*“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 25th, 2020 Time: 5:30 PM**

### CALL TO ORDER: Nick deVries called the meeting to order at 5:42 pm

1. ATTENDANCE
   * + 1. Board Members: Nick deVries, Abby Petroelje, Doug Friefeldt, Jeff Lukas, Laurie Schmitt
       2. IES Staff: Kelli Gunn, Bob Soulliere, Dave Zimmer, and Sara Vereeke
       3. LSSU: John Chandler
2. CONSENT AGENDA: Nick deVries approve the consent agenda as presented. Doug Friefeldt seconded. Passed unanimously.
3. PUBLIC COMMENT ON AGENDA ITEMS: NONE
4. ACTION ITEMS: Nick deVries made a motion to approve action items A – O below that are not changing. Seconded by Jeff Lukas. Passed unanimously
5. Designation of the public places in which notice of the annual board meeting calendar and individual meeting notices will be posted.
   1. No change, remaining as:
      1. Innocademy – 8485 Homestead Dr., Zeeland, MI 49464
      2. https://innocademy.com/about/board/
6. Designation of principal print media source
   1. No change, remaining as:
      1. Holland Sentinel
7. Designation of depository or depositories for Academy funds.
   1. No change, remaining as:
      1. West Michigan Community Bank
8. Designation of Board Members and/or other personnel who are eligible to sign Academy checks.
   1. No change, remaining as:
      1. President
      2. Treasurer
      3. Secretary
      4. Vice President
9. Designation of organizations with whom we hold memberships.
   1. No change, remaining as:
      1. MAPSA
      2. National Charter Schools Institute
      3. Michigan West Coast Chamber of Commerce
      4. West Michigan Association of Spanish Immersion Educators
10. Designation of personnel authorized by the Board of Directors to negotiate and implement contracts with vendors.
    1. No change, remaining as:
       1. Kelli Gunn
       2. Dave Zimmer
11. Appointment of Academy’s Chief Administrative Officer (CAO).
    1. No change, remaining as:
       1. Kelli Gunn
12. Appointment of the Title IX Coordinator
    1. No change, remaining as:
       1. Kelli Gunn
          1. Freedom of Information Coordinator
          2. Civil Rights Coordinator
          3. Asbestos Designee
          4. Copyright/ASCAP Coordinator
          5. ACH/ETO Officer
13. Appointment (or reappointment in subsequent years) of board legal counsel.
    1. No change, remaining as:
       1. Saunders Winter McNeil, PLLC
       2. Thrun Law Firm, PC
14. Appointment (or reappointment in subsequent years) of Criminal Background Check Processor.
    1. No change, remaining as: :
       1. Sara Verekee
15. Appointment (or reappointment in subsequent years) of external independent auditor.
    1. No change, remaining as: :
       1. Maner Costerisan
16. Adoption of Annual Board of Directors Meeting Schedule
    1. No change, remaining as:
       1. Third/Fourth Thursday of the month at 4:00 at Innocademy’s Homestead Campus
17. Designation of Compliance Coordinator
    1. No change, remaining as:
       1. Kelli Gunn
18. Appointment (or reappointment in subsequent years) of the board’s recording secretary
    1. No change, remaining as:
       1. Sara Vereeke
       2. Heidi Wolters
19. 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.
    1. No change, remaining as:
       1. Sara Vereeke
       2. Heidi Wolters

### BUSINESS ITEMS/ACTION ITEMS

* 1. Election of Officers: Nick deVries made a motion to approve the continuing the slate of officers as listed below. Jeff Lukas seconded. Passed unanimously
     1. Current
        1. President: Nick deVries
        2. Vice President: Abbie Petroelje
        3. Secretary: Jeff Lukas
        4. Treasurer: Doug Frifeldt
        5. Trustee: Laurie Schmitt
     2. New
        1. President: Nick deVries
        2. Vice President: Abbie Petroelje
        3. Secretary: Jeff Lukas
        4. Treasurer: Doug Frifeldt
        5. Trustee: Laurie Schimitt
  2. Appointment of Board Representative on the School Improvement Team (SIT): Nick deVries made a motion to appoint Laurie Schmitt to the School Improvement team. Jeff Lukas seconded. Passed unanimously.
     1. Current
        1. Laurie Schmitt
  3. Board Meeting Agenda Nick deVries made a motion to approve the board meeting agenda as presented. Abby Petroelje seconded. Passed unanimously.
     1. Proposed change, see as attached: The board discussed the change to move the action items later in the meeting.

1. PUBLIC COMMENT (For non-agenda items): NONE

### COMMENTS FROM THE BOARD: Laurie Schmitt encouraged the board to work to be more representative of our community of families in the future. As the board considers board membership, we should work to diversify our board members as well.

### Nick deVries thanked the board for another great year and encouraged the team toward another year of growing kids in 20-21

1. ADJOURNMENT :Nick deVries adjourned the meeting at 5:53 pm

Minutes of all board meetings are available after approval by the Board at:

Innocademy  
Attn: Kelli Gunn  
8485 Homestead  
Zeeland, MI 49464 616-748-5637

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.

**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***

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
   * School Improvement
   * School Initiatives
7. Discussion Items – 30 minutes
   * School Report
     + Compliance
     + Finance
     + Enrollment
     + Student Achievement
     + Public Opinion
     + LSSU Commitments
   * Future Action Items
8. Action Items – 10 minutes
9. LSSU Comment
10. Public Comment on Non-Agenda Items
11. Adjournment
    * Next Meeting:

## ATTACHMENT B

REGULAR BOARD MEETING SCHEDULE

20 August, 2020

17 September

22 October

19 November

17 December

21 January, 2021

25 February

25 March

22 April

20 May

24 June - 2019-2020 Budget Hearing - 4:00

24 June - Regular Board Meeting - 4:15

24 June - Organizational Meeting - 5:30