

## ARBOR ACADEMY

### REIMBURSEMENT FOR BOARD EXPENSES

Board members shall be reimbursed for actual and necessary expenses incurred as a result of attendance at board-approved workshops, seminars, conferences, or conventions.

To receive reimbursement for an expense listed in this policy, an expense voucher, together with supporting receipts or other evidence of actual expenses, shall be submitted to the school business office for processing. Payment will be made after the board approves the reimbursement.

A board member shall not be reimbursed for any travel expense, unless the travel has been approved by the board in advance of the travel.

Expenses for spouses accompanying board members are not reimbursable.

All expenditures approved will be taken out of funds set aside for the Board's use.

Ms. Woloszyk moved to accept for approval Invoice A49. Dr. VanVranken seconded the motion. Motion passed 3 to 0.

Dr. VanVranken moved to accept for approval COM invoices: 9/4/02, 10/4/02, and 11/4/02. Ms. Woloszyk seconded the motion. Motion passed 3 to 0.

6. ANNUAL REPORT

Ms. Dawn Woloszyk moved to accept the 2001-2002 annual report. Dr. VanVranken seconded the motion, and the motion was approved 3 to 0.

7. BOARD REIMBURSEMENT POLICY

Dr. VanVranken moved to adopt the board reimbursement policy. Ms. Woloszyk seconded the motion and the motion was approved 3 to 0.

8. POCKET PAGER POLICY

Ms. Woloszyk moved to adopt the pocket pager policy. Dr. VanVranken seconded the motion and the motion was approved 3 to 0.

9. GVSU AMENDMENT

Dr. VanVranken moved to adopt the Section 11.4 amendment in to the Arbor Academy Charter Contract with Grand Valley State University. Ms. Woloszyk seconded the motion and the motion was approved 3 to 0.

10. DIRECTOR'S REPORT

a. Progress Report:

- Independent assessment of students is in progress.
- MAT7 testing was completed in October.
- Representative from Quality Performance Resource Group met with Ms. Gumper and Mr. Doersam regarding teacher qualifications and credentials plus appropriate background records. This is a service provided by Grand Valley.
- The fire protection system has been inspected and tested and is functioning properly.
- First school assembly was held October 4<sup>th</sup> regarding character building.
- 100% participation in Parent-Teacher Conferences.

b. PTO

- First meeting was October 14<sup>th</sup>.
- 18 parents were in attendance. 7 parents attended the second meeting.
- First fundraiser netted approximately \$2000.00.

11. CALL TO ADJOURN

Meeting adjourned at 1:15 p.m.

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**ARBOR ACADEMY**  
Board Meeting Minutes  
November 14, 2002

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Board Members Attending: Ms. Jan Burland, Ms. Dawn Woloszyk, and Dr. Philip VanVranken  
Members Absent: Mr. Dan Downing  
Non-Board Members Attending: Ms. Margie Bomia, Ms. Theo Carson, Mr. Paul Doersam, Ms. Allison Gumper, Dr. Norm Peterson, and Ms. Suzanne Schott

1. CALL TO ORDER

The meeting was called to order at 12:15 p.m.

2. APPROVAL OF MINUTES

Ms. Woloszyk moved to approve the June 21, 2002 board minutes and Dr. VanVranken supported the motion. Motion was approved 3 to 0. Dr. VanVranken moved to approve the September 26, 2002 board minutes and Ms. Woloszyk supported the motion. Motion was approved 3 to 0.

3. ENROLLMENT UPDATE

One hundred thirty-nine students are enrolled for the 2002-2003 school year.  
Kindergarten – 27, First – 30, Second – 27, Third – 28, Fourth – 18, and Fifth – 9.

4. 2001-2002 Audit Report

Ms. Theo Carson presented the 2001-2002 Financial Statements for Arbor Academy. The audit report gave a clean opinion of the financial statements.

5. APPROVAL OF MANAGEMENT INVOICE

Dr. VanVranken moved to accept for approval Invoice A45. Ms. Woloszyk seconded the motion. Motion passed 3 to 0.

Ms. Woloszyk moved to accept for approval Invoice A45b. Dr. VanVranken seconded the motion. Motion passed 3 to 0.

Dr. VanVranken moved to accept for approval Invoice A46. Ms. Woloszyk seconded the motion. Motion passed 3 to 0.

Ms. Woloszyk moved to accept for approval Invoice A47. Dr. VanVranken seconded the motion. Motion passed 3 to 0.

Ms. Woloszyk moved to accept for approval Invoice A47b. Dr. VanVranken seconded the motion. Motion passed 3 to 0.

Dr. VanVranken moved to accept for approval Invoice A48. Ms. Woloszyk seconded the motion. Motion passed 3 to 0.