

## Lighthouse Academy Board of Directors Approved Regular Meeting Minutes

***Mission:** A safe harbor that provides innovative whole-child education and ensures success despite life's storms.*

**Date:** March 28, 2023

**Time:** 12:00 p.m.

**Place:** Lighthouse Academy – South Campus  
3330 36<sup>th</sup> St SE  
Grand Rapids, MI 49512

- I. **Call to Order and Roll Call.** *Robert VanWieren called the meeting to order at 12:01 p.m.*
  - A. **Board Members Present.** Todd Penning, Aaron Toffoli, Steven Bossenbroek II, Peter VanGelderens, Angela Bunn and Robert VanWieren.
  - B. **Board Members Absent (with prior notice).** Dr. Brenda King.
  - C. **Others Present.** Dr. Heidi Cate, Superintendent; Leslie Cummings, Executive Director Business Office; Dr. Michele Siderman, FSU Representative; Stacey Martinez, Assistant Superintendent of Community Youth School Programs; Matthew Milanowski, School Principal; Kirk Gorbach, School Leader in Residence; Denise Brown, School Leader in Residence and Lucas Yax, Assistant Superintendent of Juvenile Justice and Residential Programs.
- II. **Public Comment\* (limited to agenda items only).** *None.*
- III. **Approval of Agenda.** *A motion to approve the agenda was made by Steven Bossenbroek II and supported by Angela Bunn. The motion passed unanimously.*
- IV. **Consent Calendar**
  - A. Approval of February 28, 2023 Proposed Regular Meeting Minutes. *A motion to approve the February 28, 2023 Proposed Regular Meeting Minutes was made by Angela Bunn and supported by Aaron Toffoli. The motion passed unanimously.*
- V. **Old Business.** *None.*
- VI. **New Business**
  - A. School Spotlight – Community Sites South and JJI. *Matt Milanowski and Lucas Yax reviewed the JJ/Residential Programs handout with the Board.*
  - B. Use of electronic devices during assessments policy. *Dr. Heidi Cate reviewed the proposed policy with the Board. A motion to approve the policy was made by Peter VanGelderens and supported by Angela Bunn. The motion passed unanimously.*
  - C. FSU-CSO Updates & Report. *Dr. Michele Siderman reviewed the April FSU-CSO Newsletter with the Board including specific guidance on Board development of the 2023-24 budget. She noted that the Board has met all professional development requirements for the year.*

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- D. DAN and Strategic Plan Updates. *Dr. Heidi Cate highlighted the use of EpiCenter at IES to manage school level tasks. She shared that the science curriculum has been purchased and that there is continued work on the new walkthroughs.*
- E. Lighthouse Academy
1. Muskegon Community Building Resolution. *Dr. Heidi Cate shared the resolution authorizing the new Muskegon Community site. A motion to approve the resolution was made by Angela Bunn and seconded by Peter VanGeldereren. The motion passed unanimously. A letter will be sent to Dr. Ronald Rizzo formally requesting approval of the new site from the Ferris Board of Trustees.*
  2. Approve submission of draft lease agreement to Ferris. *Leslie Cummings shared that the draft Muskegon lease sent to the Board had been reviewed by both legal counsel, Thrun, as well as the insurance broker. A motion to approve sending the draft lease agreement to the Ferris CSO for review was made by Angela Bunn and seconded by Todd Penning. The motion passed unanimously.*
- F. Revised EMC Track Programs of Study and Board Resolution. *Dr. Heidi Cate discussed the proposed programs of study through Ferris State University. A motion to approve the programs of study was made by Peter VanGeldereren and seconded by Steven Bossenbroek II. The motion passed unanimously.*
- G. Letter to FSU Provost about EMC and other IHE. *Dr. Heidi Cate recommended sending a letter to the Ferris State University Provost through Dr. Ronald Rizzo requesting approval to offer the Davenport University Medical Assistant program. A motion to approve the letter was made by Aaron Toffoli and seconded by Angela Bunn. The motion passed unanimously.*
- H. Integrity Educational Services Reports.
1. Financial Reports.
    - a. Monthly Financial Reports. *Leslie Cummings reviewed the February financial reports with the Board. She discussed Section 25f funding lobbying efforts by IES to make the use of this funding more transparent and equitable allocation to eligible students. A motion to approve the February check register was made by Steven Bossenbroek II and supported by Peter VanGeldereren. The motion passed unanimously.*
    - b. Draft 2023-24 Budget. *Leslie Cummings reviewed the proposed the key factors in draft 2023-24 budget. She requested that the Board review the draft and bring any questions to the April Board meeting.*
    - c. IES ESP Agreement. *Leslie Cummings reviewed the draft IES ESP agreement with the Board. A motion to approve sending the draft IES ESP agreement to the Ferris CSO for review was made by Angela Bunn and supported by Peter VanGeldereren. The motion passed unanimously.*

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d. Bank RFP. *Leslie Cummings requested that the Board consider moving some of its cash balance to money market accounts to earn higher interest rates. The Board approved receiving quotes from banks other than Huntington Bank to reduce the concentration of cash in a single bank. Leslie will bring the quotes back to the Board for approval in April.*

2. Human Resources Reports. *Leslie Cummings reported ongoing recruiting efforts continue for a few open positions.*

**VII. Correspondence.** *None.*

**VIII. Extended Public Comment\* (limited to non-agenda items only).** *None.*

**IX. Reconfirmation of Next Regular Meeting Date**

April 25, 2023 at 12:00 p.m.  
Lighthouse Academy – South Campus  
3330 36<sup>th</sup> St SE  
Grand Rapids, MI 49512

**X. Adjournment.** *A motion to adjourn the meeting was made by Aaron Toffoli and supported by Angela Bunn. The motion passed unanimously and the meeting was adjourned at 1:21 p.m.*

*Individuals wishing to address the Board of Directors under Items II and IX above are requested to sign in with the Board Secretary prior to the start of the meeting. Individual comments are limited to no more than three (3) minutes each and a total time allowance not to exceed thirty (30) minutes, unless extended by a vote of the Board. The Board will not verbally respond to public comments but may follow up in the most appropriate and time-effective manner.*

*Complaints or concerns regarding Board members or school employees associated with the Academy shall first be addressed in writing and delivered to the Board President at least five (5) days prior to the Board meeting or such complaints or concerns shall not be heard by the Board. The Board will not verbally respond to public comments but may follow up in the most appropriate and time-effective manner. (Source: Board Policy 0167.3)*

*Proposed minutes of this meeting will be available for public inspection at the Integrity Educational Services Central office at 3300 36th Street, SE Grand Rapids, MI 49512, eight (8) business days after the meeting. Approved minutes are available within five (5) business days after the meeting at which they are approved (in accordance with Open Meetings Act, Public Act 267.*

Submitted by:



Amanda Shyne  
Recording Secretary

Date: 3/28/2023

Approved by:



Aaron Toffoli  
Board Secretary

Date: 5/23/23

