

**iLEAD Spring Meadows**  
**Board Meeting**

**MINUTES**

The Board of Directors (the “Board”) of iLEAD Spring Meadows (the “School”) held a Regular Board Meeting (the “meeting”) on October 28, 2019.

**Board Members in Attendance:**

Jacquelyn May  
David Shock  
Jeff Williams, Treasurer  
Jeff Wilcox  
LaTanya Wilson, Vice Chair

**Board Member not in Attendance:**

Scott Pullins, Chairman

**Guests in Attendance:**

Sarah Hawley, School Director, iLEAD Spring Meadows  
Monique Myers, Regional Outreach Coordinator, iLEAD Schools Development  
Kristin Katakis, Northwest Ohio Regional Representative, Ohio Council of Community Schools  
Scott McClain, Director of Regional Representatives, Ohio Council of Community Schools  
Kim Lytle, Director of Board, Staff & Community Relations, iLEAD, via video  
Lynn Boop, iLEAD Schools Development, via video  
Jonelle Godfrey, iLEAD Schools Support Provider, via video  
C. David Massa, Fiscal Officer, Massa Financial Solutions, via video  
Michael Garcar, Board Liaison, Callender Law Group  
Debra Wilkins, Parent  
Kris Morris, Care Team/ Parent  
Katrina Johnson, Care Team/ Parent  
Cicely Watkins, Parent

**I. Sign-in/ A Call to Order**

The meeting was called to order at 6:00 p.m. by Vice Chairwoman Wilson. A quorum was present for the meeting.

**II. Adoption/ Approval of Minutes from Previous Board Meeting**

*Minutes from the September 16, 2019 Board meeting*

The minutes from the September 16, 2019 Board meeting were brought forward for Board consideration. A discussion was had. An omission of guests in attendance at the September meeting was made known. The minutes were amended to reflect the addition of the guests present at the September meeting who were omitted from the minutes, Katrina Johnson and Cicely Watkins. Upon Motion duly made by Mr. Shock to adopt the amended minutes from the

September 16, 2019 Board meeting, seconded by Mr. Wilcox, the Motion passed by a unanimous affirmative vote of members present.

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

### **III. Reports and Updates**

#### **A. Operator Report**

Ms. Hawley gave the Operator Report. Benchmark assessments were recently completed by learners. Data from these assessments were reviewed by administrators on September 20<sup>th</sup> with Ms. Wells.

The Performance, Innovation, and Improvement Grant was discussed. The School received a Performance, Innovation, and Improvement Grant from the Ohio Council of Community Schools in the amount of \$25,000. Funding from the grant will be used for the continuation and expansion of a School-wide literacy program.

School attendance was discussed. The attendance rate during the month of September was approximately 94%. Attendance letters were sent to families of learners that have been chronically absent this School year. Attendance meetings have been scheduled with approximately three families of learners that have been habitually truant.

School activities were discussed. The School hosted a spirit wear fundraiser during September. The parent group, iSupport held its first meeting of the year on September 5<sup>th</sup>.

Enrollment and recruitment were discussed. Currently, the School has approximately 250 learners. All current learners meet verification requirements. The School continues to have an advertisement in a local parenting magazine, in addition to having paid advertising through social media platforms. The School is offering tours every Tuesday to potential learners and their families. Tours for children entering Kindergarten next year have begun.

Vice Chairwoman Wilson brought forward New Business for discussion and consideration.

- a. *Resolution, Adoption/Approval of Performance, Innovation, and Improvement Grant Funds*  
The Performance, Innovation, and Improvement Grant Funds resolution was brought forward for consideration by the Board. A discussion was had. Upon Motion duly made by Mr. Shock to adopt the Performance, Innovation, and Improvement Grant Funds without amendment, seconded by Mr. Wilcox, 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>
Jacquelyn May	X		
David Shock	X		
Jeff Wilcox	X		
Jeff Williams	X		
LaTanya Wilson	X		
Scott Pullins			<i>Not present</i>

- b. *Resolution, Adoption/ Approval Personnel Report September 15, 2019-October 16, 2019*  
The Personnel Report was brought forward for consideration by the Board. Ms. Hawley stated that the School recently terminated a facilitator.

Upon Motion duly made by Vice Chairwoman Wilson to enter Executive Session to consider the appointment, employment, dismissal, discipline, demotion, promotion, or compensation of a public employee or official, 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>
Jacquelyn May	X		
David Shock	X		
Jeff Wilcox	X		
Jeff Williams	X		
LaTanya Wilson	X		
Scott Pullins			<i>Not present</i>

The Board entered Executive Session at 6:16 p.m. Individuals invited to attend Executive Session included Ms. May, Mr. Shock, Mr. Wilcox, Mr. Williams, Ms. Wilson, Ms. Katakis, Mr. McClain, and Ms. Hawley.

The Board returned to Regular Session at 6:20 p.m.

The Personnel Report was brought forward for consideration by the Board. A discussion was had. Upon Motion duly made by Mr. Wilcox to adopt the Personnel Report with the amendment that the job title of Ms. Leaders be a “facilitator”, seconded by Mr. Shock, the Motion passed by a 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>
Jacquelyn May	X		
David Shock	X		
Jeff Wilcox	X		
Jeff Williams	X		
LaTanya Wilson	X		
Scott Pullins			<i>Not present</i>

## **B. Sponsor Report**

Ms. Katakis gave the Sponsor Report. In the near future the Ohio Council of Community Schools will be submitting First Period Worksheets and the Building Observation Form to the Ohio Department of Education on behalf of the School.

The School received Student Wellness and Success Program funding. These funds can be spent over a two (2) year period on programs designed to provide social support services for students.

## **C. Treasurer Report**

Mr. Massa gave the Treasurer Report via video conference. September financial information was given to all Board members for review. The School is still being reimbursed based upon last year's enrollment.

The Five-Year Forecast was discussed. The Forecast assumes the School has an enrollment of 250 learners. With this enrollment, debt that the School has taken on both short term and long term should be paid off during the five (5) year period.

The School budget was discussed. A discussion was had.

Vice Chairwoman Wilson brought forward New Business for discussion and consideration.

### *a. Resolution, Adoption/Approval of Budget, 2019/2020 Academic Year*

The Budget for the 2019/2020 Academic Year was brought forward for consideration by the Board. A discussion was had. Upon Motion duly made by Mr. Shock to adopt the Budget for the 2019/2020 Academic Year without amendment, seconded by Mr. Williams, the Motion passed by a unanimous affirmative vote of members present.

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

### *b. Resolution, Adoption/Approval of Five-Year Forecast*

The Five-Year Forecast was brought forward for consideration by the Board. A discussion was had. Upon Motion duly made Mr. Wilcox to adopt the Five-Year Forecast without amendment, seconded by Ms. May, the Motion passed by a 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>
Jacquelyn May	X		
David Shock	X		
Jeff Wilcox	X		
Jeff Williams	X		
LaTanya Wilson	X		
Scott Pullins			<i>Not present</i>

The approval of the Treasurer Report was brought forward for consideration by the Board. Upon Motion duly made by Mr. Williams to adopt the Treasurer Report without amendment, seconded by Mr. Shock, 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>
Jacquelyn May	X		
David Shock	X		
Jeff Wilcox	X		
Jeff Williams	X		
LaTanya Wilson	X		
Scott Pullins			<i>Not present</i>

#### **D. Legal Update**

Mr. Garcar gave the Legal Update. Mr. Garcar reviewed the resolutions before the Board and discussed the Standardized Test Preparation Time Limit Waiver Application Public Hearing.

#### **IV. Public Hearing, Standardized Test Preparation Time Limit/Waiver Application**

The public hearing allowing the School to apply for a waiver should the total number of hours spent preparing students for standardized testing exceed the maximum 2% of instructional time was held. There was no public comment.

#### **V. Old Business**

There was no Old Business to discuss during the meeting.

#### **VI. New Business**

##### *a. Resolution, Adoption/Approval of Budget, 2019/2020 Academic Year*

The discussion and adoption/approval of the School Budget was held during the Treasurer Report.

##### *b. Resolution, Adoption/Approval of Five-Year Forecast*

The discussion and adoption/approval of the Five-Year Forecast was held during the Treasurer Report.

- c. *Resolution, Adoption/Approval of Standardized Test Preparation Time Limit/Waiver Application*  
The Standardized Test Preparation Time Limit/Waiver Application was brought forward for Board consideration. A discussion was had. Upon Motion duly made by Mr. Shock to adopt the Standardized Test Preparation Time Limit/Waiver Application without amendment, 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>
Jacquelyn May	X		
David Shock	X		
Jeff Wilcox	X		
Jeff Williams	X		
LaTanya Wilson	X		
Scott Pullins			<i>Not present</i>

- d. *Resolution, Adoption/Approval of Performance, Innovation, and Improvement Grant Funds*  
The discussion and adoption/approval of the Performance, Innovation, and Improvement Grant Funds was held during the Operator Report.

- e. *Resolution, Adoption/Approval of Affirmation of School Health & Safety Review*  
The School Health & Safety Review was brought forward for consideration by the Board. A discussion was had. Upon Motion duly made by Mr. Williams to affirm the School Health & Safety Review without amendment, seconded by Mr. Wilcox, the Motion passed by a 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>
Jacquelyn May	X		
David Shock	X		
Jeff Wilcox	X		
Jeff Williams	X		
LaTanya Wilson	X		
Scott Pullins			<i>Not present</i>

- f. *Resolution, Adoption/ Approval of Personnel Report September 15, 2019-October 16, 2019*  
The discussion and adoption/approval of the Personnel Report was held during the Operator Report.

- g. *Resignation of Board Member Michelle Berry*  
A discussion regarding the resignation of Ms. Michelle Berry from the Board was had. Vice Chairwoman Wilson thanked Ms. Berry for her dedication and commitment to the Board. The Board will be looking to find a candidate to replace her in the near future.

- h. *Tenant Estoppel Certificate*

The Tenant Estoppel Certificate was brought forward for consideration by the Board. A discussion was had. Upon Motion duly made by Mr. Wilcox to adopt the Tenant Estoppel Certificate 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>
Jacquelyn May	X		
David Shock	X		
Jeff Wilcox	X		
Jeff Williams	X		
LaTanya Wilson	X		
Scott Pullins			<i>Not present</i>

**VII. Open Discussion/ Public Comment**

There was no Open Discussion or Public Comment during the meeting.

**VIII. Date/time and location for next meeting:**

**Regular Board Meeting Monday, November 18, 2019 6:00 p.m. Eastern at iLEAD Spring Meadows 1615 Timberwolf Drive, Holland 43528.**

**IX. Adjournment**

There being no further business to come before the Board, upon Motion duly made by Mr. Wilcox to adjourn the October 28, 2019 Regular Board meeting of iLEAD Spring Meadows, seconded by Mr. Williams, the Motion passed by a unanimous affirmative vote of members present. The meeting adjourned at 6:49 p.m.

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

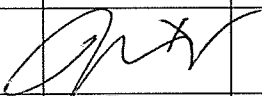

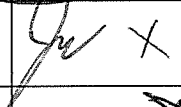

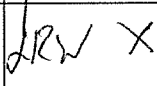
## APPROVAL AND ADOPTION OF MINUTES

The Motion to approve and adopt the Minutes from the October 28, 2019 Regular

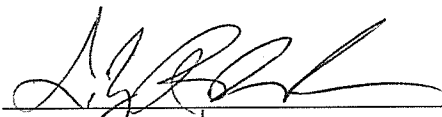
Board meeting of iLEAD Spring Meadows with / ~~without~~ amendments made by

Member Wilcox, seconded by Member May.

### ROLL CALL:

Board Member Name/Initials	AYE	NAY	OTHER (abstain, not present, etc.)
Jacquelyn May			
David Shock			
Jeff Wilcox			
Jeff Williams			Not present
LaTanya Wilson			
Scott Pullins, Chairman			Not present

Executed and adopted by a vote of the Board on this 18<sup>th</sup> day of November, 2019.

  
LaTanya Wilson ~~Scott Pullins, Chairman~~  
Vice Chairwoman iLEAD Spring Meadows