

**iLEAD Spring Meadows  
BOARD MEETING  
MINUTES**

iLEAD Spring Meadows (the “School”), an Ohio Not-for-Profit Corporation, held a Board Meeting on July 11, 2016 (the “meeting”).

**Board Members in Attendance:**

Scott Pullins, Chairman

Jeff Williams, Treasurer

Andrea Quigg, Vice Chairwoman, arrived at 6:33 p.m.

Irshad Bannister, Board Member

LaTanya Wilson, Board Member

Michelle Berry, Secretary—via phone

**Guests in Attendance:**

Vallrey Crump, Director of School Improvement, Ohio Council of Community Schools

Tiffany Adamski, Regional Representative, iLEAD Spring Meadows

Amber Raskin, Executive Director of Business Development, iLEAD Schools

Phil Oseas, Chief Financial Officer, iLEAD Schools Development

Rod Schrechengost, iLEAD Schools Construction Manager—via phone

Shannon Barragan, Director of Information Technology, iLEAD Schools—via phone

Elaine Williamson, Facilities Director, iLEAD Schools—via phone

Christine Kunishige, Maker/Leadership Resident, iLEAD Schools

Lorri French, Office Manager, iLEAD Spring Meadows

Dave Massa, Massa Financial Solutions – via phone

Jamie Callender, Attorney, Callender Law Group

Anne Trakas, School Board Liaison, The Callender Group

**1. Sign-in / A Call to order**

The Meeting was called to order at 6:13 p.m. by Chairman Pullins. The Chairman noted a quorum was present. Vice Chairwoman Quigg en route.

**2. Introductions/Presentations**

There were introductions of those participating via phone.

**3. Adoption/Approval of Minutes of previous Board meeting(s)**

The minutes from the May 17, 2016 Board meeting were brought forward for consideration by the Board. A discussion was had. Upon Motion duly made by Ms. Wilson to adopt the minutes from the May 17, 2016 Board meeting without amendment, seconded by Mr. Williams, the Motion passed by unanimous affirmative vote of members present.

<b>Roll Call Board Member</b>	<b>AYE</b>	<b>NAY</b>	<b>Other (Abstain, Not Present, etc.)</b>
Irshad Bannister	✓		
Michelle Berry			<i>Via phone</i>
Andrea Quigg			<i>Not present for vote</i>
LaTanya Wilson	✓		
Jeff Williams	✓		
Scott Pullins	✓		

#### **4. Reports and Updates**

##### **a. Operator Report**

Ms. Adamski gave the Operator Report. Approximately 41 completed enrollment packets have been received. Approximately 2 more are expected, with approximately 124 possible enrollments as a result of the promotion of the School. There was discussion regarding the search for staff. The School is looking to fill 3<sup>rd</sup> and 4<sup>th</sup> grade and Special Education positions at this time. A 'Star Search' event is planned for the following week.

Discussion continued regarding the Makery, with a description of items students could create as part of their education. Tools and accessories such as a 3-D scanner, vinyl printer and cutter may be possible if the School receives a facility grant. There was conversation regarding potential sources of funding, including submission of a grant application, or alternative funding. Discussion continued regarding shipping charges, installation and staff training. Professional Development funding was discussed.

Discussion continued regarding before- and/or after-school care options. Ms. Adamski provided a summary of several options possible for the School and students. Zenith Learning, Champions and Child Discovery Center were options for consideration. Upon Motion duly made by Ms. Wilson to authorize Ms. Adamski to review options, select and contract with a provider for before- and/or after-school care for students, seconded by Mr. Williams, the Motion passed by unanimous affirmative vote of members present.

<b>Roll Call Board Member</b>	<b>AYE</b>	<b>NAY</b>	<b>Other (Abstain, Not Present, etc.)</b>
Irshad Bannister	✓		
Michelle Berry			<i>Via phone</i>
Andrea Quigg	✓		
LaTanya Wilson	✓		
Jeff Williams	✓		
Scott Pullins	✓		

*Discussion, School Employee Engagement*

There was discussion regarding a candidate for School leader; an offer extended based on enrollment. Discussion continued regarding estimated enrollment and budgeted enrollment.

Conversation continued regarding the facility progress, possible mobile classrooms, adjustment to the academic schedule, and other contingencies. Final approval is anticipated in early August. There was discussion regarding permits for modular classroom, utilities and other contingencies, including sublease of an alternate location. The first day of class must occur before September 1st, according to the Sponsor.

A discussion was had regarding community events attended in promotion of the School. The Strawberry Acres' Picture in the Park received positive comment.

**b. Sponsor Report (OCCS)**

Ms. Crump gave the Sponsor Report. There was discussion regarding walk-through of the facility and Opening Assurances in progress. The Professional Development conference underway was included in the conversation.

**c. Treasurer Report**

Mr. Massa participated by phone. No financial report for this meeting; July activity is anticipated for consideration by the Board at the August meeting.

**d. Legal Update**

Attorney Callender gave the Legal Update. Sponsor performance review, and Ohio Department of Education (ODE) request for policies and documents were discussed. There was an update regarding the Joint Committee on Agency Rule Review (JCARR) and anticipated guidance on recently passed legislation.

**5. Old Business**

No Old Business to discuss.

**6. New Business**

*Discussion, School Start Date*

The discussion of School Start Date was held in the Operator Report.

*Discussion, Repayment of Startup Costs to iLEAD Schools Development*

Ms. Raskin and Mr. Oseas provided an update to the Board. There was discussion regarding startup costs for the School thus far, and the possibility of shared costs in the future. An update is anticipated for Board consideration at the August meeting.

*Discussion, First Amendment to Prime Lease Agreement*

Ms. Raskin brought forward the topic for consideration. A discussion was had.



*Discussion, First Amendment to Sublease Agreement*

The First Amendment to Sublease Agreement was brought forward for consideration by the Board. A discussion was had. Adjustments to construction, HVAC, and Exploratorium necessitates amendment to the Sublease Agreement. Upon Motion duly made by Ms. Wilson to adopt the First Amendment to Sublease Agreement without amendment, seconded by Mr. Bannister, the Motion passed by unanimous affirmative vote of members present.

*Discussion, Makery and Funding through grant*

Discussion held in the Operator Report.

*Exploratorium and Middle School*

Discussion held in the Operator Report.

*Discussion, Proposal Charter School SmartLab, Creative Learning Systems POs*

The Charter School SmartLab proposal was brought forward for discussion. The SmartLab is part of the Exploratorium. There was discussion regarding space design and other considerations.

*Discussion, TEQLease, Acquisition of IT Infrastructure, IT Devices, Furniture, Fixtures and Equipment (FF&E) and Other Equipment*

The TEQLease, Acquisition of IT Infrastructure, IT Devices, Furniture, Fixtures and Equipment (FF&E) was brought forward for consideration by the Board. There was discussion regarding input from iLEAD Schools Development, access points obtained for the School, and the ability to add more equipment if needed. There was conversation regarding the tight timeline, and approval needed to begin IT infrastructure work. Upon Motion duly made by Ms. Wilson to authorize the Chairman to sign the TEQLease with iLEAD as co-signer without amendment, seconded by Ms. Quigg, the Motion passed by unanimous affirmative vote of members present.

<b>Roll Call Board Member</b>	<b>AYE</b>	<b>NAY</b>	<b>Other (Abstain, Not Present, etc.)</b>
Irshad Bannister	✓		
Michelle Berry			<i>Via phone</i>
Andrea Quigg	✓		
LaTanya Wilson	✓		
Jeff Williams	✓		
Scott Pullins	✓		

An update regarding the buildout is anticipated at the August Board meeting.

*Discussion, Time Warner Cable Services*

The Time Warner Cable Services agreement was brought forward for consideration by the Board. A discussion was had. Upon Motion duly made by Mr. Williams to authorize the Chairman to sign the agreement with Time Warner Cable without amendment, seconded by Mr. Bannister, the Motion passed by unanimous affirmative vote of members present.

<b>Roll Call Board Member</b>	<b>AYE</b>	<b>NAY</b>	<b>Other (Abstain, Not Present, etc.)</b>
Irshad Bannister	✓		
Michelle Berry			<i>Via phone</i>
Andrea Quigg	✓		
LaTanya Wilson	✓		
Jeff Williams	✓		
Scott Pullins	✓		

*Resolution, Adoption/Approval of Academic Prevention Intervention Policy*

The Academic Prevention/Intervention Policy was brought forward for consideration by the Board. A discussion was had. Upon Motion duly made by Mr. Williams to adopt the Academic Prevention/Intervention Policy without amendment, seconded by Mr. Bannister, the Motion passed by unanimous affirmative vote of members present.

<b>Roll Call Board Member</b>	<b>AYE</b>	<b>NAY</b>	<b>Other (Abstain, Not Present, etc.)</b>
Irshad Bannister	✓		
Michelle Berry			<i>Via phone</i>
Andrea Quigg	✓		
LaTanya Wilson	✓		
Jeff Williams	✓		
Scott Pullins	✓		

*Resolution, Adoption/Approval of College and Career Readiness & Financial Literacy Policy*

The College and Career Readiness and Financial Literacy was brought forward for consideration by the Board. A discussion was had. Upon Motion duly made by Mr. Bannister to adopt the College and Career Readiness and Financial Literacy Policy without amendment, seconded by Mr. Williams, the Motion passed by unanimous affirmative vote of members present.

<b>Roll Call Board Member</b>	<b>AYE</b>	<b>NAY</b>	<b>Other (Abstain, Not Present, etc.)</b>
Irshad Bannister	✓		
Michelle Berry			<i>Via phone</i>
Andrea Quigg	✓		
LaTanya Wilson	✓		
Jeff Williams	✓		
Scott Pullins	✓		



*Resolution, Adoption/Approval of Peanut and Food Allergy Policy*

The Peanut and Food Allergy Policy was brought forward for consideration by the Board. A discussion was had. Upon Motion duly made by Mr. Williams to adopt the Peanut and Food Allergy Policy without amendment, seconded by Mr. Bannister, the Motion passed by unanimous affirmative vote of members present.

<b>Roll Call Board Member</b>	<b>AYE</b>	<b>NAY</b>	<b>Other (Abstain, Not Present, etc.)</b>
Irshad Bannister	✓		
Michelle Berry			<i>Via phone</i>
Andrea Quigg	✓		
LaTanya Wilson	✓		
Jeff Williams	✓		
Scott Pullins	✓		

**7. Open Discussion**

There was discussion regarding school operations, and a possible Master Motion for delegation of signature authority as needed for School operations. Upon Motion duly made by Ms. Quigg to authorize Ms. Adamski to sign certain documents as needed for School operations without amendment, seconded by Mr. Williams, the Motion passed by unanimous affirmative vote of members present.

<b>Roll Call Board Member</b>	<b>AYE</b>	<b>NAY</b>	<b>Other (Abstain, Not Present, etc.)</b>
Irshad Bannister	✓		
Michelle Berry			<i>Via phone</i>
Andrea Quigg	✓		
LaTanya Wilson	✓		
Jeff Williams	✓		
Scott Pullins	✓		

Discussion continued regarding summer events, including presence at fairs and other community activities. Methods of outreach and promotion were discussed, including refreshments.

**8. Date/time/location for next meeting**

The date of the next Board meeting was brought forward for discussion. After discussion, the Board determined the date of the next Board meeting to be *August 2, 2016 at 6:00 p.m. at 1615 Timberwolf Drive, Holland, OH 43528*. Board Liaison Trakas will send the revised Board meeting schedule to interested parties.

## 9. Adjournment

There being no further business to come before the Board, upon Motion duly made by Mr. Williams to adjourn the meeting of iLEAD Spring Meadows, seconded by Mr. Bannister, the Motion passed by unanimous affirmative vote of members present. The meeting adjourned at 8:22 p.m.

<b>Roll Call Board Member</b>	<b>AYE</b>	<b>NAY</b>	<b>Other</b> ( <i>Abstain, Not Present, etc.</i> )
Irshad Bannister	✓		
Michelle Berry			<i>Via phone</i>
Andrea Quigg	✓		
Jeff Williams	✓		
LaTanya Wilson	✓		
Scott Pullins	✓		

## APPROVAL AND ADOPTION OF MINUTES

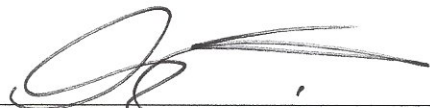
The Motion to approve and adopt the Minutes from the July 11, 2016 Regular

Board meeting of iLEAD Spring Meadows with / without amendments made by

MS. WILSON, seconded by MR. BANNISTER.

### ROLL CALL:

Board Member	AYE	NAY	OTHER (abstain, not present, etc.)
Irshad Bannister	✓		
Michelle Berry	✓		
Andrea Quigg	✓		
Jeff Williams			not present
LaTanya Wilson	✓		
Scott Pullins, Chairman			via phone

  
Andrea Quigg  
Vice Chairman  
~~Scott Pullins, Chairman~~  
iLEAD Spring Meadows