



# Innocademy

## Minutes for the Organizational Meeting of the Board of Directors

**June 27, 2024; 5:00 p.m.**

**Innocademy-Upstairs**

**Team Room**

**8485 Homestead Drive**

**Zeeland, MI 49464**

*Jessica Parker*  
8/15/24

**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**

Laurie called the meeting to order at 5:19 p.m.

**2. Attendance**

Abbie Petroeljie, Jessica Parker, Nick deVries, April Best, Laurie Schmitt

**3. Action Items:**

- Motion to approve items A-K and M-P, as presented.  
Abbie moved. Jessica seconded. Motion passed unanimously.
- Motion to approve item L.

Abbie moved. Jessica seconded. Motion to approve amendment to item L.  
Motion passed unanimously

Jessenia proposed removing two meetings from the annual schedule.  
Joe shared the bi-laws that stipulate annual and regular meetings – LSSU

views 9-10 meetings a year as optimal. December and July are slower months. Some boards replace a board meeting with PD time.

Dave suggested we keep March as scheduled. Abbie said she would prefer to not schedule a meeting in December rather than November. Nick deVries said he will be traveling to Europe for work.

Final decision: keep all scheduled with flexibility to change if needed.

- **Motion to approve item Q.**  
Nick deVries moved. Jessica seconded. Motion passed unanimously.
  
- **Motion to approve item R.**  
Discussion about what the position looks like. Need to replace Laurie's position on this team. Jessica asked what the roles/responsibilities of this position entails. Jessenia explained who else is on the team and how the team strategizes on goals. Jessica and April discussed sharing the role.

Motion to table item R until August.

Nick moved. Jessica seconded. Motion passed unanimously.

- 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; Zeeland, MI 49464
    - ii. <https://innocademy.com/about/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
    - ii. Choice Bank
  
- D. Designation of Board Members and/or other personnel who are to be eligible to sign Academy checks.
  - a. No change, remaining as:
    - i. President : Jessica Parker

- ii. Vice President: Abbie Petroeljie
- iii. Treasurer : Nick deVries
- iv. Secretary: April Best

E. Designation of organizations with whom we hold memberships.

- a. No change, remaining as:
  - i. MAPSA
  - ii. National Charter Schools Institute

F. Designation of personnel authorized by the board of directors to negotiate and implement contracts with vendors.

- a. No change, remaining as:
  - i. School Lead
  - ii. Finance Director

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

- a. No change, remaining as:
  - i. School Lead

H. Appointment of the Title IX Coordinator

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

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

- a. No change, remaining as:
  - i. Saunders Winter McNeil, PLLC
  - ii. Thrun Law Firm, PC

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

- a. No change, remaining as:
  - i. Human Resource Director

**K. Appointment (or reappointment in subsequent years) of external independent auditor.**

- a. No change, remaining as:
  - i. Maner Costerisan

**L. Adoption of Annual Board of Directors 2024-2025 Meeting Schedule**

- a. No change, remaining as: Third (3<sup>rd</sup>) Thursday of every month, at 4:00 pm EST, at Innocademy, unless otherwise noted:

- i. August 15
- ii. September 19
- iii. October 24
- iv. November 21 ~~(none)~~
- v. December 19
- vi. January 16
- vii. February 27
- viii. March 20 ~~(none)~~
- ix. April 17
- x. May 15
- xi. June 26:
  - 1. 2025-2026 Budget Hearing – 4:00 p.m.
  - 2. Regular Board Meeting – 4:15 p.m.
  - 3. Organizational Meeting – 5:00 p.m.
- xii. July (None)

**M. Designation of a Compliance Coordinator**

- a. No change, remaining as:
  - i. School Lead

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

- a. Change:
  - i. Board Secretary

**O. 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. Change:

i. Pupil Accountant

P. Approve standard agenda format (Attachment A)

Q. Election of Officers

i. President:

ii. Vice President:

iii. Secretary:

iv. Treasurer:

v. Trustee:

R. Appointment of Board Representative on the School Improvement Team (SIT)

a. Change:

i.

4. LSSU COMMENT:

Joe passed out Annual Conflict of Interest Disclosure forms

5. PUBLIC COMMENT ON NON-AGENDA ITEMS

None.

6. ADJOURNMENT

Meeting adjourned at 5:46

**NEXT REGULAR MEETING:**

Thursday, August 15, 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://innacademy.com> or by contacting:

*Jessenia Martinez, School Lead  
Innacademy*

*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

**ATTACHMENT A**



# Innocademy

## Agenda for the Meeting of the Board of Directors

***Month Date, Year; 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
2. Attendance
3. Consent Agenda
  - a. Agenda
  - b. Prior Meeting Minutes -
4. Public Comment on Agenda Items
5. Board and Staff Celebrations of the School
6. School Report
  - a.
7. IES Report
  - a.
8. Financial Report
  - a.
9. Action Items
  - a. Motion to Approve
10. Discussion Items

- a.
- 11. LSSU Comment
- 12. Public Comment on Non-Agenda Items
- 13. Adjournment
  - a. Next Regular Board Meeting: Month Date, Year at 4:00 p.m.

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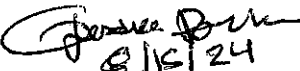


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