

**AGENDA FOR REGULAR MEETING OF  
FLEX HIGH SCHOOL OF PONTIAC  
(formerly LIFE SKILLS CENTER OF PONTIAC)  
BOARD OF DIRECTORS**

Date: November 15, 2022

Time: 6:00 PM

Location: 142 Auburn Ave, Pontiac, MI 48432

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**1. Call to Order and Roll Call**

The meeting was called to order at 6:02pm by Ms. Williams

**Board Members Present:** Kimberly Williams, Otwis Ewing, and Clark Sanford

**Guests Present:** Alejandro Velasquez, Larry Wilkerson, Andy Holmes, Grace Bautista, Heather Stuve, Annie Gibson, Adam Miller, Heaven Ruiz, Jason Morton, Kevin Welsh, Pat Hill, and Kevin Smith

**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 October 25, 2022**

Motion: Mr. Ewing made a motion to approve the meeting minutes from October 25, 2022

Second: Mr. Sanford seconded the motion

The motion was unanimously approved

**4. Public Comment (related to agenda items):** There were no public comments

**5. Reports**

a. Audited Financial Statements Review

- i. Mr. Wilkerson performed the audit for the year ending June 30, 2022. He made note that the fund balance should be at a minimum of 15%. There were no other findings and the board accepted the audit report as presented

b. Financial Report

- i. Mr. Welsh noted that due to the board meeting date change that the October and November finance reports would be presented at the next board meeting.

c. Legal Updates

- i. Mr. Smith was present in person on behalf of Mr. Kovach. He reviewed the contract amendment, bylaws, and articles of incorporation that are under New business. He confirmed with Mr. Miller and the board that the Form 1023 application process would begin with the approval of the board.
- ii. Mr. Smith recommended the order of new business items be adjusted to the following:

1. Current item b, Contract Amendment be moved to item d
2. Current item c, Revised Bylaws be moved to item b
3. Current item d, Restated Articles of Incorporation be moved to item c

Motion: Mr. Ewing made a motion to approve the agenda revision

Second: Mr. Sanford seconded the motion

The motion was unanimously approved

- d. School Leader Report
  - i. Mr. Morton presented on behalf of Ms. Lee and updated the board on open staff positions and academic progress, as well as school sponsored events.
- e. ESP Report
  - i. Reauthorization Update
    1. Mr. Holmes shared updates on the reauthorization presentation with Bay Mills on November 14, 2022, including that the team is waiting for feedback and that there was a recommendation the board move to 5 members.
    2. Ms. Stuve provided an update on special education services including a review with MDE and Oakland ISD
    3. Ms. Bautista provided an update on community outreach and relations, including events the school is participating in on November 18 and December 3.
- f. Authorizer Report
  - i. Mr. Velasquez shared that the school has a three star rating and is in compliance with Bay Mills.

## 6. New Business

- a. Form 1023 Application
- b. Contract Amendment
- c. Revised Bylaws
- d. Restated Articles of Incorporation

Motion: Mr. Sanford made a motion to approve New Business items a-d

Second: Mr. Ewing seconded the motion

The motion was unanimously approved

- e. Professional Development Advisory Committee
  - i. Ms. Gibson requested the board to recognize the Learning and Development Team to act as the Professional Development Advisory Committee.  
Motion: Mr. Sanford made a motion to recognize the Learning and Development Team as the Professional Development Advisory Committee  
Second: Mr. Ewing Seconded the motion

The motion was unanimously approved

f. Consideration of Finance Committee

- i. Mr. Welsh requested the board create a finance committee.

Motion: Mr. Sanford made a motion to elect himself as a member of the finance committee since he is the Board Treasurer

Second: Mr. Ewing seconded the motion

The motion was unanimously approved

g. December Board Meeting Date

- i. Mr. Holmes noted that the December board meeting date was scheduled during the school's winter break.

Motion: Mr. Sanford made a motion to cancel the December meeting due to lack of quorum

Second: Mr. Ewing seconded the motion

The motion was unanimously approved.

7. Old Business

a. Bank Account Updates

- i. Mr. Sanford shared that a new bank account has been established and he is working on getting everything set up so the board can approve signatories and transition to the new account.

8. Extended Public Comment (comment on any matter, 3 minutes per person): There was no extended public comment

9. Next Meeting Date: January 24, 2023 at 6:00pm

10. Adjournment

Ms. Williams adjourned the meeting at 6:54pm

**CERTIFICATION**

Proposed minutes respectfully submitted:

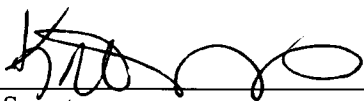


Recording Secretary

11/15/2022

Date

Approved by the Board of Directors on: 02-24-2023.



Board Secretary

02/24/2023

Date