

# Flex High School of Pontiac

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## REGULAR MEETING OF THE BOARD OF DIRECTORS

Flex High School of Pontiac

Friday, April 28, 2023

3:00 p.m. ET

### Meeting Format

In Person and Teams Video Conference

## MINUTES

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### 1. Oath of Office: Minnie Washington

- a. Mr. Holmes swore Ms. Washington in as an official board member of Flex High School of Pontiac.

### 2. Call to Order and Roll Call

Name	Present	Absent
Clark Sanford, President	✓	
Otis Ewing, Vice President	✓	
Kimberly Williams, Secretary/Treasurer		✓
Minnie Washington, Member	✓	

- a. A quorum was established, and the meeting was opened at 6:02 p.m.

### 3. Approval of Agenda

- a. Approve/adopt agenda for the April 28<sup>th</sup>, 2023 Regular Meeting of the Board of Directors of Flex High School of Pontiac.

After a brief discussion, the following action was taken to approve the agenda for the April 28<sup>th</sup>, 2023 Regular Meeting of the Board of Directors of Flex High School of Pontiac:

Motion made by Otis Ewing, seconded by Minnie Washington, and all present voted in favor by roll call vote.

### 4. Approval of Minutes from February 24<sup>th</sup>, 2023

- a. Approve minutes of the February 24<sup>th</sup>, 2023 Regular Meeting of the Board of Directors of Flex High School of Pontiac.

It was recommended that the Board of Directors adopt, as presented, and approve the minutes of the February 24<sup>th</sup>, 2023 Regular Meeting of the Board of Directors of Flex High School of Pontiac. There were no changes, additions or corrections to the Minutes. The following action was taken to approve the Minutes:

Motion made by Otis Ewing, seconded by Minnie Washington, and all present voted in favor by roll call vote.

## **5. Public Comment (related to agenda items)**

a. No one from the public was in attendance. Mr. Sanford also officially welcomed Ms. Washington to the board of directors for Flex High School of Pontiac and thanked her for taking the time to serve the school and students.

## **6. Reports**

### **a. Principal Report**

- i. Ms. P. Williams shared her principal report including virtual open house on 4/25. Also brought up a possible “Pull Up & Eat Up” event.
- ii. Enrollment is at 49 students as of mid-April. Numbers are down due to SAT/ACT testing and spring break. She also explained the movement toward the Flex model and students of the month.
- iii. Ms. P. Williams covered statewide testing and assessment training through MDE which is state mandated. Teachers were given certificates of completion for the training. Also, LLAC is working to create teaching strategies.
- iv. There was a wellness event in Pontiac which Ms. Bautista and Mr. Holmes attended with Ms. P. Williams at the Sports complex. Also, attended an event with the Chamber of Commerce with Ms. Bautista.
- v. Graduation will be Friday, June 23<sup>rd</sup> at the Strand Theater, time TBD, but tentatively 10:00am.

### **b. ESP Report**

- i. Mr. Holmes shared a PPT on Education, Community Outreach, and National Board Summit.
- ii. Ms. Stuve shared visiting Flex HS of Pontiac for a file review for the corrective plan. Also explained IEP writing and needing to hire a paraprofessional. Ms. P. Williams mentioned there are GPS every 2 weeks.
- iii. Ms. Bautista shared on student recruitment updates. Also reiterated her involvement with Ms. P. Williams at the events she shared on. Ms. Bautista has been connecting with E-Community Outreach Services and attending their events. Also shared on Youth Assistance helping with recruiting students from local Junior High’s. Ms. Bautista also shared new community partner relations.
- iv. Ms. Washington mentioned she was in contact with Pastor Jones and that he would like to meet up with Ms. Bautista.
- v. Mr. Holmes shared briefly on the National Board Summit and asked Ms. Washington and Mr. Ewing for their feedback on the trip. Both board members were impressed with the school tours and teachers during the tours and reiterated why they’re on the board; “To Serve the Students”.
- vi. Mr. Tres Simi shared on facilities with an update on the building permits from the architect which should be turned in within the next 2 weeks. Also spoke to Jovon Burkes, Mi. Consultant, for names of local contractors and hoping to receive at least 3 quotes for bidding to complete the new building.
- vii. Ms. Teresa Durbin will be in charge of the new building project. She has been working with Ms. Williams on the furniture, paint, and other details. Also, Ms. Durbin is working with Marketing for other materials.

### **c. Finance Report**

- i. Mr. Welsh shared on the balance sheet as of February 28, 2023 and also included information on the Huntington Bank and Chase Bank accounts.

### **d. Legal Updates**

i. Mr. Kovach shared application is close to submitting and hopes to get more information for the May board meeting. He also shared on the auditor with the board to make the final decision and vote. Mr. Larry Wilkerson should have done the audit, but nothing had been signed. Mr. Welsh shared other auditors were not available. Mr. Kovach clarified Mr. Wilkerson has never done any work for Flex HS Pontiac and auditors work on a year-to-year basis. Also questioned if a 3-year proposal was just pricing. Mr. Welsh will check but mentioned Lewis & Knopf can be 1-year or 3-year commitment.

ii. Ms. Guita Sharifi mentioned if it is a 3-year commitment that the board should vote every year for approval.

e. Authorizer Report

i. Mr. Alejandro Velazquez shared he will be at the May 23<sup>rd</sup> board meeting to look at the books. He also ran a report and stated that Flex HS Pontiac has a 3-star rating.

## 7. New Business

a. Bay Mills Contract Amendment No. 2

- Educational (A Game) goals
- Professional Skills Course

i. Ms. Annie Gibson mentioned that approval is needed for both Educational Goals and Professional Skills Course.

**It was recommended that the Board of Directors to approve both Educational Goals and Professional Skills Course:**

Motion made by Otis Ewing, seconded by Minnie Washington, and all present voted in favor by roll call vote.

b. 2022-23 Budget Amendment

i. Mr. Welsh shared on the 2022-23 budget amendment to be more aligned with the current trend and spending which left a deficit. USLC will be contributing.

**It was recommended that the Board of Directors to approve both the 2022-23 budget amendment as recommended by Mr. Welsh:**

Motion made by Otis Ewing, seconded by Minnie Washington, and all present voted in favor by roll call vote.

c. Proposal for Auditing Services: Lewis & Knopf CPA's, P.C.

i. Mr. Welsh shared on the proposal from Lewis & Knopf, CPA's, P.C. was the only company that came back with a quote. They are also used by Flex MI, Flint.

**It was recommended that the Board of Directors to accept Lewis & Knopf, CPA's, P.C. as the auditing service for Flex High School, Pontiac:**

Motion made by Otis Ewing, seconded by Minnie Washington, and all present voted in favor by roll call vote.

d. Ratification of Amendment to ESP Agreement

i. Mr. Kovach shared the amendment covered the schools name change.

**It was recommended that the Board of Directors to approve the Ratification of the Amendment to ESP Agreement**

Motion made by Otis Ewing, seconded by Minnie Washington, and all present voted in favor by roll call vote.

## 8. Extended Public Comment (comment on any mater, 3 minutes per person)

a. No one from the public was in attendance.

9. Next Meeting Date: May 23<sup>rd</sup>, 2023

10. ADJOURNMENT

There being no further business to come before the Board, the April 28<sup>th</sup>, 2023 Regular Meeting of the Board of Directors of Flex High School of Pontiac, upon motion duly made, seconded and by roll call adopted, adjourned.

The meeting adjourned at 7:17 p.m.

CERTIFICATION

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Proposed minutes respectfully submitted:



Recording Secretary

04/28/2023

Date

Approved by the Board of Directors on: 5/23/2023



Board Secretary

5/23/23

Date