

New Bedford Academy Board of Directors  
Regular Meeting Minutes  
April 12, 2016 7:45 a.m.

APPROVED

PROPOSED

I. Meeting Call to Order

The meeting was called to order at 7:55 a.m. at 6315 Secor Rd., Lambertville, MI

II. Roll Call

Present: Kelly Tucker, Cynthia Dress, Tim Rothman, Jessica Bennett, Dean Vollmar and Gary Walentowski

Also Present: Kathleen Witucki, Greg Sauter, Don Haist, and Rebekah McCoy

III. Reading of the Mission

Board member Kelly Tucker read the mission and vision of the academy.

IV. Public Comment

None

V. Approval of Consent Calendar

A. Agenda

The motion was made by Dress, supported by Rothman that the April 12, 2016 board meeting agenda be approved as presented. The motion passed unanimously.

B. Board Meeting Minutes

The motion was made by Rothman, supported by Vollmar that the March 8, 2016 regular board meeting minutes and March 8, 2016 special board meeting minutes be approved. The motion passed unanimously.

VI. Treasurer's Report

A. Approval of Financial Report

MJ Management reviewed the monthly financial reports with the Board. The motion was made by Dress, supported by Rothman that the monthly financial report be approved. The motion passed unanimously.

VII. Correspondence

## VIII. New Business

### A. Annual Report

Principal Sauter reviewed the 2015-16 Annual Report with the Board. The motion was made by Vollmar, supported by Rothman to approve the 2015-16 Annual Report. The motion passed unanimously.

### B. Board Meeting Schedule 2016-17

The motion was made by Dress, supported by Bennett to approve the 2016-17 Board Meeting Schedule as presented. The motion passed unanimously.

### C. School Calendar 2016-17

The motion was made by Rothman, supported by Vollmar to approve the 2016-17 School Calendar as presented. The motion passed unanimously.

## IX. Other Business

### A. Committee Reports

#### 1. Pre-Kindergarten

The Board discussed preliminary budget cost for the Pre-Kindergarten program.

#### 2. Marketing

Principal Sauter updated the Board on marketing strategies. A summer daycare program is currently being explored with proposed cost and caregiver/child ratio. An upgrade to the State of Michigan Child Care License has been applied for.

Board Member Vollmar reviewed Facebook publicity and encouraged the Board to "Like" the New Bedford Academy Like page.

### B. Strategic Planning Survey Review

The Board reviewed the results from the staff Strategic Planning Survey that was provided by Don Haist from FSU. The Board will review plan and complete survey for the May meeting.

## X. Business/Management Report

### A. Principal

#### 1. Student Achievement

- Principle Sauter was pleased to report that the Academy is no longer considered a Focus school by the State of Michigan and has been removed from the list.

#### 2. Phase I Plan

#### 3. Operations

- Principal Sauter gave a report on the Automated External Defibrillator (AED) to include cost and staff training. The motion was made by Vollmar, supported by Walentowski to approve the purchase of an automated external defibrillator not to

exceed \$1,800.00, and to provide needed training to staff members. The motion passed unanimously.

- Principal Sauter reviewed the current lunch program and cost. New equipment has been purchased at the direction of the State. The motion was made by Vollmar, supported by Bennett it increase the lunch cost by \$.05 per lunch.
- With six cases of Chicken Pox being reported at the Academy a letter was sent home to parents explaining the State immunization and attendance requirements. The letter was reviewed by the Board and placed on file.

B. MJ Management  
None

C. Ferris State University  
Don Haist reviewed the FSU Annual Report with the Board.

XI. Extended Public Comment  
None

XII. Board Comment

- Board Member Vollmar shared that his daughter won first place in a Juried Art Competition. He pointed out that her passion for Art started at New Bedford Academy.

XIII. Reconfirmation of Next Meeting Date:

The next scheduled board meetings will be as follows: May 10, 2016 at 7:45a.m.

VII. Adjournment

The motion was made by Vollmar, supported by Rothman that the meeting adjourns. The motion passed unanimously. Meeting adjourned at 10:07 a.m.

**Proposed Minutes respectfully submitted,**

Kathleen Witucki /Kt  
Kathleen Witucki, recording secretary

Date: April 12, 2016

Approved by the Board of Directors at its May 10 2016 meeting

Cynthia Bess  
Board Secretary

5/10/16  
Date