

Proposed Minutes of the Regular Meeting

Creative Technologies Academy

Board of Directors

Held February 16, 2022 / 3:30 p.m.

Regular Meeting

I. Call to Order and Roll Call:

- A. The meeting was called to order at 3:30 p.m. by President Cynthia Patin.
- B. Members Present: Cynthia Patin, Jim Comden, Anthony Domico, Shanielle Rypma, W. Terry Treman.
- C. Members Absent – Michael Tawney, Gena Jarosch
- D. Others Present in Official Capacity: Autumn Mattson, School Leader/Superintendent; Lori Oestrike, Business Manager; Kate Bialkowski, Elementary Principal; Jenny Bangma, Secondary Principal and Recorder; Linda Bouman, FSU-CSO Field Representative

II. Public Comments - CTA Parent, Scott Williams attended the Board meeting to share his thinking around the new parking lot plan; he provided a suggested diagram. Autumn Mattson will follow-up with him.

III. Approval of Agenda

- A. **Moved** by Anthony Domico, supported by Shanielle Rypma and unanimously carried by those present to approve the agenda.

IV. Approval of Consent Calendar

- A. **Moved** by W. Terry Treman, supported by Jim Comden and unanimously carried by those present to approve the Consent Calendar.

V. Correspondence

The Board acknowledged receipt of the following:

- A. February 2022 Board Communication from Sharon Hopper
- B. Methods of Pupil Assessment from Ferris State University CSO

VI. Treasurer's Report

- A. After review, it was **Moved** by Anthony Domico, supported by Shanielle Rypma and unanimously carried by those present to approve the bills paid (Account Register) for January 31, 2021. The Business Manager, Lori Oestrike, reported that it was a normal month. The only exception is from Great Lakes Recreation for the new elementary playground equipment. Mrs. Oestrike reported that everything is tracking as it should.
- B. After review, it was **Moved** by Shanielle Rypma, supported by Jim Comden, and unanimously carried by those present to approve the Budget v. Actual through January 31, 2022. The Business Manager, Lori Oestrike, reported that there are new revenue streams from the Kent Intermediate School District, specifically the millage for funding special education programs.

Mrs. Oestrike also shared that she has requested Elementary and Secondary School Emergency Relief (ESSER) II Funds funds.

In addition, Mrs. Oestrike reported that the red items will be resolved in the amendment that will be included in the budget revision, which will be reported to the Board during the March meeting.

At this time, revenues exceed expenditures.

- C. After review, it was **Moved** by W. Terry Treman, supported by Anthony Domico and unanimously carried by those present to approve the Michigan Uniform and Budgeting and Accounting Act compliance.

VII. Old Business

- A. Superintendent, Autumn Mattson, reported that the netting for the fence surrounding the CTA soccer field will be installed in the spring of 2022. At this time, there is a plan in place for the inground sprinkler system as well as the lawn care for the field. CTA is looking forward to utilizing the soccer field during the fall of 2022.

In addition, Autumn Mattson shared her research regarding utilizing the driveway entrance of the CTA soccer field. At this time, the Kent County Road Commission is prohibiting the use of that driveway for everyday use. The contact from the Kent County Road Commission shared a diagram of what the driveway would need to consist of prior to it being used. The estimated cost of this construction would be \$300K. Mrs. Mattson is planning to meet with the Board's Capital Improvement Committee about the feasibility of this as a future project.

- B. Autumn Mattson updated the Board about the 4 Section Modular Portable Classroom. The unit comes with a one-year warranty, and they can be moved around campus in the future, if needed. CTA has received positive feedback from staff and families about the addition of these portable classrooms.

- C. Mrs. Mattson updated the Board on the progress of the bathroom installation in the CTA administration building. Gust Construction Co. plans to start building the bathroom on Friday, February 18, 2022; the construction crew will work through the following weekend to get as far as they can in the project without disrupting CTA's everyday operations.
- D. The Board tabled the decision regarding the addition of a Singular Module Gymnastic Portable Classroom in January, following the discussion of the cost as well as wanting to pursue other options. After further research, Autumn Mattson presented a proposal, Campus Drawing and a Gymnasium Drawing provided to CTA by Andrus Architecture. She is going to bring the proposal to the Capital Improvements and Finance Board Committees in March, and then circle back during the next Board meeting on March 16, 2022.

VIII. New Business

A. **Student Achievement Update:**

- 1. Elementary Principal, Kate Bialkowski, and Secondary Principal, Jenny Bangma, presented the Public Act 48 - 98B Goal Reporting to the Board. The report contains the collective NWEA reading and math data for grades Kindergarten through eighth. The principals shared that though the data does not reflect attaining the 50% proficiency goal for either content area, there has still been great growth in what administration and staff are observing on campus. Staff are doing strong work every day to move students towards achievement; however, the obstacles that currently exist (eg. pre-pandemic norms, large gaps in learning during a pandemic, etc.) are oftentimes call for flexibility in expectations. This data source, in tandem with many others, will continue to inform instruction as we look forward to the culminating spring NWEA testing window.
- B. After review, it was **Moved** by Anthony Domico, supported by W. Terry Treman and unanimously carried by those present to approve Board Member Reappointment of Jim Comden.
- C. Superintendent, Autumn Mattson, reported an update on the CTA Title Audit that took place on January 18 and 19 of 2022. The administrative team will meet on March 13 to complete the necessary reporting.
- D. After review, it was **Moved** by Anthony Domico, supported by W. Terry Treman and unanimously carried by those present to review the April Board Meeting Date Change.

After review, it was **Moved** by W. Terry Treman, and supported by Jim Comden and unanimously carried by those present to approve moving the April Board Meeting to Tuesday, April 19, 2022 at 3:30pm.

IX. Business Management Report

A. School Leader/Superintendent

1. Stakeholder Information Services.

- a. Current enrollment is 306 students.
- b. Autumn Mattson continues to work closely with the marketing company to create a strategic enrollment plan for the remainder of the school year. Headwind will visit CTA's campus to capture footage of the Academic Specialists as well as how technology is utilized in the high school.
- c. Mrs. Mattson shared that the administrative team will gather at the Kent Intermediate School District on Tuesday, February 22, 2022 to collaboratively brainstorm and plan for the next school year, 2022-2023.
- d. Autumn Mattson reported that CTA's Annual Education Report is complete and posted to the CTA website.
- e. Mrs. Mattson shared that she hosted her first "Coffee and Donuts" meeting for parents, guardians, and the public on Tuesday, February 8, 2022. Autumn shared information about CTA's history, charter schools as a whole, topics for future meetings, stakeholder involvement, enrollment information, ways for stakeholders to stay connected, and then opened up the meeting for attendees' questions. The event was well-received and useful for gathering stakeholder feedback.
- f. Autumn Mattson reported on the following recent past and future events in the elementary and secondary schools:
 - Grades Kindergarten and fifth visited North Kent Connect to deliver nonperishable food items as well as to take a tour of the facility;
 - Elementary Principal Kate Bialkowski and her elementary staff are hosting a Curriculum Night in March for Kindergarten through fifth grade students and families.
 - Mrs. Bangma and the CTA National Honor Society Chapter hosted a Sweetheart Swirl semi-formal dance on Saturday, February 12, 2022.
 - Select students in grades sixth through twelfth will attend a Leadership Symposium at Grant High School on Wednesday, February 23, 2022;
 - The elementary and secondary administrators and staff are planning for March is Reading Month;
 - The Administrative team is planning for spring field trips for all CTA students.
 - Principals, Kate Bialkowski and Jenny Bangma, plan to provide more opportunities for elementary and secondary students to interact, learn, and grow alongside each other in the near future.

- As a way to show appreciation to CTA's staff, CTA is hosting staff breakfasts on the last Friday of every month, starting on Friday, February 25, 2022.
 - CTA will gift books to staff to read and relax with over spring break. Staff will select books of their choice.
- g. Autumn requested that the Heating, Ventilation, and Air Conditioning company that recently toured CTA's campus provide a five-to-seven year plan for how to improve the efficiency of CTA's HVAC systems. She will update the Board with the recommendations at a future meeting.
 - h. Mrs. Mattson reported that the current administrative team will meet all together to gather evidence around the Board goals on Tuesday, February 22, 2022.
 - i. Autumn Mattson shared information about Governor Gretchen Witmer's fiscal year 2023 budget proposal for schools. There are many pieces of this budget that could benefit CTA. However, CTA will continue to budget conservatively.
 - j. Mrs. Mattson updated the Board on the Professional Development offerings for CTA staff:
 - i. Safety Plan Meeting - Friday, February 4, 2022
 - ii. Capturing Kids' Hearts - Friday, March 4, 2022
 - iii. Student Engagement with Steve Seward - April 22, 2022

CTA was approved to hold five on-campus professional development sessions in which certified staff can earn State Continuing Education Clock Hours (SCECHs).
 - k. Autumn Mattson is registering CTA to attend job fairs at Ferris State University and other collegiate institutions in order to recruit teachers.
 - l. Mrs. Mattson reported that both elementary and secondary Student Showcases will be held virtually for students and families.

B. FSU Representative

1. Linda Bouman, FSU-CSO Field Representative reminded everyone of the February 2022 Board Communication.
2. Mrs. Bouman also reminded the Board that the Ferris State University Spring Briefing would be held virtually.
3. Linda Bouman also shared that information regarding the Open Meetings Act and Michigan Attorney General, Dana Nessel will be included in the March 2022 Board Communication.

X. Board Committee Membership/Future Meeting Dates

- A. Finance Committee: March 9, 2022
 - a. Michael, Tony, Shanielle
- B. Strategic Planning Committee: March 14, 2022
 - a. Jim, Terry, Tony
- C. Capital Improvement Committee: March 2, 2022
 - a. Shanielle, Gena, Cindy

These meetings can be held via Zoom. Autumn Mattson will send links by way of email.

XI. Extended Public Comments (non-agenda items only) - None

XIV. Comments from the Board (Unrelated to agenda items) - None

XV. Confirm next meeting: Regular Meeting - Wednesday, March 16, 2022 @ 3:30p.m.

XVI. Adjournment

At 5:34p.m., it was **moved** by W. Terry Treman, supported by Anthony Domico, and unanimously carried by those present to adjourn the Board Meeting.

Respectfully submitted by:

Approved by:

Jenny Bangma, Recorder

Gena Jarosch, Board Secretary

Date: February 16, 2021

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Our Mission

(affirmed by the board on May 20, 2020)

Creative Technologies Academy is a Preschool-12 community of learners committed to changing our world by developing students in character, scholarship, and leadership.

Our Vision

(affirmed by the board on May 20, 2020)

Creative Technologies Academy will be the school of choice for students in West Michigan. We will offer rigorous academic courses with built-in character education, small class sizes, cutting edge technology, and competitive athletic teams. Students and staff will have access to the latest technology and be able to collaborate anytime, anywhere making learning a continual opportunity. Students will be eager learners with exceptional critical thinking skills, willingly meeting and exceeding high expectations of character, leadership, and learning.

Our Core Values

(affirmed by the board on May 20, 2020)

Ø All students can learn. Achieving the intended outcomes of the educational experience is within the grasp of every student given the time and opportunity. Schools exist to foster learning and ensure the accomplishment of such learning by all students.

Ø Earned success breeds success. The success that students earn in real, meaningful, and challenging experiences affects their self-concept, motivation, and approach to learning. Providing students opportunities to succeed and acknowledging their successes encourage students to seek further learning experiences.

Ø Schools can provide an environment that enables students to thrive. There are strategies associated with successful teaching and learning. Schools can and should create the conditions for learning so that all students may reach a high level of success.

Ø Schools are a functioning institution of the community. Schools should have opportunities, through service learning, to connect with their community.

*Individuals wishing to address the Board of Directors under either of the items above for Public Comments are requested to sign in with the Board Secretary prior to the start of the meeting. Individual comments are limited to no more than five (5) minutes each with a total time allowance for public comments not to exceed thirty (30) minutes. 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.

*This meeting is a meeting of the Board of Directors in public for the purpose of conducting the academy's business and it is not to be considered a public community meeting. There is a time for public comment during the meeting as indicated on the agenda.

Proposed minutes of this meeting will be available for public inspection at the Creative Technologies Academy Office located at 350 Pine Street, Cedar Springs, MI 49319, eight (8)

business days after the meeting. Approved minutes are available within five (5) business days after the meeting at which they are approved (Open Meetings Act, Public Act 267).

CTA does not discriminate on the basis of race, color, national origin, sex, disability, age, religion or any other legally protected characteristic in its programs, activities, or employment opportunities.