

Proposed
APPROVED

**Summit Academy North of Directors
Annual Organizational Meeting
Monday, August 8, 2024**

6:00pm

**Board of Education Conference Room
18601 Middlebelt Road, Romulus, MI. 48174**

APPROVED

MINUTES

- I. Call Meeting to Order 6:14pm**
- II. Pledge of Allegiance**
- III. Roll Call: Present: Vice-President Baum, Secretary Bynum, Trustee Woods, Treasurer Walker in at 6:17pm
Excused: President Operhall**
- IV. Approval of Minutes of June 4, 2024**

The minutes of the special meeting of June 4, 2024, are approved as presented. Motion by Trustee Woods, supported by Secretary Bynum. Motion carried unanimously.

- V. Approval of Agenda August 8, 2024**

The agenda for the annual organizational meeting of August 8, 2024 is approved as presented. Motion by Trustee Woods, supported by Secretary Bynum. Motion carried unanimously.

- VI. Consideration of Bills/Receipts/Financial Reports-Jason reviewed this with the Board**

A. Approval of the bills, receipts, financial reports

Jason Hamstra

- Summer School is still working through expenditures and final reports.
- We will likely have a budget revision in November or December.

The bills, receipts, and financial reports are approved as presented. Motion by Trustee Woods, supported by Secretary Bynum. Motion carried unanimously.

B. Fourth Quarter US Bank Letter, Continuing Disclosure

Jason Hamstra

- This is our typical quarterly disclosure to US Bank.

The fourth quarter US Bank continuing disclosure documents are approved as presented. Motion by Trustee Woods, supported by Secretary Bynum. Motion

carried unanimously.

C. Invoice Approvals

1. Trace3-Jason reviewed this with the Board

Jason Hamstra

- This invoice is for technology hardware utilizing E-rate money.

The Trace3 Invoice in the amount of \$11,077.63 is approved as presented. Motion by Trustee Woods, supported by Secretary Bynum. Motion carried unanimously.

VII. Annual Organizational Meeting Business

A. Motion to declare all offices vacant

Motion by Woods, supported by Bynum to declare all offices vacant. Motion carried unanimously.

B. Election of Officers

- i. Election of President

Motion by Trustee Woods, supported by Secretary Bynum to elect Kathy Operhall as Board President. Motion carried unanimously.

- ii. Election of Vice President

Motion by Woods, supported by Bynum to elect Abby Baum as Board Vice-President. Motion carried unanimously.

- iii. Election of Secretary

Motion by Woods, supported by Walker to elect Shelonda Secretary Bynum as Board Secretary. Motion carried unanimously.

- iv. Election of Treasurer

Motion by Woods, by Secretary Bynum to elect Jason Walker as Board Treasurer. Motion carried unanimously.

Organizational Operation

- v. Identification of Depository/Financial Institution-

Motion by Trustee Woods, supported by Secretary Bynum to identify

Comerica Bank as depository/financial institution. Motion carried unanimously.

vi. Identification of Newspaper of Record

Motion by Trustee Woods, supported by Secretary Bynum to identify The News Herald, Heritage News as newspaper of record. Motion carried unanimously.

vii. Board Corresponding Agent Resolution

Motion by Trustee Woods, supported by Secretary Bynum to name the Superintendent as the Board corresponding agent. Motion carried unanimously.

viii. Principal Office & Public Notice Posting Location

Motion by Trustee Woods, supported by Secretary Bynum to name The Central Administration Office, 18601 Middlebelt Road, Romulus, MI as the principal office and public notice posting location. Motion carried unanimously.

ix. Appointment of Freedom of Information Act Coordinator

Motion by Trustee Woods, supported by Secretary Bynum to appoint the Superintendent as the Freedom of Information Act Coordinator. Motion carried unanimously.

x. Appointment of Office of Civil Rights Representative

Motion by Trustee Woods, supported by Secretary Bynum to appoint the Superintendent as the Office of Civil Rights Representative. Motion carried unanimously.

xi. Appointment of Sexual Harassment Representative

Motion by Trustee Woods, supported by Secretary Bynum to appoint Superintendent Hamstra and Assistant Superintendent Jenkins as Sexual Harassment Representatives. Motion carried unanimously.

xii. Appointment of Title VI Representative

Motion by Trustee Woods, supported by Secretary Bynum to appoint the Superintendent as Title VI Representative. Motion carried unanimously.

xiii. Appointment of Title IX Representative

Motion by Trustee Woods, supported by Secretary Bynum to appoint the Superintendent as the Title IX Representative. Motion carried unanimously.

xiv. Appointment of Section 504 Representative

Motion by Trustee Woods, supported by Secretary Bynum to appoint Sally Racette as the Section 504 Representative. Motion carried unanimously.

xv. Appointment of Homeless Children and Youth Liaison

Motion by Trustee Woods, supported by Secretary Bynum to appoint Sally Racette as the Homeless Children and Youth Liaison. Motion carried unanimously.

xvi. Designation of Account Signatory

Motion by Trustee Woods, supported by Secretary Bynum to designate all Board Members with two signatures required as account signatory. Motion carried unanimously.

xvii. Designation of Legal Counsel

Motion by Trustee Woods, supported by Secretary Bynum to designate Dickinson-Wright as Legal Counsel. Motion carried unanimously.

xviii. Designation of Independent Audit Firm

Motion by Trustee Woods, supported by Secretary Bynum to designate Marcum Accounting as the Independent Audit Firm. Motion carried unanimously.

xix. Authorization of Contracts

Motion by Trustee Woods, supported by Secretary Bynum to authorize the Superintendent to approve contracts up to \$10,000. The Board will authorize any contracts over \$10,000. Motion carried unanimously.

xx. Designation of Electronic Transfer Officer (ETO)

Motion by Trustee Woods, supported by Secretary Bynum to designate the Board Treasurer as the Electronic Transfer Officer. Motion carried unanimously.

xxi. Approval of the use of facsimile signatures stamps

Motion by Trustee Woods, supported by Secretary Bynum to approve the use of facsimile signature stamps. Two signatures required. Motion carried unanimously.

xxii. Appointment of the Academy Resident Agent

Motion by Trustee Woods, supported by Secretary Bynum to appoint the Superintendent as the Academy Resident Agent. Motion carried unanimously.

xxiii. Appointment of the Academy Chief Administrative Officer

Motion by Trustee Woods, supported by Secretary Bynum to appoint the Board Treasurer as the Academy Chief Administrative Officer. Motion carried unanimously.

VIII. Old Business

A. Administrative Committee Reports to the Board

1. Finance-Jason explained that the State Budget was approved. Jason wants the Board to be mindful that this is a one-time adjustment per pupil. For charter schools that do not pay into MEPSERS the increase is \$375 dollars per pupil. We are working with Partner Solutions, CMU and the State of Michigan to ensure proper funding.
2. Communication-Jason sent out the first Central Office Monthly Newsletter for staff and parents. Meet the Superintendent will be on August 29th.
3. Quality Instruction-Alicia stated that summer went well. We had 273 students all together. Weekly Field trips K-8. 78 different parents who volunteered. Growth data is positive at the elementary school. Still working through data at the middle school.
4. Climate and Culture of Success and Equity-No report
5. Highly Effective Staff-No report

B. CTE Agreement Renewal 2024-2025- Jason reviewed this with the Board

Jason Hamstra

- This is the same agreement with Taylor Public Schools last school year, renew for the 2024-2025 school year.

The CTE Agreement Renewal with Taylor School District is approved as presented. Motion by Trustee Woods, supported by Secretary Bynum. Motion carried unanimously.

C. Amendment 6- Jason reviewed this with the Board

Jason Hamstra

- This revises amendment 5 and includes the updated position responsibilities at the Academy.

Amendment 6 of the CMU contract is approved as presented. Motion by Trustee Woods, supported by Secretary Bynum. Motion carried unanimously.

IX. New Business

- A. HACCP – Hazard Analysis and Critical Control Points (School Meals Program Annual Approval- Jason reviewed this with the Board

Jason Hamstra

- This details the Standard Operating Procedures for the meal program.
- We present this annually.

The HACCP for 2024-2025 is approved as presented. Motion by Trustee Woods, supported by Secretary Bynum. The motion passed unanimously.

- B. Transparency Reporting Certification- Fall- Jason reviewed this with the Board

Jason Hamstra

- This is the first of two submissions certifying that the information required for transparency is current and available.

The Transparency Reporting Certification for Fall is approved as presented. Motion by Trustee Woods, supported by Secretary Bynum. Motion carried unanimously.

- C. Partner Solutions Quarterly Report- Jason reviewed this with the Board

Jason Hamstra

- Asked if the Board had any questions.

- D. Athletic Handbook 2024-2025

Jason Hamstra

- There were some changes to eligibility in the athletic handbook.
- COVID items were omitted from this year's handbooks.

The Athletic Handbook 2024-2025 is approved as presented. Motion by Trustee Woods, supported by Secretary Bynum. Motion carried unanimously

- E. Student Handbooks 2024-2025

Jason Hamstra

- There were no substantive changes to the handbooks.

The Student Handbooks 2024-2025 are approved as presented. Motion by Trustee Woods, supported by Secretary Bynum. Motion carried unanimously.

X. Public Comment-None

XI. Board Comment-None

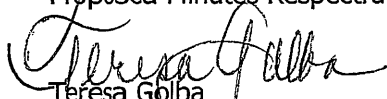
XII. Correspondence-None

XIII. Authorizer Comment-None

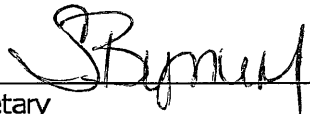
XIV. Adjournment

Motion by Trustee Woods, supported by Secretary Bynum to adjourn the meeting at 6:47pm. Motion carried unanimously.

Proposed Minutes Respectfully Submitted,


Teresa Golba

Approved by the Board of Directors at their 9-12-24 2024 meeting.


Secretary

9-12-2024
Date