

**iLEAD Spring Meadows  
BOARD MEETING  
MINUTES**

iLEAD Spring Meadows (the “School”), an Ohio Not-for-Profit Corporation, held a Board Meeting on April 16, 2018 (the “meeting”).

Board Members in attendance:

LaTanya Wilson, Vice Chairwoman  
Michelle Berry, Board Secretary  
Jacquelyn May, Board member  
David Shock, Board Member, arrived 6:05 p.m.

Board Member participation by phone:

Jeff Williams, Treasurer via phone

Board Member not in attendance:

Scott Pullins, Chairman

Guests in Attendance:

Sarah Hawley, School Director, iLEAD Spring Meadows  
Jessica Morse, Facilitator, iLEAD Spring Meadows  
Cristina Cote, Facilitator, iLEAD Spring Meadows  
Kim Lytle, Dir. Board Staff and Community Relations, iLEAD Schools Development, via phone  
Kris Morris, PFLC Care Team Co-Chair, iLEAD Spring Meadows  
Melissa Miavez, Massa Financial Solutions, LLC, via phone  
Jessica Blair, Sponsor Representative, OCCS  
Anne Trakas, School Board Liaison, The Callender Group  
Cicely Watkins, parent

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

The Meeting was called to order at 6:02 p.m. by Vice Chairwoman Wilson. The Chairwoman noted a quorum was present.

**2. Introductions/Presentations**

There were introductions of those participating via conference line.

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

The minutes from the March 19, 2018 Board meeting were brought forward for Board consideration. A discussion was had. Upon Motion duly made by Mr. Shock to adopt the minutes from the March 19, 2018 Board meeting without amendment, seconded by Ms. Berry, the Motion passed by unanimous affirmative vote of members present.

<b>Roll Call Board Member</b>	<b>AYE</b>	<b>NAY</b>	<b>Other</b> ( <i>Abstain, Not Present, etc.</i> )
Michelle Berry	✓		
Jacquelyn May	✓		
David Shock	✓		
LaTanya Wilson	✓		
Jeff Williams			<i>Via phone</i>
Scott Pullins			<i>Not present</i>

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

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

Ms. Hawley gave the Operator Report. State testing started April 9<sup>th</sup>, and there were no testing concerns to report. There was conversation about the Learning Showcase and Cardinal Learning.

Conversation continued about various School events. Two families registered at the recent Catch a Rising Star. Recruiting continues for grades 4 through 9. The School is searching for another Intervention Specialist.

Discussion continued about the Education Plan. The Plan was updated and sent to the Sponsor for review. The topic '*Discussion, Education Plan*' will appear under '**New Business**' on the May 21, 2018 Board meeting agenda.

The main fund raising event for the School, the Benefit Dinner is scheduled for May 12, 2018.

##### **b. Sponsor Report**

Ms. Blair provided the Sponsor Report. There was discussion about the Board Brief included in the meeting materials. Third Trimester worksheets, National Charter School Week, the OCCS Scholarship, and Governing Board Training were topics of discussion. There are a few Board members who still need to take the required Sunshine Laws and Ethics training. The due date is April 30<sup>th</sup>.

Discussion continued regarding an upcoming event with the Toledo Mudhens on May 17th. Fifty-five tickets are available for staff and students.

There was conversation about past due Sponsor fees, about 90 days. The Board inquired about the reason for the past due obligation. There was conversation about cash flow issues for the School.

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

Ms. Miavez gave the Treasurer Report via phone. There was conversation about the March financial report included in the meeting materials. The School is operating at a loss at this time. The School is trending above budget, but the expenses continue to exceed revenue. The School is drawing down Federal reimbursements to address the shortfall.

Conversation continued regarding High Mark obligations and management fees. The School continues to pay on the TechLease.

The preliminary budget and five-year forecast are topics for the May Board meeting. The topics '*Resolution, Adoption/Approval of Five-Year Forecast*' and '*Resolution, Adoption/Approval of Preliminary Budget 2018/2019*' to appear on the May 21, 2018 Board meeting agenda under '**New Business**'.

**d. Legal/Legislative Update**

There was a reminder to the Board members of required training and online options. Board Liaison Trakas to send links for online Sunshine Laws and/or Ethics Training as applicable to those Board members who still need to complete training.

**5. Old Business**

No Old Business to discuss at the meeting.

**6. New Business**

*a. Resolution, Adoption/Approval of Board Meeting Schedule, 2018/2019 Academic Year*

The Board Meeting Schedule for the 2018/2019 Academic Year was brought forward for consideration by the Board. A discussion was had. Due to holidays, the January and February Board meetings were moved to the second Monday of the Month. No meeting currently scheduled for December. Upon Motion duly made by Ms. Berry to adopt the Board Meeting Schedule for the 2018/2019 Academic Year as amended, seconded by Ms. May, 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	✓		
Jacquelyn May	✓		
David Shock	✓		
LaTanya Wilson	✓		
Jeff Williams			<i>Via phone</i>
Scott Pullins			<i>Not present</i>

*b. Resolution, Adoption/Approval of 2018/2019 Academic Calendar*

The 2018/2019 Academic Calendar was brought forward for consideration by the Board. A discussion was had. Revisions need to be made to the calendar. There was discussion about whether the different grades would have different schedules. There was conversation about whether the Board would adopt the calendar with the knowledge that there would be future revisions, or if the calendar should be tabled and the revised schedule on the next meeting agenda. Upon Motion duly made by Mr. Shock to table the 2018/2019 Academic Calendar for consideration at the next Board meeting, seconded by Ms. Berry, the Motion passed by unanimous affirmative vote of members present.



<b>Roll Call Board Member</b>	<b>AYE</b>	<b>NAY</b>	<b>Other</b> ( <i>Abstain, Not Present, etc.</i> )
Michelle Berry	✓		
Jacquelyn May	✓		
David Shock	✓		
LaTanya Wilson	✓		
Jeff Williams			<i>Via phone</i>
Scott Pullins			<i>Not present</i>

The topic ‘*Resolution, Adoption/Approval of 2018/2019 Academic Calendar*’ to appear under ‘**Old Business**’ on the May 21, 2018 Board meeting agenda.

*c. Resolution, Adoption/Approval of Attendance, Absence & Truancy Policy*

The Attendance, Absence & Truancy Policy was brought forward for consideration by the Board. A discussion was had. The policy was originally tabled to add requirements set forth by HB410. The policy is required as a stand-alone policy for inclusion in the Sponsor compliance survey. Upon Motion duly made by Mr. Shock to adopt the Attendance, Absence & Truancy Policy without amendment, seconded by Ms. Berry, the Motion passed by unanimous affirmative vote of members present.

<b>Roll Call Board Member</b>	<b>AYE</b>	<b>NAY</b>	<b>Other</b> ( <i>Abstain, Not Present, etc.</i> )
Michelle Berry	✓		
Jacquelyn May	✓		
David Shock	✓		
LaTanya Wilson	✓		
Jeff Williams			<i>Via phone</i>
Scott Pullins			<i>Not present</i>

**7. Open Discussion**

Ms. Hawley discussed the recent Star Search; two employees were identified and hired by iLEAD. Searches will continue at local job fairs. Contacts have been made with Toledo, Kent State and CGSU. Ms. Lytle praised Ms. Hawley’s work with the learners.

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

**Regular Meeting Monday, May 21, 2018 at 6:00 p.m. Eastern at iLEAD Spring Meadows, 1615 Timberwolf Dr., Holland 43528.**

## 9. Adjournment

There being no further business to come before the Board, upon Motion duly made by Ms. Berry to adjourn the April 16, 2018 Board meeting of iLEAD Spring Meadows, seconded by Mr. Shock, the Motion passed by unanimous affirmative vote of members present, and the meeting adjourned at 6:39 p.m.

<b>Roll Call Board Member</b>	<b>AYE</b>	<b>NAY</b>	<b>Other</b> ( <i>Abstain, Not Present, etc.</i> )
Michelle Berry	✓		
Jacquelyn May	✓		
David Shock	✓		
LaTanya Wilson	✓		
Jeff Williams			<i>Via phone</i>
Scott Pullins			<i>Not present</i>

## APPROVAL AND ADOPTION OF MINUTES

The Motion to approve and adopt the Minutes from the April 16, 2018 Regular

Board meeting of iLEAD Spring Meadows with without amendments made by

MS. BERRY, seconded by MS. WILSON.

### ROLL CALL:

Board Member	AYE	NAY	OTHER (abstain, not present, etc.)
Michelle Berry	✓ MB		
Jacquelyn May			viaphone
David Shock	✓ DS		
Jeff Williams			NOT PRESENT
LaTanya Wilson	✓ LW		
Scott Pullins, Chairman			Abstain - P

Executed and adopted by a vote of the Board on this 21st day of MAY, 2018.

Da. H.

Scott Pullins, Chairman  
iLEAD Spring Meadows