

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

April 17, 2025  
5:30 pm

Board Members present: Shawna Messing, Jennifer Mackenzie, Ryan Cottrell, Brittney Grzesiak and Rebeca Otto

LSSU Representatives: Lynn Methner

Staff: Business Manager, Laurie Coy, Kali McNamara, Executive Director

Teachers First Rep: N/A

- I. Meeting called to order by Shawna Messing, Board of Director's President, at 5:29 pm.
- II. Roll Call was called: Shawna Messing-present, Brittney Grzesiak-present, Rebeca Otto-present, Ryan Cottrell-present and Jennifer Mackenzie-present
- III. Pledge of Allegiance
- IV. Concord Creed recited.
- V. Public Comment- There was no public comment.
- VI. Consent Calendar- Shawna Messing moved to approve the consent calendar which included the current agenda, the 2/20/25 board minutes and the monthly financials for February and March 2025. Second: Brittney Grzesiak. Unanimous approval. 5-0 vote. Motion passed.
- VII. LSSU Representative-Lynn Methner briefly reviewed her field report. She mentioned the activities surrounding the upcoming Charter Week. Lastly, she talked about the concurrent enrollment class that LSSU is planning on offering to school students. It will be on an online class with a cap of 25 for \$65.00 per hour. It will be PY155 "Lifespan Development."
- VIII. Directors Report- Executive Director, Kali McNamara reviewed some of the points in her report. She mentioned that Dan Smith is again set to perform our Financial Audit FYE 6-30-25. We are currently in the reenrollment period for the 25-26 school year. Kindergarten round-up was this week. The students have been completing their PSAT, SAT and M-STEP testing. We currently have an architect working on the design of the kitchen. Gary Brown from Stafford's will be visiting the potential room next week to work on the design of the room. She also mentioned that the 2023-2024 Portfolio Performance report was out for them to review.
- IX. CFA Report- N/A
- X. Old Business- N/A

XI. New Business-

- a. Approval of the Senior Trip – Shawna Messing moved to approve the senior trip as presented. Second: Rebeca Otto. Unanimous Approval. 5-0 vote. Motion passed.
- b. Approval of 2<sup>nd</sup> Rev Budget FYE 6-30-25- Shawna Messing moved to approve the 2<sup>nd</sup> Rev Budget FYE 6-30-25 as presented. Second: Brittney Grzesiak. Unanimous Approval. 5-0 vote. Motion passed.
- c. Approval of Budget Timeline for Budget FYE 6-30-26- Shawna Messing moved to approve the Budget Timeline for Budget FYE 6-30-26 as presented. Second: Jennifer Mackenzie. Unanimous Approval. 5-0 vote. Motion passed.
- d. Board Evaluation – Board members were reminded that they have been sent the link so that they can complete this evaluation before 5/31/25.
- e. ESP Evaluation - Board members were reminded that they have been sent the link so that they can complete this evaluation before 5/31/25.

XII. Public Comment- N/A

XIII. Adjournment- Shawn Messing moved to adjourn. Second: Jennifer Mackenzie. Unanimous approval. 5-0 vote. Motion passed.

The meeting was adjourned at 5:57 p.m.

Respectfully submitted,

Laurie Coy, Recording Secretary

Brittney Grzesiak, Board Secretary

