



# Innocademy

*"By embracing innovation, we inspire our students to be global thinkers and leaders through the way they positively impact others at home and abroad."*

**8485 Homestead Dr., Zeeland, MI 49464**

## **Annual Organizational Meeting**

**Date: Thursday, July 28th, 2018**

**Time: 5:30 PM**

### **I. ADMINISTRATION OF BOARD MEMBER OATHS**

- a. None

### **II. CALL TO ORDER:**

Board Members present: Nick deVries, Jeff Lukas, Matt Dietsche

Board Members absent: Laurie Schmitt, Joel Smith

IES Representative: Kelli Gunn, Heidi Wolters, Dave Zimmer

LSSU: John Chandler via phone

### **II. CONSENT AGENDA :**

Nick deVries made a motion to approve the consent agenda as presented to approve any items that have no change. Jeff Lukas supported the motion. The vote was all yes and the motion carries.

- A. Designation of the public places in which notice of the annual board meeting calendar and individual meeting notices will be posted.

- a. No change, remaining as:

- i. Innocademy – 8485 Homestead Dr., Zeeland, MI 49464
- ii. [www.innocademy.com/our-board](http://www.innocademy.com/our-board)

- B. Designation of principal print media source

- a. No change, remaining as:

- i. Holland Sentinel

- C. Designation of depository or depositories for Academy funds.

- a. No change, remaining as:

- i. West Michigan Community Bank

- D. Designation of Board Members and/or other personnel who are eligible to sign Academy checks.

- a. No change, remaining as:

- i. President
- ii. Treasurer
- iii. Secretary

E. Designation of organizations with whom we hold memberships.

a. **Change, addition of WMASIE:**

- i. MAPSA
- ii. National Charter Schools Institute
- iii. Michigan West Coast Chamber of Commerce
- iv. West Michigan Association of Spanish Immersion Educators

Nick deVries motion for designation of organizations with whom we hold memberships to add WMASIE. Jeff Lukas supported. The vote was all yes and the motion carries.

F. Designation of personnel authorized by the Board of Directors to negotiate and implement contracts with vendors.

a. **Change, addition of second designee:**

- i. Kelli Gunn
- ii. Dave Zimmer

G. Nick deVries motion to add Dave Zimmer as designation of personnel authorized by the Board of Directors to negotiate and implement contracts with vendors. Matt Dietsche second the motion. The vote was all yes and the motion carries.

H. Appointment of Academy's Chief Administrative Officer (CAO).

- a. No change, remaining as:
  - i. Kelli Gunn

I. Appointment of the Title IX Coordinator

- a. No change, remaining as:
  - i. Kelli Gunn
    - 1. Freedom of Information Coordinator
    - 2. Civil Rights Coordinator
    - 3. Asbestos Designee
    - 4. Copyright/ASCAP Coordinator
    - 5. ACH/ETO Officer

J. Appointment (or reappointment in subsequent years) of board legal counsel.

- a. No change, remaining as:
  - i. Saunders Winter McNeil, PLLC

K. Appointment (or reappointment in subsequent years) of Criminal Background Check Processor.

a. **Change:**

- i. Sara Verekee

Nick deVries made a motion for appointment (or reappointment in subsequent years) of Criminal Background Check Processor to Sara Verekee. Matt Dietsche second the motion. The vote was all yes and the motion carries.

- L. Appointment (or reappointment in subsequent years) of external independent auditor.
  - a. No change, remaining as:
    - i. Maner Costerisan

M. Adoption of Annual Board of Directors Meeting Schedule

- a. No change, remaining as:
  - i. Third Thursday of the month at 4:00 at Innocademy's Homestead Campus
    - 1. 23 August
    - 2. 20 September
    - 3. 25 October
    - 4. 15 November
    - 5. 20 December
    - 6. 24 January, 2019
    - 7. 28 February
    - 8. 21 March
    - 9. 18 April
    - 10. 16 May
    - 11. 20 June - 2019-2020 Budget Hearing - 4:00
    - 12. 20 June - Regular Board Meeting - 4:15
    - 13. 20 June - Organizational Meeting - 5:30

Nick deVries made a motion to approve the calendar 2018-19 Annual Board of Directors Meeting schedule as show above, Jeff Lukas second the motion. The vote was all yes and the motion carries.

N. Designation of Compliance Coordinator

- a. No change, remaining as:
  - i. Kelli Gunn

O. Appointment (or reappointment in subsequent years) of the board's recording secretary

- a. No change, remaining as:
  - i. Sara Vereeke
  - ii. Heidi Wolters

P. Designation of the person responsible for posting the board's annual meeting calendar and all regularly scheduled and special board meeting notices along with board meeting agendas.

- a. No change, remaining as:
  - i. Sara Vereeke
  - ii. Heidi Wolters

## V. BUSINESS ITEMS/ACTION ITEMS

### A. Election of Officers

#### a. Current

- i. President: Nick deVries
- ii. Vice President: Matt Dietsche
- iii. Secretary: Jeff Lukas
- iv. Treasurer: Joel Smith

#### b. New

- i. President: Nick deVries
- ii. Vice President: Matt Dietsche
- iii. Secretary: Jeff Lukas
- iv. Treasurer: Laurie Schmitt

Nick deVries made a motion to approve the election of officers as shown above. Jeff Lukas supported the motion. The vote was all yes and the motion carries.

### B. Appointment of Board Representative on the School Improvement Team (SIT):

#### a. Current

- i. Jeff Lukas

#### b. New: Lori Schmitt

Nick deVries made a motion to appointment of Lori Schmitt to SIT. Jeff Lukas supported the motion. The vote was all yes and the motion carries.

### C. Board Meeting Agenda

#### a. No change, remaining as attached

Nick deVries made a motion to approve the Board Meeting agenda as presented. Jeff Lukas second the motion. The vote was all yes and the motion carries.

**VI. PUBLIC COMMENT** (For non-agenda items): None

**VII. COMMENTS FROM THE BOARD:** None

**VIII. ADJOURNMENT** : Meeting was adjourned at 5:45 p.m. by Nick deVries

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Individuals wishing to address the Board of Directors will be recognized in accordance with Board policies regarding public comments. Individual comments are limited to no more than three (3) minutes each and total time allowed regarding agenda specific items is twenty (20) minutes and non-agenda items is fifteen (15) minutes. The Board will not verbally respond to any public comments at the time of the meeting, but may refer comments to appropriate personnel for follow up or respond itself in a timely 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 no less than five (5) days prior to the next regular Board meeting, or such complaints shall not be heard by the Board.

Those in attendance at this meeting are reminded that this is a meeting of the Board of Directors in public for the purpose of conducting academy business. It is not considered to be a public meeting. There is a specified time on the agenda for public comment regarding issues of importance to those in attendance.

Proposed minutes of this meeting will be available for public inspection at the principal office of the Board of Directors of Innocademy located at 8485 Homestead Ave, Zeeland, MI 49464 no later than eight (8) business days after the meeting. Approved minutes will be available at that office no later than five (5) business days after the meeting at which they are approved (Open Meetings Act, P.A. 267).

Individuals with a disability who need a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or special service to participate in this meeting should contact Kelli Gunn at (616) 748-5637 at least two (2) days prior to the meeting.

# **PUBLIC NOTICE**

**OF AN**

**ORGANIZATIONAL MEETING**

**OF THE**

**Innocademy  
BOARD OF DIRECTORS  
8485 Homestead Dr.  
Zeeland, MI 49464  
(616) 748-5637**

**ORGANIZATIONAL BOARD MEETING**

**Date: Thursday, July 28, 2017**

**Time: 5:30 PM**

**Location:**  
Innocademy

This meeting is open to the public under the State of Michigan's Open Meetings Act, P.A. 267.

Official minutes of Regular Board Meetings are stored and are available for inspection in the Office of the School Director.

If auxiliary aids or services such as sign language or ESL interpreters, special seating requirements, etc. are required at the meeting for individuals with disabilities, please contact Kelli Gunn, at (616) 748-5637, for services prior to the meeting, no later than 5:00 PM at least two (2) days prior to the meeting.

## ATTACHMENT A

### INNOCADEMY

#### REGULAR BOARD MEETING OF THE BOARD OF DIRECTORS AGENDA

*[Day], [month][date], [year] at \_\_\_\_\_ a.m./p.m.*

#### *Innocademy*

*8485 Homestead Drive*

*Zeeland, MI 49464*

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1. Call to Order
2. Attendance
3. Public Comment on Agenda Items
4. Consent Agenda
  - Agenda
  - Previous Minutes
5. Celebrations of the School – 10 minutes
6. Strategic Thinking – 30 minutes
7. Action Items – 10 minutes
8. Dashboard – 20 minutes
  - Compliance
  - Finance
  - Enrollment
  - Student Achievement
  - Public Opinion
  - LSSU Commitments
  - Others
9. Discussion Items – 10 minutes
  - Future Action Items
10. LSSU Comment
11. Public Comment on Non-Agenda Items
12. Adjournment
  - Next Meeting:

## **ATTACHMENT B**

REGULAR BOARD MEETING SCHEDULE

(THE SCHEDULE NEEDS TO BE TYPED IN THIS SECTION WHEN TAKING NOTES)