



# Innocademy

## Minutes for the Meeting of the Board of Directors

**August 15, 2024; 4:00 p.m.**

**Innocademy - Upstairs Team**

**Room**

**8485 Homestead Drive**

**Zeeland, MI 49464**

School Mission Statement:

*Innocademy is an inclusive public school academy that prepares PreK-8<sup>th</sup> grade students to have a global mindset through whole child, Spanish language, and nature-rich learning.*

1. Call to Order: Jessica called the meeting to order at 4:01 p.m.
2. Attendance: Jessica Parker (attending in person), April Best (attending in person), Abbie Petroelje (attending in person), Nick DeVries joined at 4:05 p.m. (attending virtually)
3. Public Comment on Agenda Items: None.
4. Consent Agenda: Jessica made a motion to amend the agenda. Abbie moved. April seconded. Motion passed unanimously.
  - a. Agenda
  - b. Prior Meetings Minutes - motion to approve minutes. Abbie moved. April seconded. Motion passed unanimously.
    - June 27, 2024 Budget Hearing
    - June 27, 2024 Regular Meeting
    - June 27, 2024 Organizational Meeting
5. Board and Staff Celebrations of the School

Dave celebrated the smooth and seamless start to the school year. Deb echoed this and celebrated the enthusiasm. Jessica celebrated the new clubs and how they created a community from the start of the year. Abbie celebrated being part of the community even though her boys are no longer attending. April celebrated the

*Jessica Parker* 8/19/24

good work middle school teachers are doing. Miss Rachel Potter celebrated the proactive work the staff have been doing to keep things running well and caring for the students well. Jessenia celebrated the seasonal clubs that are up and running; July didn't feel like it went by too quickly which meant the staff could breathe and rest during the break. Also, celebrated the light dinner that was served at info night – helped families feel welcome. Nick celebrated the maintenance that was done on the building as well as the safety protocol for kids participating in outdoor learning.

## 6. IES Report

### a. HR Update

Dave and Deb presented an office HR update and staff update. Dave has transitioned into a full time role. Deb has stepped back to a mentorship role for Jessenia and other school leaders.

It's been an exciting year from a hiring perspective because everyone was in place and ready to go with the start of the year. There will be more regular updates on staff moving forward.

Retention of teachers is really great. Two new teachers , three new hourly paraprofessionals, still recruiting a Spanish paraprofessional. Internal movement of teachers – TK teacher moved to 2nd grade. Three paraprofessionals moved in hourly paraprofessional positions.

The turnover rate for teachers has improved drastically in the last three years – retention is strong. Years of service across staff demonstrated a gamut of experience from steps 0 to 20.

### b. Spring Board Policy Update: Second Read

Deb presented the board policy updates that were presented in June. Looking for approval now that the board has had a chance to read them.

## 7. School Report

### a. Enrollment Update

As of 8.12.2024, total enrolled is 267. 145 in Classic. 122 in Las Huellas. Closing the gap between Classic and LH numbers is great. Combining the LH and Classic students in Middle School for half a day is going well.

### b. MICIP Goals Review

Miss Rachel Potter as a representative from the SIP team (Mr. Chad, Miss

Rachel, and Miss Jessenia). Required to have two MICIP goals by the state; being advised to prepare a third one. Goals are centered around math and reading related to NWEA and MSTEP assessment. Team will be meeting twice a month to create action steps to meet the two goals – will include looking at data, training teachers, empower teachers for academic interventions, and prepare students with strategies. Third goal will center around PBIS and behaviors in general tied to attendance. Recent training by Mr. Brad of an interventionist program for all teachers (digital running records for reading fluency, comprehension) that is much quicker with assessment of student's level and ability. WIN groups for students needing more support (3-5 times a week).

- c. Family Resource Guide Highlights: the time after school worked well for teachers and parents/guardians; it was hot for students who were outside playing during that hour.

InnoZ Family compact (Teacher, Student, Parent/Guardian)

Specials: Art, Music, Connections, Sports Skills

Attendance: efforts and parent cafes

Dress code

Drills and communication to families and how to support at home

Scope and sequence grade level trips (3rd thru 8th)

- d. Family Compact Form  
Deb shared that board will be the final step in the line hear when compact is not being upheld

## 8. Financial Report

- a. August Report on June Financials

Budget/Prior Year Comparison Report for each quarter, also balance sheets, sent to LSSU.

- b. June Quarterly Financial Review

Dave presented the June 30 financials because our last meeting was before the end of the fiscal year. Revenue is 100.05% which is close to target. Good shape overall for revenue considering last year was 95%. Total expenditures this year is 97%. Good story is that there is a surplus this year, not a deficit. (All Innocademy schools are in a surplus which is amazing.) Assets are up from last year even though cash on hand is lower than it was last year. Deferred revenue includes money to spend on school safety, mental health, my kids on track, and 97c and 97d (programs must be implemented to spend the money). The fund balance means school doesn't need to borrow money because state aid doesn't come in until October.

Checks over \$1000: AD concrete, Comprehensive Therapy, ZPW (double payment this year), Alvin Essenburg (middle school field trip reimbursement), Trane U.S. Inc (air conditioning unit troubleshooting), The Ground Guys of Holland (stones instead of woodchips), Journey Carpet Cleaning, Ky Lacy (middle school field trip reimbursement), Vork Bros (pillars painted), Holland Christian Schools (lunches), Innocademy Allegan (bus lease), Maner Costerisan, Trane U.S. Inc (air conditioning leak repair), TruGreen services (mowing, fertilizer)

## 9. Action Items

- a. Motion to approve the Quarterly Financials

Abbie moved. April second. Motion passed unanimously.

- b. Motion to approve the Spring Board Policy Updates

Abbie moved. April second. Motion passed unanimously.

## 10. Discussion Items

- a. Board Member

Currently short one board member. Always need three in person to have a quorum. Nick was in touch with potential contact – wondering if that happened. Teachers might know of parents who could be good board members. Jessenia mentioned board members creating an ask to go out to parents. Miss Rachel suggested a more targeted invite from teachers might go well. It would be helpful to give LSSU information about what the board does that can be shared with interested parents. Board members will write up an ask that can be shared amongst staff to reach out to specific parents.

- b. Discussion and decision about board member to serve on SIP committee

Jessica said she was interested in serving but was hesitant with the timing of the meetings. April mentioned it being a shared role; also curious about whether the info could be shared in an email.

Abbie asked about what the board member's participation/role would be on the SIP committee. Miss Rachel said it would be helpful to have an external perspective/voice to provide insight regarding bigger picture decisions, especially regarding maintaining alignment with school mission

and values.

April suggested sharing the document with board members willing to participate/serve.

April and Jessica will receive updates from the SIP committee and join meetings when possible.

#### 11. LSSU Comment

Joe T. couldn't share because he was stuck in traffic and couldn't make it. Jessenia said she would share the PDF of the PD opportunities this year.

Chris Osheslki shared the governance and compliance report. The board will discuss these documents in the September meeting. Asking board members to look at bylaws (10-12 pages) – for example, the annual meeting should be in May or June as well as monthly meetings thereafter (at least 10 per year). Attempt to reschedule a canceled meeting if appropriate.

Political scene for charter schools: encourage leaders and board leaders regarding the political landscape that will affect authorizers as well as schools themselves in ways that wouldn't level the playing field for charter schools. Use MAPSA to share information if needed. One bill that passed that dealt with signage and communication (must add management group and authorizer). All communications sent out should include authorizer and management company. MAPSA will be best route for legal questions.

May and June are ideal times for LSSU field trip visit. Opportunities for professors from LSSU to come up at visit. Also opportunities for older students to come up at learn more about robotics program.

#### 12. Public Comment on Non-Agenda Items

None.

#### 13. Adjournment: meeting adjourned at 5:16 p.m.

Next Meeting: September 19, 2024 at 4:00 p.m.

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

Minutes of all board meetings are available after approval by the Board at <https://innocademy.com> or by contacting:

*Jessenia Martinez, School Lead*  
*Innocademy*  
*8485 Homestead Dr.*  
*Zeeland, MI 49464*

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.

The proposed minutes of this meeting will be available for public inspection at the office of the Board of Directors of Innocademy no later than eight (8) business days after the meeting. Approved minutes will be available at that office and at <https://innocademy.com/> 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 Jessenia Martinez at 616-748-5637 at least two (2) days prior to the meeting.

Innocademy has provided notice of this meeting at:

8485 Homestead Dr.  
Zeeland, MI 49464

 9/19/24