motion:** Mr. Lewis motioned to approve

**Support:** Mr. Kaplan seconded the motion

**Ayes: 3      Nays: 0**

d. **Approval of the following individuals to be listed as signers for the Kalamazoo Covenant Academy Bank Account: Gretchen LaHaie, Sam Joseph, Jon Felske and John Lewis.**

**Motion:** Mr. Kaplan motioned to approve

**Support:** Mr. Snyder seconded the motion

**Ayes: 3      Nays: 0**

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H. Discussion

In the process of securing the start-up funds  
Will be closing the IFF loan this week  
2017 Proposed Board Meeting dates – the 4<sup>th</sup> Tuesday of every-other month  
January meeting we will adopt all the policies needed to open the school

I. Public Comment on Non-Agenda Items

None

J. Adjournment

The meeting was adjourned at 2:52 P.M.  
**Motion:** Mr. Kaplan motioned to approve the meeting adjournment.  
**Support:** Mr. Lewis seconded the motion.  
**Ayes:** 3      **Nays:** 0

MINUTES CERTIFICATION

Proposed minutes respectfully submitted,

W. LaHaie  
Board Secretary/Recording Secretary

1/23/17  
Date

Approved by the Kalamazoo Covenant Academy Board of Directors on ~~January 17, 2017.~~

1/23/17

M. Lewis  
Board Secretary

1-23-17  
Date

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