

**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 September 21, 2020, via electronic communication.

**Board Members in Attendance:**

Tricia Maassel  
Jacquelyn May  
David Shock, Secretary  
Jeff Williams, Treasurer  
LaTanya Wilson, Chairwoman

**Guests in Attendance:**

Sarah Hawley, School Director, iLEAD Spring Meadows  
Amer Kuric, Chief Strategy Officer, Marker Learning Network  
Kristin Katakis, Northwest Ohio Regional Representative, Ohio Council of Community Schools  
Jonelle Godfrey, New School Development & Board Support, Marker Learning Network  
Lynn Boop, Leadership Support Director, Marker Learning Network  
Lesley Gillen, Board Representative, Massa Financial Services  
Michael Garcar, Board Liaison, Callender Law Group

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

The meeting was called to order at 6:02 p.m. by Chairwoman Wilson. A quorum was present for the meeting.

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

*Minutes from the August 17, 2020 Board meeting*

The minutes from the August 17, 2020 Board meeting were brought forward for Board consideration. A discussion was had. Upon Motion duly made by Member Williams to adopt the minutes from the August 17, 2020 Board meeting without amendment, seconded by Member Maassel, the Motion passed by a majority 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>
Tricia Maassel	X		
Jacquelyn May	X		
David Shock	X		
Jeff Williams	X		
LaTanya Wilson	X		

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

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

Ms. Hawley gave the Operator Report. Academics were discussed. The academic year has begun, and the School is offering both a virtual and blended learning option. Blended learning learners have been divided into two (2) cohorts. All learners have access to PowerSchool, synchronous and asynchronous instruction, and daily class meetings. Learners also have the ability to meet with teachers on an individualized basis. The School has purchased additional technology to be used for learners learning at home.

Professional development was discussed. Weekly professional development is being held on Wednesdays. Teachers also are meeting with the Maker Learning staff regularly to discuss enhancing curriculum.

The School recently experienced an internet and phone outage during the week of September 14<sup>th</sup>. The outage was a result of the School's firewall being compromised. The School notified all families of the outage and temporary measures were taken to ensure the School could function. The School utilized WIFI hotspots and relied on cell phones until replacement equipment was installed.

School enrollment and recruitment were discussed. The School has an enrollment of about 238 learners. Approximately 11 learners are in the process of completing paperwork for enrollment. As a result of lower than expected enrollment, the School will forego filling a teaching position that was included in the School's budget. The School continues to host a weekly virtual open house for prospective families, advertise in a local parenting magazine, in addition to running social media advertisements.

The Superintendent's Residency Verification Report was given. One (1) family updated their primary address during the month. There are no residency disputes open.

Chairwoman Wilson asked if there is a plan in place for all learners to return to in-person classes. Ms. Hawley stated that she currently meets with the Lucas County Department of Health on a regular basis. The Health Department's recommendation is that classes should not yet return to full time in-person. The School will follow the lead of the Health Department's guidance.

Ms. Godfrey gave the Maker Learning Report. Staff worked with teachers on tailoring curriculum to the PowerSchool platform and have developed a professional learning calendar for the academic year. Staff continue to attend weekly networking meetings.

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

Ms. Katakis gave the Sponsor Report. The first trimester compliance worksheet will be completed in early October.

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

Ms. Gillen gave the Treasurer Report. The August financial statement was presented to the Board for review. The School was reimbursed on 239 FTE's for the month of August. The School ended the month with a cash balance of about \$286,000.

An updated budget and five-year forecast will be presented to the Board at the October meeting.

The approval of the Treasurer Report was brought forward for consideration by the Board. Upon Motion duly made by Member Maassel to adopt the Treasurer Report without amendment, seconded by Member Williams, the Motion passed by unanimous affirmative vote.

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

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

Mr. Garcar gave the Legal Update. The September Legal Update was presented to the Board for review. Mr. Garcar gave an overview of resolutions that the Board will be asked to vote on in the “New Business” portion of the meeting.

Mr. Garcar discussed Conflict of Interest forms for the 2020/2021 Academic Year. All Board members are required to complete the Affirmation statement certifying they have read the Conflict of Interest Policy and complete a Conflict of Interest Disclosure Form. A discussion was had.

#### **IV. Old Business**

Chairwoman Wilson discussed next steps for pursuing grant funding from foundations identified by ZIM Consulting. A discussion was had pertaining to the creation of a committee which would oversee submitting grants on behalf of the Board. Chairwoman Wilson created the “Fundraising Committee” and appointed Member Maassel to Chair the Committee and appointed Member May to the Committee.

A discussion was had regarding contracting with ZIM Consulting to write grants on behalf of the School. Upon Motion duly made by Member Shock to enter into an agreement with ZIM Consulting to write a minimum of three (3) and a maximum of six (6) grants to benefit the School at a cost not to exceed \$1,500 per grant, seconded by Member Williams, the Motion passed by unanimous affirmative vote.

Member Maassel will provide updates to the Board on an as-needed basis in regard to the submission of grants.

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

## V. New Business

### a. Resolution, Adoption/Approval Harassment, Intimidation, Bullying, and Title IX Policy

The Harassment, Intimidation, Bullying, and Title IX Policy was brought forward for consideration by the Board. Mr. Garcar stated that the Policy describes the grievance procedure that the School will abide by if a student, parent, guardian, or staff member brings a sexual harassment claim to the attention of the School. A discussion was had. Upon Motion duly made Member Maassel to adopt the Harassment, Intimidation, Bullying, and Title IX Policy without amendment, seconded by Member Shock, the Motion passed by unanimous affirmative vote.

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

### b. Resolution, Adoption/Approval Amendment to the Attendance, Absence, and Truancy Policy 2020/2021 Academic Year

The Amendment to the Attendance, Absence, and Truancy Policy was brought forward for consideration by the Board. A discussion was had. Mr. Garcar stated that the Amendment aligns the language of the Policy with that contained within the Remote Learning Plan. A discussion was had. Upon Motion duly made by Member Williams to adopt the Amendment to the Attendance, Absence, and Truancy Policy 2020/2021 Academic Year without amendment, seconded by Member Shock, the Motion passed by unanimous affirmative vote.

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

c. *Resolution, Adoption/Approval Conflict of Interest Policy*

The Conflict of Interest Policy was brought forward for consideration by the Board. A discussion was had. Upon Motion duly made by Member Shock to adopt the Conflict of Interest Policy for the 2020/2021 Academic Year without amendment, seconded by Member Maassel, the Motion passed by unanimous affirmative vote.

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

d. *Resolution, Adoption/Approval First Amendment to Student & Visitor COVID-19 Policy  
2020/2021 Academic Year*

The First Amendment to the Student & Visitor COVID-19 Policy was brought forward for consideration by the Board. Mr. Garcar stated the First Amendment incorporates recent guidance issued by the Ohio Department of Health pertaining to K-12 schools. A discussion was had. Upon Motion duly made by Member Maassel to adopt the First Amendment to Student & Visitor COVID-19 Policy for the 2020/2021 Academic Year without amendment, seconded by Member Williams, the Motion passed by unanimous affirmative vote.

<b>Roll Call: Board Member</b>	<b>AYE</b>	<b>NAY</b>	<b>Other (Abstain, Not Present, etc.)</b>
Aaron Berg	X		
Karen Lewis	X		
Mandisa Lewis	X		
Rodney Lewis	X		
Sonya Boyd	X		

e. *Resolution, Adoption/Approval Career Advising Policy 2020/2021 Academic Year*

The Career Advising Policy was brought forward for consideration by the Board. A discussion was had. Upon Motion duly made by Member Maassel to adopt the Career Advising Policy for the 2020/2021 Academic Year without amendment, seconded by Member Williams, the Motion passed by unanimous affirmative vote.

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

*f. Resolution, Adoption/Approval Acceptance of Broadband Ohio Connectivity Grant*

The Broadband Ohio Connectivity Grant resolution was brought forward for consideration by the Board. Mr. Garcar stated the Resolution accepts the grant funds and authorizes the management company to expend grant funds in accordance with grant guidelines. A discussion was had. Upon Motion duly made by Member May to adopt the Ohio Connectivity Grant resolution without amendment, seconded by Member Maassel, the Motion passed by unanimous affirmative vote.

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

*g. Resolution, Adoption/Approval Personnel Report August 8, 2020-September 14, 2020*

The Personnel Report was brought forward for consideration by the Board. A discussion was had. Upon Motion duly made by Member Williams to adopt the Personnel Report August 8, 2020-September 14, 2020 without amendment, seconded by Member May, the Motion passed by unanimous affirmative vote.

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

*h. Resolution, Affirmation of Health & Safety Review 2020/2021 Academic Year*

The affirmation of Health & Safety Review was brought forward for consideration by the Board. A discussion was had. Upon Motion duly made by Member Williams to affirm the Health & Safety Review 2020/2021 Academic Year without amendment, seconded by Member Shock, the Motion passed by unanimous affirmative vote.

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

*i. Resolution, Adoption/Approval First Amendment to Legal Representation Agreement*

The First Amendment to Legal Representation Agreement was brought forward for consideration by the Board. Mr. Garcar stated the Amendment allows the Callender Law Group to make Board

materials available by electronic means. A discussion was had. Upon Motion duly made by Member Williams to adopt the First Amendment to Legal Representation Agreement without amendment, seconded by Member Maassel, the Motion passed by unanimous affirmative vote.

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

#### **VI. Open Discussion**

There was no Open Discussion.

#### **VII. Date/time and location for next meeting**

Regular Board Meeting, October 19, 2020 6:00 p.m. Eastern, via electronic communication.

#### **VIII. Adjournment**

There being no further business to come before the Board, upon Motion duly made by Member Maassel to adjourn the September 21, 2020 Regular Board meeting of iLEAD Spring Meadows, seconded by Member Williams, the Motion passed by unanimous affirmative vote. The meeting adjourned at 6:56 p.m.

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

### APPROVAL AND ADOPTION OF MINUTES


The Motion to approve and adopt the Minutes from the September 21, 2020 Regular

Board meeting of iLEAD Spring Meadows with without amendments made by

Member Maassel, seconded by Member Shock.

Board Member Name/Initials	AYE	NAY	OTHER (abstain, not present, etc.)
Tricia Maassel	✓		
Jacquelyn May			Not present
David Shock	✓		
Jeff Williams			Not present
LaTanya Wilson Chairwoman	✓		

Executed and adopted by a vote of the Board on this 19<sup>th</sup> day of October, 2020.



LaTanya Wilson, Chairwoman  
iLEAD Spring Meadows