

**iLEAD Spring Meadows  
BOARD MEETING  
MINUTES**

iLEAD Spring Meadows (the “School”), an Ohio Not-for-Profit Corporation, held a Board Meeting on April 8, 2016 (the “meeting”).

Board Members in Attendance:

Scott Pullins, Chairman  
Jeff Williams, Treasurer  
Andrea Quigg, Member, arrived 6:30 p.m.  
Darrin Broadway, Member

Board Member Participation by Phone:

Michelle Berry, Secretary

Guests in Attendance:

Lenny Shafer, Executive Director, Ohio Council of Community Schools  
Vallrey Crump, Director of School Improvement, Ohio Council of Community Schools  
Tiffany Adamski, Regional Director, iLEAD Spring Meadows  
Amber Raskin, Executive Director of Business Development, iLEAD Schools—via phone  
Phil Oseas, Chief Financial Officer, iLEAD Schools Development—via phone  
Benson Sainsbury, President, InSite Educational Facility Services—via phone  
Amer Kurik, Director of Operations, iLEAD Schools Development—via phone  
Emmy Partin, Project Research Manager, The Callender Group  
Anne Trakas, School Board Liaison, The Callender Group

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

The Meeting was called to order at 6:25 p.m. by Chairman Pullins.

**2. Introductions/Presentations**

There were introductions of meeting attendants and participants via phone.

Members Broadway, Quigg and Williams accepted appointment to the Board. Membership on the Board is contingent upon BCII/FBI background check and approval of the Sponsor.

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

The minutes from the March 10, 2016 Organizational Board meeting were brought forward for consideration by the Board. A discussion was had. Upon Motion duly made by Mr. Williams to adopt the minutes from the March 10, 2016 Organizational Board meeting without amendment, seconded by Mr. Broadway, 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>
Michelle Berry			<i>Via phone</i>
Darrin Broadway	✓		
Andrea Quigg	✓		
Jeff Williams	✓		
Scott Pullins	✓		

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

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

Ms. Adamski gave the Operator Report. There was discussion regarding the Parent Night held the previous night. There are approximately 12 Intent to Enroll forms resulting from the Parent Night; approximately 15 or 16 enrollment packets have been requested, and approximately two (2) have been returned thus far. Discussion continued regarding promotional events, including an anticipated appearance on a morning radio program on April 19<sup>th</sup>. The groundbreaking ceremony for the facility renovations is currently scheduled for April 20, 2016 at 10:30 a.m. A mobile office trailer may be delivered to the location for administrative functions; access to the facility might be limited during construction.

Ms. Raskin contributed to the Operator Report, with thanks for the efforts made by staff regarding the School location.

##### **b. Sponsor Report (OCCS)**

Mr. Shafer gave the Sponsor Report. Online and in-person Board training was discussed. There was conversation about areas of support for the School, including refreshments donation for the School's Grand Opening on the August 22<sup>nd</sup>, and a technology grant that may be available to the School.

Ms. Crump was introduced to the Board as the OCCS Representative for the School. She will provide updates to the Board at Board meetings going forward.

##### **c. Treasurer Report**

No Treasurer Report for this meeting.

##### **d. Legal Update**

No Legal Update for this meeting.

#### **5. Old Business**

##### *Resolution, Adoption of School Calendar 2016/2017 Academic Year*

The School Calendar for the 2016/2017 Academic Year was brought forward for consideration by the Board. A discussion was had. The calendar aligns to the Springfield district. Instructional hours, the Friday schedule, and Fall Break other items were discussed. Upon

Motion duly made by Mr. Williams to adopt the School Calendar for the 2016/2017 Academic Year 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>
Michelle Berry			<i>Via phone</i>
Darrin Broadway	✓		
Andrea Quigg	✓		
Jeff Williams	✓		
Scott Pullins	✓		

*Discussion, Appointment of Vice Chairperson of the Board*

The office of Vice Chairperson of the Board was brought forward for consideration by the Board. A discussion was had regarding the duties of the office, the vision of the Board and service to the School and community. Chairman Pullins appointed Ms. Quigg to serve as Vice Chairperson of the Board, and called for voice vote for confirmation. The Board members unanimously approved the appointment of Ms. Quigg to serve as Vice Chairperson of the Board.

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

**6. New Business**

*Discussion, Adoption/Approval of Facility Sublease Agreement*

The Facility Sublease Agreement was brought forward for consideration by the Board. A discussion was had. Upon Motion duly made by Mr. Williams to adopt the Facility Sublease Agreement without amendment, second by Mr. Broadway, 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>
Michelle Berry			<i>Via phone</i>
Darrin Broadway	✓		
Andrea Quigg	✓		
Jeff Williams	✓		
Scott Pullins	✓		



*Discussion, Adoption/Approval of Community School Contract (OCCS Agreement)*

The Community School Contract (OCCS Agreement) was brought forward for consideration by the Board. A discussion was had. Upon Motion duly made by Mr. Broadway to approve the Community School Contract 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>
Michelle Berry			<i>Via phone</i>
Darrin Broadway	✓		
Andrea Quigg	✓		
Jeff Williams	✓		
Scott Pullins	✓		

*Discussion, Adoption/Approval of Agreement with Wall 2 Wall Reporting, LLC*

The Wall 2 Wall Reporting, LLC Service Agreement was brought forward for consideration by the Board. A discussion was had. Upon Motion duly made by Mr. Williams to adopt Consulting Agreement and Contract of Services with Wall 2 Wall Reporting, LLC without amendment, seconded by Mr. Broadway, 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>
Michelle Berry			<i>Via phone</i>
Darrin Broadway	✓		
Andrea Quigg	✓		
Jeff Williams	✓		
Scott Pullins	✓		

*Resolution, Adoption/Approval of Fiscal Officer Agreement*

The Fiscal Officer Agreement with Massa Financial Services was brought forward for consideration by the Board. A discussion was had. Upon Motion duly made by Ms. Quigg to adopt the Fiscal Officer Agreement 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>
Michelle Berry			<i>Via phone</i>
Darrin Broadway	✓		
Andrea Quigg	✓		
Jeff Williams	✓		
Scott Pullins	✓		

*Resolution, Adoption/Approval of Fixed Asset Policy*

The Fixed Asset Policy was brought forward for consideration by the Board. A discussion was had. Upon Motion duly made by Mr. Williams to adopt the Fixed Asset Policy without amendment, seconded by Mr. Broadway, 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>
Michelle Berry			<i>Via phone</i>
Darrin Broadway	✓		
Andrea Quigg	✓		
Jeff Williams	✓		
Scott Pullins	✓		

*Resolution, Adoption/Approval of Purchasing & Procurement Policy*

The Purchasing & Procurement Policy was brought forward for consideration by the Board. A discussion was had. Upon Motion duly made by Mr. Broadway to adopt the Purchasing & Procurement Policy with the amendment to strikethrough the word 'Assistant' on page 1 under the 'Fiscal Approval' section, 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>
Michelle Berry			<i>Via phone</i>
Darrin Broadway	✓		
Andrea Quigg	✓		
Jeff Williams	✓		
Scott Pullins	✓		

*Resolution, Adoption/Approval SERS Pick Up*

The Resolution for State Employee Retirement System (SERS) Pick Up was brought forward for consideration by the Board. A discussion was had. Upon Motion duly made by Mr. Broadway to adopt the Resolution for SERS Pick Up 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>
Michelle Berry			<i>Via phone</i>
Darrin Broadway	✓		
Andrea Quigg	✓		
Jeff Williams	✓		
Scott Pullins	✓		

### *Resolution, Adoption/Approval STRS Pick Up*

The Resolution for State Teachers Retirement System (STRS) Pick Up was brought forward for consideration by the Board. A discussion was had. Upon Motion duly made by Ms. Quigg to adopt the Resolution for STRS Pick Up 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>
Michelle Berry			<i>Via phone</i>
Darrin Broadway	✓		
Andrea Quigg	✓		
Jeff Williams	✓		
Scott Pullins	✓		

### **7. Open Discussion**

There was discussion regarding transportation. No bus service currently planned for students; no negative comment thus far from attendees of the School information sessions. Student demographics were discussed, and before- and after-school care to accommodate parent work schedules. 'Discussion, Transportation Plan' will appear under 'Old Business' on the next Board meeting agenda.

### **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 *May 17, 2016 at 7:00 p.m. at 1615 Timberwolf Drive, Holland, OH 43528*. Sample draft Board meeting schedules for the 2016/2017 Academic Year will be provided for Board consideration at the next meeting. The topic 'Discussion, Adoption of Board Meeting Schedule for the 2016/2017 Academic Year' will appear under 'New Business' on the May 17, 2016 Board meeting agenda.

### **9. Adjournment**

There being no further business to come before the Board, upon Motion duly made by Mr. Broadway to adjourn the meeting of iLEAD Spring Meadows, seconded by Mr. Williams, the Motion passed by unanimous affirmative vote of members present. The meeting adjourned at 7:46 p.m.

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



## APPROVAL AND ADOPTION OF MINUTES

The Motion to approve and adopt the Minutes from the April 8, 2016 Regular  
Board meeting of iLEAD Spring Meadows with/ without amendments made by

MS. QUIGG, seconded by MR WILLIAMS

### ROLL CALL:

Board Member	AYE	NAY	OTHER (abstain, not present, etc.)
Michelle Berry MB	✓		
Andrea Quigg AQ	✓		
Jeff Williams JW	✓		
Scott Pullins, Chairman SP	✓		

291

Scott Pullins, Chairman  
iLEAD Spring Meadows