

**MINUTES OF
REGULAR MEETING OF
LIFE SKILLS CENTER OF PONTIAC
BOARD OF DIRECTORS**

Date: August 29, 2022
Time: 6:00 P.M.
Location: 142 Auburn Ave, Pontiac, MI 48432

1. **Call to Order and Roll Call:** The meeting was called to order at 6:04pm by Ms. Williams

Board Members Present: Clark Sanford, Kimberly Williams, and Otis Ewing

Guests Present: Alejandro Velasquez, Andy Holmes, Annie Gibson, Catrina Lee, Chris Hodge, Grace Bautista, Heaven Ruiz, Jason Morton, Kevin Welsh, Nick Kovach, Pat Hill, and Valerie Chase
2. **Approval of Agenda**
Motion: Mr. Ewing made a motion to approve the agenda
Second: Mr. Sanford seconded the motion
The motion was unanimously approved.
3. **Approval of Minutes from July 08, 2022**
Motion: Mr. Ewing made a motion to approve the meeting minutes from July 08, 2022
Second: Mr. Sanford seconded the motion
The motion was unanimously approved
4. **Public Comment (Related to Agenda Items):** There were no public comments related to agenda items
5. **Reports**
 - a) Financial Report
 - i. Mr. Welsh noted that USLC is still working with edtec on access to financials, and that USLC will be taking on accounts payable. Mr. Sanford and Mr. Welsh will be connecting for updates.
 - b) School Leader Report
 - i. Ms. Lee provided an update to the board on enrollment, and noted that she and Mr. Jones had visited Flex High School in Burton and North Flint
 - c) ESP Report
 - i. Mrs. Chase provided the ESP update, noting that the team is connecting with Bay Mills and providing support, including but

not limited to student recruitment, staff professional development, and financial services.

- ii. The board noted that special education support services is an area of concern. USLC will be connecting with the service providers and ensuring proper oversight, along with coordinating with Oakland ISD and MDE representatives as needed.

6. **Consent Agenda**

- a) Designation of Legal Counsel
- b) Appointment of Auditor
- c) Local Newspaper (for Legal Notices)
- d) Depository of Funds
- e) Principal Office and Public Notice Posting Locations
- f) Board Corresponding Agent Resolution
- g) Homeless Children and Youth Liaison
- h) ACH and Electronic Transactions Policy
- i) Civil Rights Representative
- j) Designation of Title IX Representative
- k) Freedom of Information Act Coordinator
- l) Account Designation and Signatory Authority
- m) School Calendar
- n) Parent/Student Handbook

Discussion: Mr. Kovach noted that the ACH and Electronic Transactions Policy has been updated and language simplified

Motion: Mr. Ewing made a motion to approve consent agenda items a-n

Second: Mr. Sanford seconded the motion

The motion was unanimously approved

7. **New Business**

- a) Election of Officers

Motion: Mr. Ewing made a motion to maintain the officers of the board as currently standing (Ms. Williams as President, Mr. Ewing as Vice President and Mr. Sanford as Secretary and Treasurer)

Mr. Sanford seconded the motion

The motion was unanimously approved

- b) Budget Timeline and CAO Resolution

Discussion: It was noted that it is best practice for the board treasurer to be listed as the CAO

Motion: Mr. Sanford made a motion to designate himself as the CAO

Second: Mr. Ewing seconded the motion

The motion was unanimously approved

- c) Approval of DBA for Life Skills Center of Pontiac to Flex High School of Pontiac
Discussion: It was discussed that the DBA would allow co-branding of Flex High School of Pontiac until the legal name change could take place
Motion: Mr. Sanford made the motion to approve the application of the DBA for Flex High School of Pontiac
Second: Mr. Ewing seconded the motion
The motion was unanimously approved

- d) Charter Contract Request for a DBA
Discussion: After a brief discussion, it was determined that the board would like to expedite the official name change to Flex High School of Pontiac with the authorizer and in all state and local systems to make a clean break from prior school name and ESP as soon as possible.
Motion: Mr. Sanford made a motion to request a DBA and name change to Flex High School of Michigan
Second: Ms. Williams
The motion was unanimously approved

- e) Ratification of Education Service Provider Agreement
Motion: Mr. Sanford made a motion to ratify the previously approved Education Service Provider Agreement with U. S. Learning Corporation
Second: Mr. Ewing seconded the motion
The motion was unanimously approved

- f) Approval of Interim Superintendent
Motion: Mr. Sanford made a motion to approve Jason Morton as the interim Superintendent
Second: Mr. Ewing seconded the motion
The motion was unanimously approved

- g) Loss Run Request for Citizens Insurance Company
Discussion: It was noted that the Loss Run Request for Citizens Insurance Company would allow USLC to shop additional potential insurance plans
Motion: Mr. Ewing made a motion to approve the Loss Run Request for Citizens Insurance Company
Second: Mr. Sanford seconded the motion
The motion was unanimously approved

- h) **Board Meeting Dates**
Discussion: After a brief discussion, it was decided to move the board meeting dates to the fourth Tuesday of the month moving forward
Motion: Mr. Sanford made a motion to move the board meeting dates, beginning in September, to the fourth Tuesday with the understanding that some dates may need to be changed due to holidays/school breaks (to be revised/approved later)
Second: Mr. Ewing seconded the motion
The motion was unanimously approved

8. **Old Business:** There was no old business to discuss
9. **Board Correspondence:** There was no board correspondence to discuss
10. **Extended Public Comment (Comment on any matter, 3 minutes per person)**

Mr. Velasquez noted that the school currently has a 3-star rating on compliance with Bay Mills

11. **Adjournment**
There being no further business to come before the board, Ms. Williams adjourned the meeting at 7:19pm

CERTIFICATION

Proposed minutes respectfully submitted:



Recording Secretary

08/29/2022

Date

Approved by the Board of Directors on: 09/27/2022.



Board Secretary

9/27/22

Date