

**MINUTES**  
of the Regular Meeting  
of the Concord Academy Petoskey  
Board of Directors  
Held at 2468 Atkins Road, Petoskey, MI 49770

April 16, 2020  
5:30pm

Board Members present: Mandi Garber, Jessica McGuiness, Tim Wilson, Kathy Jacobsen and Amy Stikovich (all remotely)  
LSSU Representative: Keith Krahnke(remotely)  
Staff: Director, Kali McNamara, and Bookkeeper, Laurie Coy(remotely)  
LEM: Denise Sandison(remotely)

- I. Meeting called to order by Mandi Garber, Board of Director's President, at 5:32 pm.
- II. Roll Call was called: Mandi Garber- present, Kathy Jacobsen-present, Jessica McGuiness- present, Tim Wilson- present, and Amy Stikovich-present, all remotely.
- III. Pledge of Allegiance
- IV. Concord Creed recited.
- V. Public Comment- N/A
- VI. Consent Calendar- Mandi Garber moved to approve the consent calendar as presented which included the agenda, previous board minutes and the monthly financials for February and March 2020. Second: Tim Wilson. A vote was called: Tim Wilson– Yes, Amy Stikovich- Yes, Jessica McGuiness- Yes, Kathy Jacobsen- Yes, Mandi Garber- Yes. Unanimous approval. 5-0 vote. Motion passed.
- VII. LSSU Representative- Keith Krahnke mentioned that all board meetings will be held remotely through May 12<sup>th</sup> but there is the possibility that the May 21<sup>st</sup> meeting could be in person. He also spoke briefly about the Continuity of Learning and Covid-19 Response Plan. LSSU has received a draft of our plan. He felt that our school was in good shape and that our plan was very detailed. LSSU will be reviewing it and then it will be sent to the MDE and treasury, keeping funding intact.
- VIII. Directors Report- Kali McNamara reported that the posting for this remote board meeting was posted physically at the school along with being on the website with the zoom meeting information for the public to attend. She commended the staff, LEM and LSSU for working together through these trying times, working to devise a remote learning plan and moving forward with the implementation of the plan. The current enrollment is at 178. We are currently taking in applications for the 20-21 school year and Angie Way is putting the application on the website so it can be completed

online. Mrs. Way is also making a video to take the place of the Kindergarten Open House this spring. All staff and administration evaluations have been suspended. Little Traverse Disposal has been dropped back to an on/call status. We have also suspended the cleaning service, Petoskey Janitorial, until we are ready to come back to school. Kali McNamara then turned the floor over to Denise Sandison who oversees student testing. She reported that the MSTEP, SAT, and PSAT have all been cancelled for this spring along with the NWEA testing that LSSU requires. A testing date in the fall is being proposed for the SAT and PSAT. Kali McNamara then spoke briefly about the Continuity of Learning and Covid-19 Response Plan. It was made up of 15 questions regarding avenues of distance learning, days of instruction and budgeting for the remote learning needs. Ms. McNamara stressed the importance of the social-emotional wellbeing of the students, parents and staff through these uncharted waters. She then mentioned that Dan Smith will again be conducting our financial audit FYE 6-30-20. Lastly, Story Roofing may be replacing the roof prior to our July proposed date but not until the “Stay at Home” order is lifted.

- IX. Correspondence– N/A
- X. C.F.A. Report- Jessica McGuiness reported that all C.F.A. activities for the spring have been cancelled and all supplies bought for the dance will be used next spring. They have taken in \$150 for box top revenue and approximately \$40 in Amazon Smile revenue. They are planning on taking the Foundation interest check this year. The chair positions will stay the same going into the next year.
- XI. Old Business- N/A
- XII. New Business-
  - a. Approval of Budget Timeline 2020-2021- Mandi Garber moved to approve the Budget Timeline for 2020-2021 as presented. Second: Jessica McGuiness. A vote was called: Tim Wilson– Yes, Amy Stikovich- Yes, Jessica McGuiness- Yes, Kathy Jacobsen- Yes, Mandi Garber- Yes. Unanimous approval. 5-0 vote. Motion passed.
  - b. Approval of the 2<sup>nd</sup> Revision Budget FYE 6-30-2020- Mandi Garber moved to approve the 2<sup>nd</sup> Revision Budget FYE 6-30-2020 as presented. Second: Kathy Jacobsen. A vote was called: Tim Wilson– Yes, Amy Stikovich- Yes, Jessica McGuiness- Yes, Kathy Jacobsen- Yes, Mandi Garber- Yes. Unanimous approval. 5-0 vote. Motion passed
  - c. Approval of the Continuity of Learning and Covid-19 Response Plan- Kali McNamara again briefly discussed this plan and explained that it is a live document and still needs a little tweaking. Mandi Garber moved to approve the Continuity of Learning and Covid-19 Response Plan. Second: Tim Wilson. A vote was called: Tim Wilson– Yes, Amy Stikovich- Yes, Jessica McGuiness- Yes, Kathy Jacobsen- Yes,

Mandi Garber- Yes. Unanimous approval. 5-0 vote. Motion passed.

- d. ESP Evaluation- The ESP evaluation survey has been uploaded online and is ready for all board members to complete.
- e. Board Self Evaluation - The Board Self-evaluation survey has been uploaded online and is ready for all board members to complete.

XIII. Public Comment- Mandi Garber reported that the Petoskey Field House comprised of three families is interested in buying property from the school. They are interested in the section of property which has road frontage on Cedar Valley Road. They are interested in purchasing as opposed to renting the land. Kali McNamara also spoke up about the 2019-2020 Site and Facility Review for the school. We were non-compliant in only two areas: no dumpster enclosure and the flag was not displayed due to the rope being iced to the pole. The Recon team was very impressed with our school and the condition to which it is being kept up.

XIV. Adjournment- Mandi Garber moved to adjourn. Second: Jessica McGuiness. A vote was called: Tim Wilson– Yes, Amy Stikovich- Yes, Jessica McGuiness- Yes, Kathy Jacobsen- Yes, Mandi Garber- Yes. Unanimous approval. 5-0 vote. Motion passed.

Meeting adjourned at 6:24pm.

Respectfully submitted,

Laurie Coy, Recording Secretary

Tim Wilson, Board Secretary