



Proposed Minutes of the Regular Meeting
Creative Technologies Academy
Board of Directors
Held May 17, 2023 / 3:30 pm
Regular Meeting

- I. Call to Order and Roll Call:
 - A. The meeting was called to order at 3:33 pm by President Tony Domico.
 - B. Members Present: Tony Domico, Cynthia Patin, Jim Comden, Shanielle Rypma, Austin Hilyer, Michael Tawney
 - C. Members Absent – W. Terry Treman (absent excused)
 - D. Others Present in Official Capacity: Autumn Mattson, School Leader/Superintendent; Kate Bialkowski, Elementary Principal; Jenny Bangma, Secondary Principal and Board Recorder; Linda Bouman, FSU-CSO Field Representative; Dr. Ron Rizzo, FSU-CSO Director
- II. Public Comments - None
- III. Approval of Agenda
 - A. **Moved** by Shanielle Rypma, supported by Cynthia Patin, and unanimously carried by those present to review and approve the agenda.
 - B. **Moved** by Shanielle Rypma, supported by Cynthia Patin, and unanimously carried by those present to add a new agenda item: New Business - Letter F, Review Cedar Springs Church Contract for the 23-24 school year.
- IV. Approval of Consent Calendar
 - A. **Moved** by Jim Comden, supported by Cynthia Patin, and unanimously carried by those present to approve the Consent Calendar.

V. Correspondence

The Board acknowledged receipt of the following:

- A. FSU CSO Office: May/June Board Communication
- B. Kent/Ottawa Pupil Membership Services: Pupil Membership Audit
 - 1. Superintendent, Autumn Mattson explained that this document gives the final pupil count for CTA for the 2022-23 school year.
 - 2. Mrs. Mattson shared that CTA met its enrollment goal for the 2022-23 school year.

VI. Treasurer's Report

- A. Superintendent, Autumn Mattson, has been working closely with Education Financial Solutions to present monthly overviews by way of a one-page "snapshot" of CTA's finances (e.g., revenues, expenditures, and the status of CTA Fund Balance) to date.
 - 1. Mrs. Mattson reported that the final amendment for CTA's 2022-23 budget would be presented for approval to the Board of Directors during the June 2023 meeting. A CTA Finance Committee meeting will be held on May 30, 2023 to prepare for the presentation.
- B. Mrs. Mattson also reported that the CTA Finance Committee will begin developing a proposed budget for the 2023-24 school year during the meeting on May 30, 2023.
 - a. The CTA administration team and Board worked together to utilize the Elementary and Secondary School Emergency Relief (ESSER) funds for buildings and infrastructure. Mrs. Mattson commended the collective decisions and Board approvals.
 - b. Mrs. Mattson shared that she is working with Education Financial Solutions on CTA salary bases to ensure that CTA remains competitive with neighboring districts. This will help to retain current staff while attracting applicants when needed.
 - c. Mrs. Mattson commended CTA's Business Office Manager, Shandell Napieralski for all of her work on CTA's financials.

VII. Board Committee Report/Future Meeting Dates/Members

- A. Finance Committee: (Mike, Tony, Shanielle) - Next meeting: May 30, 2023
- B. Strategic Planning Committee: (Jim, Terry, Tony) - Met on May 11, 2023
- C. Capital Improvement Committee: (Shanielle, Cynthia) - Met on April 24, 2023

VIII. Old Business - None at this time

IX. New Business

A. Student Achievement Update:

1. Elementary Principal Kate Bialkowski, and Secondary Principal, Jenny Bangma shared information about field trips, campus events, and community involvement. Highlights included: the elementary and secondary spring choir concerts (well-attended by families!); elementary field trips to the Howard Christensen Nature Center and the John Ball Zoo; the high school field trip to Ferris State University; the middle school field trip to Skate Estate; the 5-12 Moving Up Day ceremony; Seniors' Breakfast, last day, and luncheon; 2023 Graduation.

B. After review, it was **Moved** by Cynthia Patin, supported by Shanielle Rypma, and unanimously carried by those present to approve the Capital Campaign Consultant.

1. Board Member, Cynthia Patin, shared that the Capital Improvement Committee recommends Sarah's Consulting for the CTA Capital Campaign Project; this recommendation is directed to the CTA Finance Committee for their next meeting on May 30, 2023.
 - a. Mrs. Patin believes that Sarah Smith and her team will work alongside CTA throughout the Capital Campaign process. She is confident in Sarah's performance, as Sarah has a history of working in fundraising. In addition, Sarah Smith promised that CTA can terminate the contract at any time if needed.

C. After review, it was **Moved** by Michael Tawney, supported by Cynthia Patin, and unanimously carried by those present to approve the 2023-24 CTA Board of Directors calendar.

1. After negotiation, the Board decided to add two evening Board of Directors meetings to the calendar.

D. Review of the DRAFT of the CTA Strategic Plan for 2023-28

1. Superintendent Autumn Mattson shared that the development of CTA's new strategic plan is in its final stages. The CTA Administrative team will meet with a consultant, Sue Spahr, to finalize the document prior to bringing it to the Board of Directors for approval during the June 2023 meeting.
2. Mrs. Mattson named that the Objectives and Strategic Actions are written to serve as a guide for creating Board of Directors' goals, School Improvement goals (MICIP), etc.

E. Mrs. Mattson shared the document that outlines the updated 2022-23 CTA Board of Education goals.

- F. The CTA Board of Directors reviewed the Cedar Springs Church contract with CTA. The new contract outlines the following: CTA plans to utilize the auditorium space for additional instructional purposes during the 2023-2024 school year. The space will require renovations that will not affect the usable space.

In addition to the auditorium renovations, CTA plans to convert room #303 in the administration building to a weight room, which will be utilized for secondary physical education courses. Mrs. Mattson is also working with the administrative team as well as the CTA Facilities/Maintenance Supervisor to develop the current teachers' lounge into a multipurpose space.

X. Business Management Report

A. School Leader/Superintendent

1. CTA's current enrollment for the 2023-24 school year is 317, trending higher than last school year. CTA will budget for 310 students.
2. Superintendent, Autumn Mattson, reported that CTA is currently hosting enrollment meetings for the 2023-2024 school year.
3. Mrs. Mattson shared that three of the CTA seniors who attended the job interview summit at Cedar Springs High School on Friday, April 21, 2023 were hired.
4. CTA's graduation will be held on Friday, May 19, 2023, at the Cedar Springs Public Schools Red Hawk Stadium.
5. CTA's Wall of Honor award will be presented to CTA Board of Directors' member, Cynthia Patin during the CTA Graduation Ceremony.
6. CTA's Eighth Grade Promotion Ceremony will be held on May 24, 2023. Board members are welcome to attend!

B. Linda Bouman, FSU-CSO Field Representative, and FSU-CSO Director, Dr. Ron Rizzo, presented CTA with a plaque in acknowledgment of CTA's 25th year anniversary.

1. Dr. Rizzo shared that FSU-CSO values CTA as well as its Board of Directors' members for their service.

XI. After review, it was **Moved** by Michael Tawney, supported by Cynthia Patin, and unanimously carried by those present to move into Closed Session: 2022-23 Superintendent Performance Evaluation.

XII. Motions Subsequent to Closed Session

- A. After review, it was **Moved** by Jim Comden, supported by Shanielle Rypma, and unanimously carried by those present to approve the Performance Evaluation of the CTA Superintendent/School Leader for the 2022-23 school year.
- B. After review, it was **Moved** by Michael Tawney, supported by Cynthia Patin, and unanimously carried by those present to approve the CTA Superintendent/School Leader Employment Intent Declaration for the 2023-24 school year.

XIII. Extended Public Comments (Non-agenda items only) - None

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

XV. Confirm next meeting:

- A. Organizational Meeting, Wednesday, June 14, 2023 @ 3:30 pm
- B. Regular Meeting - Wednesday, June 14, 2023, at 3:40 pm

XVI. Adjournment

At 5:46 p.m., it was **moved** by Michael Tawney, supported by Jim Comden, and unanimously carried by those present to adjourn the Board Meeting.

Respectfully submitted by:

Approved by:



Jenny Bangma, Recorder

W. Terry Treman, Board Secretary

Date: May 17, 2023

Date: May 17, 2023



OUR MISSION

Creative Technologies Academy is a preschool through grade twelve community of learners committed to changing our world by developing students in character, scholarship, and leadership.

OUR VISION

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 have frequent and thoughtful opportunities to collaborate, making learning a continual opportunity. Students will be eager learners with exceptional critical thinking skills, willingly meeting and exceeding high expectations of character, scholarship, and leadership.

OUR CORE VALUES

- 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.
- Earned success breeds success. Students' success in authentic, meaningful, and challenging experiences affects their self-concept, motivation, and approach to learning. Providing students opportunities to succeed and acknowledging their accomplishments encourages students to seek further learning experiences.
- 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.
- Schools are a functioning institution of the community. Schools should have opportunities, through service learning, to connect with their community.