

**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**

**AGENDA**

- I. Call Meeting to Order**
- II. Pledge of Allegiance**
- III. Roll Call**
- IV. Approval of Minutes of June 4, 2024**
- V. Approval of Agenda August 8, 2024**
- VI. Consideration of Bills/Receipts/Financial Reports-Jason will review with the Board**
  - A. Approval of the bills, receipts, financial reports
  - B. Fourth Quarter US Bank Letter, Continuing Disclosure
  - C. Invoice Approvals
    - 1. Trace3-Jason will review this with the Board
- VII. Annual Organizational Meeting Business**
  - A. Motion to declare all offices vacant**
  - B. Election of Officers**
    - i. Election of President
    - ii. Election of Vice President
    - iii. Election of Secretary
    - iv. Election of Treasurer
  - Organizational Operation**
    - v. Identification of Depository/Financial Institution
    - vi. Identification of Newspaper of Record

- vii. Board Corresponding Agent Resolution
- viii. Principal Office & Public Notice Posting Location
- ix. Appointment of Freedom of Information Act Coordinator
- x. Appointment of Office of Civil Rights Representative
- xi. Appointment of Sexual Harassment Representative
- xii. Appointment of Title VI Representative
- xiii. Appointment of Title IX Representative
- xiv. Appointment of Section 504 Representative
- xv. Appointment of Homeless Children and Youth Liaison
- xvi. Designation of Account Signatory
- xvii. Designation of Legal Counsel
- xviii. Designation of Independent Audit Firm
- xix. Authorization of Contracts
- xx. Designation of Electronic Transfer Officer (ETO)
- xxi. Approval of the use of facsimile signatures stamps
- xxii. Appointment of the Academy Resident Agent
- xxii. Appointment of the Academy Chief Administrative Officer

### **VIII. Old Business**

- A. Administrative Committee Reports to the Board
  - 1. Finance
  - 2. Communication
  - 3. Quality Instruction
  - 4. Climate and Culture of Success and Equity
  - 5. Highly Effective Staff
- B. CTE Agreement Renewal 2024-2025- Jason will review this with the Board
- C. Amendment 6- Jason will review this with the Board

**IX. New Business**

- A. HACCP – Hazard Analysis and Critical Control Points (School Meals Program Annual Approval- Jason will review this with the Board
- B. Transparency Reporting Certification- Fall- Jason will review this with the Board
- C. Partner Solutions Quarterly Report- Jason will review this with the Board
- D. Athletic Handbook 2024-2025
- E. Student Handbooks 2024-2025

**X. Public Comment**

**XI. Board Comment**

**XII. Correspondence**

**XIII. Authorizer Comment**

**XIV. Adjournment**