

*Michigan Online School*  
 Minutes of a SPECIAL Board Meeting  
 Held online (due to pandemic conditions)  
 Monday, November 5, 2020, posted start time: 6:30 p.m.

BOARD MEMBERS						
	Name	Office	Present	Absent	Arrived late	Departed early
1	Ellen McGahey	Board President	✓			
2	Jennifer Lengyel	Vice President	✓			
4	Patty Hansen	Board Secretary	✓			
5	Kara Mounce	Board Treasurer		✓		

CALL TO ORDER

Upon determining the presence of a quorum through a roll call vote, Board President McGahey called the meeting to order at 6:33 p.m.

Others in attendance:

**School staff and supporting agency staff:**

Stephanie Hargens, Superintendent  
 Amy Stirling, Principal  
 Geoff Parker, Office Manager  
 Charity Brown, Registrar

**Official guests of the board:**

Attorney Robert J. Gavin, Shifman & Carlson, PLC  
 Shannon McElwain, Accel Schools  
 Jeff Rehlander, Gobles Public Schools  
 Adam Holcomb, Mast Financial

BOARD BUSINESS

1. **Approval of the Agenda.** Motion to approve the agenda and to add a closed session under “New Business” as item “c” by Board Vice President Lengyel. Seconded by Board Secretary Hansen. Motion carried unanimously through a roll call vote as follows:

- a. Patty Hansen, aye
- b. Jennifer Lengyel, aye
- c. Ellen McGahey, aye

2. **Reading and Approval of Minutes from the Previous Meeting.** After calling for corrections and hearing none, a motion to approve the minutes of the regular meeting on September 21st, 2020 as

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submitted by Board Vice President Lengyel. Second by Board Secretary Hansen. Motion carried unanimously through a roll call vote as follows:

- a. Patty Hansen, aye
- b. Jennifer Lengyel, aye
- c. Ellen McGahey, aye

3. **Public Comment:** None

4. **Guest Discourse.**

- a. **Authorizer Discourse:** None
- b. **Attorney Discourse:** Attorney Gavin explained he is working on policies and procedures relating to the new amendments to the Open Meetings Act for the board. He is still reviewing the board policies handbook.
- c. **Board Consultant Discourse:** None

5. **School Leader's Report:** Supt. Hargens went through some student metrics and when the next cohort will begin. Supt. Hargens also explained Count Day information and attendance. She also covered current staffing for MOS. Lastly, Supt. Hargens broke down the I-Ready metrics.

6. **Finances**

- a. **School Aid CRF Funding Certification**  
MOS did get certified for the grant
- b. **District COVID Costs Grant Certification**  
MOS did get certified for the grant
- c. **Invoices:**

Supt. Hargens gave the board a spreadsheet with all twenty invoices. Attorney Gavin did mention that it would be fine if the board approves them in a batch instead of individually. Board Vice President Lengyel motioned to approve all invoices on the spreadsheet provided by Supt. Hargens. Seconded by Board Secretary Hansen. Motion carried unanimously through a roll call vote as follows:

- i. Patty Hansen, aye
- ii. Jennifer Lengyel, aye
- iii. Ellen McGahey, aye

d. **September Financial Report:** Mr. Holcomb presented the financial report. There is no state aid for the month of September.

e. **Payment Processes Discussion and Purchasing Card**

Mr. Holcomb explained the inefficiencies of the current payment processes. Mr. Holcomb, Attorney Gavin, and Supt. Hargens have been collaborating on creating a policy and process for allowing the school to pay invoices and the potential use of a purchase card so that the

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board isn't approving invoices once every month. He recommends the use of a purchase card with controls around it and possibly using Bill.com for paying vendor invoices.

**7. Committee Reports:**

- a. **Audit Committee:** None.
- b. **Academic Excellence Committee:** None.
- c. **Governance and Risk Management Committee:** None.

**8. Unfinished Business:**

- a. **National Charter School Institute Board Policies Drafts:** Board President McGahey feels that there should be no approval by the board until Attorney Gavin has the opportunity to finish reviewing the policies.

**9. New Business:**

- a. **FY 20 Financial Audit:** Supt. Hargens provided all the audit documents to the board. Motion to accept the FY 20 Financial Audit provided by Yeo & Yeo by Board Vice President Lengyel. Seconded by Secretary Hansen. Motion carried unanimously through a roll call vote as follows:

- i. Patty Hansen, aye
- ii. Jennifer Lengyel, aye
- iii. Ellen McGahey, aye

**b. Training Date**

Board President McGahey will speak with Dr. Carpenter and figure out dates for board training.

- c. **Closed Session:** Motion to go into closed session to discuss attorney-client privilege letter by Board President McGahey. Seconded by Board Vice President Lengyel. Motion carried unanimously through a roll call vote as follows:

- i. Patty Hansen, aye
- ii. Jennifer Lengyel, aye
- iii. Ellen McGahey, aye

**10. Date of the Next Meeting - November 16th, 2020 at 6:30 pm.**

- 11. **Adjournment.** Having completed the agenda, Board President Ellen McGahey declared the meeting adjourned at 7:47 pm.

  
Secretary, Board of Directors