

MUSKEGON HEIGHTS PUBLIC SCHOOL ACADEMY SYSTEM

Board of Directors Special Meeting
January 16th, 2023
6:00 p.m.
Edgewood Elementary
3028 Howden Street, Muskegon, MI 49444

OFFICIAL PROCEEDINGS

I. CALL TO ORDER

The Special Meeting of the Board of Directors of the Muskegon Heights Public School Academy System, Edgewood Elementary, 3028 Howden Street, Muskegon Heights, MI 49444, was called to order by Leslie Kitchen-Slater at 6:11 p.m.

II. ROLL CALL

BOARD MEMBERS PRESENT:

Leslie Slater, President; J.J Lewis, Vice President & Treasurer; Hillery Ross-Furse, Secretary; Debra Bradford, Trustee (All Present)

BOARD MEMBERS ABSENT: (None)

ADMINISTRATIVE STAFF:

Superintendent Reedell Holmes
Dr. Belinda Hicks, Square 1 Strategy Group

III. APPROVAL OF AGENDA

- I. **BE IT RESOLVED**, that the Muskegon Heights Public School Academy System Board of Directors make a motion to approve the agenda as presented.

Bradford MOVED and Slater SECONDED the adoption of the resolution.

ROLL CALL: Slater-Yes Ross-Furse-Yes Lewis-Yes Bradford-Yes (All Yes)

IV. APPROVAL OF MINUTES

BE IT RESOLVED, that the Muskegon Heights Public School Academy System Board of Directors make a motion to approve the minutes of the December 19th, 2023 regular meeting.

Bradford MOVED and Ross SECONDED the adoption of the resolution

ROLL CALL: Slater-Yes Ross-Furse- Yes Lewis- Yes Bradford-Yes (All Yes)

V. **PUBLIC COMMENT**

Mr. Cooper thanked the Board for the SRO, would like to increase security at all buildings and gave details about conditions at all buildings.

VI. **FINANCIAL UPDATE**

Mark Graham provided a financial update including the December bank reconciliation, YTD December budget report, YTD December check report, and the vendor invoice list for payment.

BE IT RESOLVED, that the Muskegon Heights Public School Academy System Board of Directors make a motion to approve the financial statements for November, vendor invoice list for payment and the December budget amendment as presented.

Lewis MOVED and Ross SECONDED the adoption of the resolution.

ROLL CALL: Slater-Yes Ross-Furse-Yes Lewis-Yes Bradford-Yes (All Yes)

VII. **SUPERINTENDENT UPDATE**

The superintendent provided updates to the Board on events and activities of the district and answered questions from the Board.

VIII. **MANAGEMENT COMPANY UPDATES**

Square 1 Strategy Group presented updates and answered questions from the Board.

IX. **DISCUSSION ITEMS**

A. Finance Committee

- The Board will hold further discussion on the creation of the Finance Committee

B. Payment of Recurring Standard District Expenses

- The CFO would like to streamline the regular operating expenses. Further discussion will be held at the February Board meeting

C. District Credit Card and/or Reimbursements

- The CFO and management company recommended getting a purchase card for workshop conferences and expenses that will not accept a

purchase order. The Board will get a copy of the purchase card expense report monthly.

D. Strategic Planning - Provision

- Provisions will update the Strategic Planning calendar at the next Board meeting

X. **ACTION ITEMS**

A. **Approve ACH payments to Square One Strategy Group for payroll.**

BE IT RESOLVED, that the Muskegon Heights Public School Academy System Board of Directors make the resolution to approve ACH payments to Square One Strategy Group for payroll.

Lewis MOVED and Ross SECONDED the adoption of the resolution.

ROLL CALL: Slater-Yes Ross-Furse-Yes Lewis-Yes Bradford-Yes (All Yes)

B. **Approve future ACH payments to Square One Strategy Group for the service provider fee, to be paid by the first day of each month per the service provider agreement.**

BE IT RESOLVED, that the Muskegon Heights Public School Academy System Board of Directors make the resolution to approve ACH payments to Square One Strategy Group for the service provider fee, to be paid by the first day of each month per the service provider agreement.

Ross MOVED and Slater SECONDED the adoption of the resolution.

ROLL CALL: Slater-Yes Ross-Furse-Yes Lewis-Yes Bradford-Yes (All Yes)

C. **Approve payment of invoices to MAISD for services provided in the amount of \$XXXXXX, per the terms in the temporary service provider agreement.**

BE IT RESOLVED, that the Muskegon Heights Public School Academy System Board of Directors make a motion to approve payment of invoices to MAISD for services provided in the amount of \$XXXXXX, per the terms in the temporary service provider agreement.

Bradford MOVED and Ross SECONDED the adoption of the resolution.

ROLL CALL: Slater-Yes Ross-Furse-Yes Lewis-Yes Bradford-Yes (All Yes)

XI. COMMENTS FROM THE BOARD OF DIRECTORS

- Bradford: Happy New Year, excited about radio promotion
- Ross: Happy New Year to all
- Lewis: Thank you to Edgewood for hosting the meeting. March meeting will be at MLK. Happy Board Member Recognition Month
- Slater: Happy New Year - Winter worries

XII. NEXT MEETING

- Regular Board of Directors Meeting, Tuesday, February 20, 2024, 6:00 p.m.at Muskegon Heights Academy.

XI. MEETING ADJOURNMENT

Lewis MOVED to adjourn and Bradford SECONDED

ROLL CALL: Slater-Yes Ross-Furse-Yes Lewis-Yes Bradford-Yes Meeting (All yes)

Meeting adjourned at 7:40 p.m.

Respectfully submitted,

Hillery Rose-Furse, Secretary