

**Summit Academy Board of Directors  
Summit Academy School  
30100 Olmstead  
Flat Rock, MI 48134  
Regular Meeting  
Annual Organizational Meeting  
Monday, August 3, 2015  
6:30 p.m.**

**APPROVED**

**AGENDA Minutes**

- I. Call Meeting to Order 6:42pm**
- II. Oath of Office – Kari Pardoe**  
-Kari Pardoe completed the Oath of Office with the Board.
- III. Roll Call**  
**Present: President Duyck, Vice President Almeda, Treasurer Pardoe, Director Pearsall**  
**Excused: Secretary Garnepudi**
- IV. Approval of Minutes from the meeting of June 1, 2015**  
  
**The Minutes from the Regular Meeting on June 1, 2015 are approved as presented. Motion by Treasurer Pardoe, supported by Vice President Almeda. Motion carried unanimously.**
- V. Approval of Regular Meeting Agenda for August 3, 2015.**  
-President Duyck asked to add Jim Morse presentation of the Organizational study following public comment after the public hearing.  
-President Duyck asked to add I. under new business for Contract Amendment - Spanish teacher.

**The Regular Meeting Agenda for August 3, 2015 is approved as amended. Motion by President Duyck, supported by Director Pearsall. Motion carried unanimously.**

**Motion to suspend the Regular Board Meeting at 7:16 pm to go into the Public Hearing made by Director Pearsall supported by President Duyck. Motion carried unanimously.**

**Motion to begin the Public Hearing at 7:16 pm made by Director Pearsall, supported by President Duyck. Motion carried unanimously.**

**Roll Call**

**Present: President Duyck, Vice President Almeda, Treasurer Pardoe, Director Pearsall**

**Excused: Secretary Garnepudi**

**VI. PUBLIC HEARING SCHEDULED AT 7:00 P.M. TO PRESENT THE BULLYING POLICY OF THE ACADEMY**

-Leann Hedke reviewed the updated Bullying policy with the Board.

**Motion to close the Public Hearing at 7:20 pm made by Director Pearsall, supported by Vice President Almeda. Motion carried unanimously.**

**Motion to reconvene the Regular Board Meeting at 7:20 pm made by Vice President Almeda, supported by Director Pearsall. Motion carried unanimously.**

**Roll Call**

**Present: President Duyck, Vice President Almeda, Treasurer Pardoe, Director Pearsall**

**Excused: Secretary Garnepudi**

**The Board adopts Bullying Policy 5517.01 with school leader to administer the policy as presented. Motion by President Duyck, supported by Vice President Almeda. Motion carried unanimously.**

**VII. Public Comment - None**

**VIII. Organizational Study Presentation – Jim Morse**

-Jim Morse reviewed the organizational study with the board.

-Jim shared suggestions for the board.

**IX. Annual Organizational Meeting Business**

**A. Motion to Declare All Offices Vacant**

**Declare all Offices Vacant is approved as presented.**

**Motion by President Duyck, supported by Treasurer Pardoe. Motion carried unanimously.**

**Election of Officers**

**i. Election of President**

**The Board appoints Deborah Duyck as President.**

**Motion by Kari Pardoe, supported by LG Almeda. Motion carried unanimously.**

**ii. Election of Vice President**

**The Board appoints LG Almeda as Vice President.**

**Motion by Kari Pardoe, supported by President Duyck.**

**Motion carried unanimously.**

**iii. Election of Secretary**

**The Board appoints Alex Garnepudi as Secretary.**

**Motion by Director Pearsall, supported by President Duyck.**

**Motion carried unanimously.**

**iv. Election of Treasurer**

**The Board appoints Kari Pardoe as Treasurer.**

**Motion by Vice President Almeda, supported by Director**

**Pearsall. Motion carried unanimously.**

**Organizational Operation**

**v. Identification of Depository/Financial Institution**

**The Board has identified Comerica as the  
Depository/Financial Institution.**

**Motion by Director Pearsall, supported by Treasurer  
Pardoe. Motion carried unanimously.**

**vi. Identification of Newspaper of Record**

**The Board has identified News Herald as the Newspaper of  
Record.**

**Motion by Treasurer Pardoe, supported by Vice President  
Almeda. Motion carried unanimously.**

**vii. Board Corresponding Agent Resolution**

**The Board has identified Program Director as the  
Corresponding Agent.**

**Motion by President Duyck, supported by Vice President  
Almeda. Motion carried unanimously.**

**viii. Resident Agent**

**The Board identified Tim Stoecker as the Resident Agent to  
file the Michigan Annual Report.**

**Motion by President Duyck, supported by Treasurer Pardoe.  
Motion carried unanimously.**

**ix. Principal Office & Public Notice Posting Location**

**The Board has identified Central Office as the Principal  
Office & Public Notice Posting Location.**

**Motion by Vice President Almeda, supported by President  
Duyck. Motion carried unanimously.**

- x. **Appointment of Freedom of Information Act Coordinator**  
The Board appoints Program Director as the Freedom of Information Act Coordinator.  
Motion by Treasurer Pardoe, supported by Director Pearsall. Motion carried unanimously.
- xi. **Appointment of Office of Civil Rights Representative**  
The Board appoints Jason Hamstra and Leann Hedke as the Office of Civil Rights Representative.  
Motion by Treasurer Pardoe, supported by President Duyck. Motion carried unanimously.
- xii. **Appointment of Sexual Harassment Representative**  
The Board appoints Program Director as the Sexual Harassment Representative.  
Motion by Treasurer Pardoe, supported by Vice President Almeda. Motion carried unanimously.
- xiii. **Appointment of Title VI Representative**  
The Board appoints Program Director as the Title VI Representative.  
Motion by Treasurer Pardoe, supported by Director Pearsall. Motion carried unanimously.
- xiv. **Appointment of Title IX Representative**  
The Board appoints Program Director as the Title IX Representative.  
Motion by Treasurer Pardoe, supported by Vice President Almeda. Motion carried unanimously.
- xv. **Appointment of Section 504 Representative**  
The Board appoints Assistant Principal as the Section 504 Representative.  
Motion by President Duyck, supported by Treasurer Pardoe. Motion carried unanimously.
- xvi. **Appointment of Homeless Children and Youth Liaison**  
The Board appoints Assistant Principal as the Homeless Children and Youth Liaison.  
Motion by Director Pearsall, supported by Vice President Almeda. Motion carried unanimously.
- xvii. **Designation of Account Signatory**  
The Board appoints all board members as the Designation of Account Signatory Resolution and requires 2 signatures on all checks as presented.

**Motion by President Duyck, supported by Vice President Almeda. Motion carried unanimously.**

**xviii. Designation of Legal Counsel**

**The Board designates Dickinson Wright as Legal Counsel.  
Motion by Vice President Almeda, supported by Director Pearsall. Motion carried unanimously.**

**xix. Designation of Independent Audit Firm**

**The Board designates Yeo and Yeo as the Independent Audit Firm.**

**Motion by Director Pearsall, supported by Treasurer Pardoe.  
Motion carried unanimously.**

**xx. Authorization of Contracts**

**The Board authorizes the Program Director to negotiate and implement contracts with service providers under \$5000. Contracts over \$5000 are reviewed by the Board President and legal counsel.**

**Motion by Treasurer Pardoe, supported by Vice President Almeda. Motion carried unanimously.**

**xxi. Designation of Electronic Transfer Officer (ETO)**

**The Board designates the Treasurer as the Electronic Transfer Officer (ETO).**

**Motion by President Duyck, supported by Director Pearsall.  
Motion carried unanimously.**

**X. Old Business**

**A. Superintendent Search Update**

- Jim Morse reviewed the Superintendent Search update with the Board.
- Jim stated four candidates are available for interviews.
- Jim indicated adding background checks for the candidates is available for additional costs.
- President Duyck indicated that the Boards will meet together regarding the search to set up a Work session.

**XI. New Business**

**A. Monthly Leadership Report**

- Sally Racette reviewed the June monthly leadership report with the Board.

**B. NCSI Spring 2015 Administrative Guidelines Updates**

- Tim Stoecker reviewed the Administrative Guidelines with the Board.
- 2260.01B – Tim asked who the school compliance officer was.
- Leann Hedke replied, Brenda Vandercook.

Proposed Minutes from SA Organizational Meeting on August 3, 2015

-Tim reminded the Board the Academy must have a list of Impartial Hearing officers available for parents.

5520 -Under Review of Immunization Record and To Stay in School "School Leader" will be changed to "Designee of School Leader"

7540.04 -Tim asked who oversees and executes the required technology acceptable use and safety with staff.

MEP Services is responsible for executing and oversight of training.

**The NCSI Spring 2015 Administrative Guidelines Update with attorney changes are approved as presented. Motion by Treasurer Pardoe, supported by Vice President Almeda. Motion carried unanimously.**

C. HACCP- Hazard Analysis and Critical Control Points

-Jason Hamstra reviewed the Variety Food Service's HACCP with the Board.

**The HACCP – Hazard Analysis and Critical Control Points is approved as presented. Motion by Treasurer Pardoe, supported by President Duyck. Motion carried unanimously.**

D. Annual Review of Vendor Policies

-Tim Stoeper of Dickinson Wright conducted the review.

-Contract Checklist was reviewed.

-MDE memorandum involving competitive bidding process was reviewed.

**Motion to change the minimum competitive bid requirement to \$23, 126 to reflect change from MDE. Motion by President Duyck, supported by Treasurer Pardoe. Motion carried unanimously.**

-Vendor Conflict of Interest Form was reviewed.

-Outside Employment Policy was reviewed which is administered by MEP.

-Conflict of Interest/Nepotism Form was reviewed which is administered by MEP.

-Conflict of Interest Policy in relationship to Board Members was reviewed

Tim expressed that this is possibly duplicated in the CMU paperwork for school board members.

Ed Roth indicated that all board members must complete CMU conflict of interest forms as a condition of service on a school board.

**Motion to void the Academy's Conflict of Interest Form for Board Members as it duplicates CMU procedures. Motion by Treasurer Pardoe, supported Vice President Almeda. Motion carried unanimously.**

- E. Review of the Dress code, Code of Conduct and Student Handbook.
  - Leann Hedke reviewed these with the Board.

**The 2015-16 Student Dress Code which is included in the Student Handbook is approved as presented. Motion by Treasurer Pardoe, supported by Vice President Almeda. Motion carried unanimously.**

**The 2015-16 Student Code of Conduct with Expulsion policy reviewed by Dickinson Wright is approved as presented. Motion by Vice President Almeda, supported by President Duyck. Motion carried unanimously.**

**The 2015-16 Student Handbook is approved as presented. Motion by Treasurer Pardoe, supported by Director Pearsall. Motion carried unanimously.**

- F. NCSI 8325 New Policy- Fall 2014- Receipt Legal Documents
  - Tim Stoecker from Dickinson Wright made changes to Policy 8325.
    - Service of Process on the Board of Directors  
In suits against the Board, only the Board President, School Leader or Resident Agent accepts service on behalf of the board.
    - The principal or site administrator shall immediately furnish copies to the school leader and the Board attorney and shall follow the attorney directives.
    - If doing so is in the Board's best interest, the Principal or site administrator or Board attorney shall accompany the employee to the deposition or hearing as determined by the board attorney.
    - In actions against the Board, it is not unusual for Board employees to be served with subpoenas and/or called as witnesses. Board legal counsel and the School Leader (employed by the board) will assist Board employees in these matters as directed by Board attorneys.

**The NCSI New Policy 8325 – Fall 2014 Receipt of Legal Documents is approved with attorney changes as presented. Motion by President Duyck, supported Treasurer Pardoe. Motion carried unanimously.**

- G. MEGS Security Authorization for Carol Paul
  - Leann Hedke stated the Academy is only allowed two MEGS users and the Academy would like to replace Maria Dockins with Carol Paul.

**The MEGS Security Authorization for Carol Paul is approved as presented. Motion by Treasurer Pardoe, supported by Director Pearsall. Motion carried unanimously.**

H. Transparency Reporting Certification - Tabled

I. Addition of Spanish teacher

-Leann Hedke stated the board would need to approve an amendment to the contract to add Spanish to the curriculum for a K-8 Spanish teacher.

**The Board authorizes the Academy to request a Contract Amendment for K – 8<sup>th</sup> grade Spanish curriculum from Central Michigan University. Motion by Director Pearsall, supported by Vice President Almeda. Motion carried unanimously.**

**XII. Consideration of Bills/Receipts/Financial Report**

A. Approval of the Consideration of Bills/Receipts/Financial Reports.

-Matt McDaniel reviewed the June and July Financials with the Board.

-Matt stated CS Partners is still in the process of closing the 2014-15 books in preparation for the audit.

-Matt indicated the audit should be ready for presentation at the October board meeting.

**The Consideration of Bills/Receipts/Financial Reports are approved as presented. Motion by President Duyck, supported by Treasurer Pardoe. Motion carried unanimously.**

B. US Bank Letter – 4<sup>th</sup> Quarter Financials

-Matt McDaniel reviewed this with the Board.

**The US Bank 4<sup>th</sup> Quarter Financials are approved as presented. Motion by Treasurer Pardoe, supported by Vice President Almeda. Motion carried unanimously.**

C. Funding Note Structures

-Matt McDaniel reviewed this with the Board.

D. State Aid Note Resolution

-Matt McDaniel reviewed this with the Board.

**The State Aid Note Resolution not to exceed 1.5 million is approved as presented. Motion by Treasurer Pardoe, supported by Director Pearsall. Motion carried unanimously.**

**XIII. Public Comment**

-Public asked if bullying policy will be utilized for kindergarten students as well.

-Leann Hedke replied Yes, the bullying policy is for Summit Academy's K-8<sup>th</sup> grade students.



-Public asked if Spanish would be available for younger grades eventually.

-Leann Hedke stated at this time the Academy is prepared to hire a part-time Spanish teacher for grades 4<sup>th</sup> – 8<sup>th</sup>. It is the Academy's goal to eventually hire a full time foreign language teacher.

**XIV. Board Comment**

-Director Pearsall stated he is looking forward to meeting with the North Board regarding the Organizational Study results.

-President Duyck thanked everyone.

**XV. Correspondence - None**

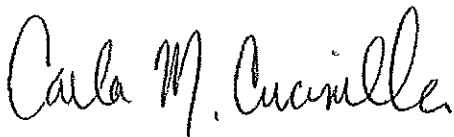
**XVI. Authorizer Comment**

-Ed Roth gave the Board the 2014-2015 Academic Performance Report and indicated Sally Racette will review with them at the September Board meeting.

**XVII. Adjournment**

**Motion by Treasurer Pardoe, supported by Director Pearsall to adjourn the Regular Meeting at 8:41 pm.**

**Proposed Minutes Respectfully,**



**Carla M. Cucinella  
Program Assistant**

**Approved by the Board at its** September 3, **2015 meeting.**

**Secretary:** Debra Duyck **Date:** 9/3/15

**Summit Academy Board of Directors  
Summit Academy Central Administration Offices  
30010 Olmstead, Bldg. B, Flat Rock, MI 48134, Boardroom  
Superintendent Interview  
Thursday, September 3, 2015  
3:00 p.m.**

**AGENDA MINUTES**

- I. Call Meeting to Order at 3:22pm.**
- II. Roll Call**  
**Present: President Duyck, Vice President Almeda, Secretary Garnepudi,**  
**Director Pearsall.**  
**Excused: Treasurer Pardoe**
- III. Approval of Minutes of August 3, 2015**  
**The Minutes from the Organizational meeting on August 3, 2015 are approved as presented.**  
**Motion by Vice President Almeda, supported by Director Pearsall. Motion carried unanimously.**
- IV. Approval of Agenda September 3, 2015**  
**The Agenda for the Special Meeting on September 3, 2015 is approved as presented.**  
**Motion by President Duyck, supported by Secretary Garnepudi. Motion carried unanimously.**
- V. Joint Interview Superintendent Candidate #4 with Summit Academy North**
- VI. Joint Public Comment with Summit Academy North**  
**-Erin Avery, Alicia Jenkins, Sally Racette, Carol Paul, Mike Bravo, Ray Kramer, Brenda Vandercook, Kim White, Ria Cole, Catherine Griffin gave statements on the needs of the academies and the selection of the right superintendent for the schools.**  
  
**Director Pearsall left the meeting @ 6:06pm.**
- VII. Deliberations regarding the Superintendent Search**

**VIII. Adjournment**

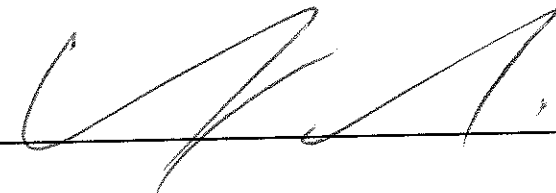
**Motion to adjourn the Special Meeting at 7:30pm.  
Motion by Secretary Garnepudi, supported by President Duyck. Motion  
carried unanimously.**

**Minutes Respectfully submitted,**



**Carla M. Cucinella  
Program Assistant**

**Approved by the Board of Directors at the meeting on September 14, 2015.**

**Secretary:**  **Date:** 9/14/15

SA Minutes from the SA Special Meeting on September 14, 2015

**Summit Academy Board of Directors  
Summit Academy School  
30100 Olmstead  
Flat Rock, MI 48134  
Regular Meeting  
Monday, September 14, 2015  
4:15 p.m.**

**AGENDA MINUTES**

- I. Call Meeting to Order at 4:33pm**
- II. Roll Call:  
Present: President Duyck, Vice President Almeda, Secretary Garnepudi, Treasurer Pardoe, Director Pearsall.**
- III. Approval of Minutes from the Special Meeting on September 3, 2015.**

**The Minutes from the Special Meeting are approved as presented.**

**Motion by Vice President Almeda, supported by Secretary Garnepudi. Motion carried unanimously.**

- IV. Approval of Regular Meeting Agenda for September 14, 2015**
  - Leann Hedke asked the Board to remove under new business J. Current 3 year Asbestos Re-Inspection Report – Jason Hamstra will review with the Board.
  - President Duyck asked to under old business B. Vote for Superintendent.

**The Regular Meeting Agenda for September 14, 2015 is approved as amended.**

**Motion by Secretary Garnepudi, supported by President Duyck. Motion carried unanimously.**

**V. Old Business**

**A. Superintendent Search Update**

- President Duyck stated the Board is prepared to vote this evening for Superintendent.
- President Duyck stated the Board interviewed several candidates

B. Vote for Superintendent

-President Duyck stated the Board is prepared to offer the Superintendent position to Leann Hedke.

**The Board voted unanimously to offer the Superintendent position to Leann Hedke subject to negotiation of a contract with the assistance of Dickinson Wright, Secretary Garnepudi and Director Pearsall.**

**Motion by Vice President Almeda, supported by Secretary Garnepudi. Motion carried unanimously.**

**VI. New Business**

A. Monthly Leadership Report

-Sally Racette reviewed with the Board.

-Sally stated the school enrollment is currently at 408. She indicated Brenda Vandercook and herself are contacting the families that have left to get more specific reasons.

-Secretary Garnepudi asked for the Board to see the data of why students leave comparing which reason is the most common.

-Treasurer Pardoe stated this drop in enrollment impacts the budget. She indicated she would like to work with the Budget team to see where the budget will be cut.

-Jason Hamstra stated he will be prepared to present options on where the budget can be cut.

-Secretary Garnepudi asked that more than one plan is prepared when considering the deductions.

-Sally stated what procedure is used to when keeping in touch with families and their enrollment for the following school year.

-Treasurer Pardoe stated she would like to amend the budget next month to work with a lower number. She indicated all purchasing to be as needed and keep a hold on all Professional Development.

B. Achievement data report presentation

- Sally Racette and Leann Hedke reviewed with the Board.
- Leann Hedke presented a PowerPoint highlighting the accomplishments of Summit Academy comparing with other charter schools data.
- Leann stated Summit Academy ranks in the top 12% of Charter Schools in the state of Michigan.

C. Re-enrollment Dates – January 11, 2016-February 27, 2016.

- Leann Hedke reviewed the Re-enrollment dates with the Board.

**The Re-enrollment Dates of January 11, 2016 – February 27, 2016 are approved as presented.  
Motion by Director Pearsall, supported by Secretary Garnepudi. Motion carried unanimously.**

D. Open Enrollment Dates – March 3, 2016 – March 23, 2016

- Leann Hedke reviewed the Open Enrollment dates with the Board.

**The Open Enrollment Dates of March 3, 2016 – March 23, 2016 are approved as presented.  
Motion by Treasurer Pardoe, supported by President Duyck. Motion carried unanimously.**

E. CAO Designation

- Jeff Ammons of Dickinson Wright stated the recommendation is to have your Superintendent as the school's CAO.

**The Board designates the Superintendent as the Chief Administrative Officer.  
Motion by Director Pearsall, supported by Vice President Almeda. Motion carried unanimously.**

F. Budget Timeline

- Matt McDaniel reviewed this with the Board

-Leann Hedke stated the Budget Timeline is a requirement of ~~Central Michigan University~~ the Uniform Budgeting and Accounting Act

-Matt stated the Budget Timeline is completed by the designated CAO of Summit Academy.

**The Budget Timeline is approved as presented.**

**Motion by Treasurer Pardoe, supported by Secretary Garnepudi. Motion carried unanimously.**

G. Fingerprint and Criminal Background Changes

-Jason Hamstra reviewed this with the Board.

-Jason Hamstra stated everyone who works at Summit Academy must be fingerprinted.

-Originally the ESP/MEP Services received the fingerprints when the law changed it stated for the fingerprints to be sent to the school and kept on school property.

-The new change gives four options for a receiving person:

A Board Member

Someone employed by the Board – Leann Hedke

The Authorizer – Central Michigan University

ISD – Wayne RESA

-Jason Hamstra indicated the best choice would be Leann Hedke.

-Jason stated he will submit the required paperwork to the State Police with Leann Hedke as the receiver.

H. NCSI Spring 2015 Updates

-Leann Hedke reviewed this with the Board.

-Treasurer Pardoe indicated the Table of Contents would need to be corrected to reflect 1240 as the Evaluation of the Educational Service Provider.

-Leann stated 5460 Graduation Requirements does not pertain to Summit Academy's K-8 students.

**The NCSI Spring 2015 Updates: Table of Contents with correcting 1240 to reflect the Evaluation of the Educational Service Provider, 1240, 1420, 2260.01, 5112, 5114, 5114A, 5320, 5517.01, 8390, 8390 and 8400 are approved as amended.**

**Motion by President Duyck, supported by Secretary Garnepudi. Motion carried unanimously.**

**I. Annual Nonprofit Corporation Information**

-Jeff Ammons reviewed this form with the Board.

-Jeff stated the form was submitted this morning by Dickinson Wright.

-Carla Cucinella stated Vice President Almeda is only listed as a Director and President Duyck, Treasurer Pardoe and Secretary Garnepudi are listed twice on the form.

-Jeff Ammons stated he would look into these concerns.

**VII. Consideration of Bills/Receipts/Financial Report**

**A. Approval of the Consideration of Bills/Receipts/Financial Reports.**

-Matt McDaniel of CS Partners reviewed this with the Board.

-Matt stated Yeo and Yeo are working on the rough draft of the audit which will be ready for the October Board meeting.

-Matt indicated the State aid note funded on September 1 with a lower percentage rate than last year.

**The Consideration of Bills/Receipts/Financials for August are approved as presented.**

**Motion by Director Pearsall, supported by Secretary Garnepudi. Motion carried unanimously.**

**VIII. Public Comment**

-Robin Berger, teacher at Summit Academy thanked the Board for listening to the staff needs and wants. She asked the Board if she could make a presentation at the next board meeting.

-Board agreed.

**IX. Board Comment**

-Director Pearsall thanked everyone for coming.



-Vice President thanked the public for coming and expressing their views. He encouraged them to return anytime.

-President Duyck thanked everyone for attending and expressed her concern with the low enrollment number. She stated this is a lot of money not accounted for and looking for input from administration.

**X. Correspondence - None**

**XI. Authorizer Comment**

-Ed Roth commended the staff and Board on the collaboration for the student success.

-Ed reminded the Board and staff that Reauthorization is coming. He stated Reauthorization is the same process as a new charter school starting out, same paperwork needed and questions asked.

**XII. Adjournment**

**Motion to adjourn Regular meeting at 6:24pm.**

**Motion by Treasurer Pardoe, supported by President Duyck.**

**Motion carried unanimously.**

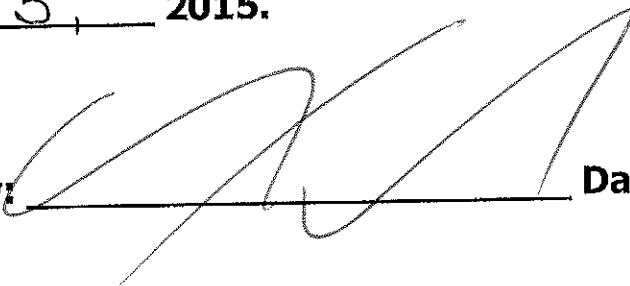
**Minutes Respectfully Submitted,**



**Carla M. Cucinella  
Program Assistant**

**Approved by the Board of Directors at meeting on  
October 5, 2015.**

**Secretary:**



**Date:**

10/5/15

**Summit Academy Board of Directors  
Summit Academy School  
30100 Olmstead  
Flat Rock, MI 48134  
Regular Meeting  
Monday, October 5, 2015  
6:30 p.m.**

**APPROVED**

**AGENDA MINUTES**

- I. Call Meeting to Order at 6:35pm**
- II. Roll Call :**  
**Present: President Duyck, Secretary Garnepudi, Treasurer Pardoe, Director Pearsall**  
**Excused: Vice President Almeda**
- III. Approval of Minutes from the Special meeting of September 14, 2015**  
-President Duyck asked to change under A. New Business "Sally stated what procedure is used to keep in touch with families and their enrollment for the following school year."  
-President Duyck asked to change F. under New Business Leann Hedke stated the Budget Timeline was a requirement of Central Michigan University. It is not a requirement of Central Michigan University; it is a requirement of Uniform Budgeting and Accounting Act.  
  
**The Minutes from the Special meeting on September 14, 2015 are approved as amended.**  
**Motion by Director Pearsall, supported by President Duyck.**  
**Motion carried unanimously.**
- IV. Approval of Regular Meeting Agenda for October 5, 2015**  
-President Duyck asked to add under VIII. Consideration of Bills/Receipts/Financial Report letter D. Hylant Check

**The Regular meeting Agenda for the October 5, 2015 Board meeting is approved as amended.**

**Motion by Secretary Garnepudi, supported by Director Pearsall. Motion carried unanimously.**

**V. Public Comment - None**

**VI. Old Business - None**

**VII. New Business**

A. Presentation of Audit from Yeo and Yeo

-Mike Evrard from Yeo and Yeo review the draft Audit with the Board.

-Mike indicated the Final Draft will be completed once the State is finished with the MPSERS audit.

-He stated the estimated date is October 18<sup>th</sup>.

-He indicated Yeo and Yeo did not have any findings on the Summit Academy Audit and does not see any changes when complete.

-Jeff Ammons from Dickinson Wright asked if the delay of the audit would affect the school's S & P rating.

-Mike stated he was unsure and didn't feel it would.

-Ed Roth asked about the effect of the Bond covenant percentage.

-Leann Hedke responded the requirement is 5% and the school is well above that.

**The Audit Draft presented by Yeo and Yeo is approved as presented with the Board appointing Kari Pardoe to approve the final draft of the audit on behalf of the board considering there are no findings.**

**Motion by President Duyck, supported by Director Pearsall. Motion carried unanimously.**

B. Monthly Leadership Report

-Sally reviewed the September Leadership report with the Board.

-Sally indicated the total enrollment number had dropped since the August leadership report.

- Secretary Garnepudi asked why the withdrawal in enrollment
- Sally replied with the list of reasons students had left Summit Academy.
- Secretary Garnepudi stated he would like the withdrawal reasons tracked. He indicated enrollment recruitment will need to change based on the reasons for students leaving.
- Leann stated she will be sending a survey to current families and families that have left us asking specific reasons why they chose Summit and why they chose to leave Summit.
- Director Pearsall indicated the school must be able to forecast trends, knowing your market.

C. DTE Amendment

- Jeff Ammons reviewed this with the Board.

**The DTE Amendment is approved as presented with permission for the Board President to sign.**

**Motion by Secretary Garnepudi, supported by Director Pearsall. Motion carried unanimously.**

D. Wellness Policy – Appendix A and C additions

- Leann Hedke Reviewed this with the Board.

**The Wellness Policy Table of Contents, 8510 Appendix A and 8510 Appendix C are approved as presented.**

**Motion by Director Pearsall, supported by President Duyck. Motion carried unanimously.**

## **VIII. Consideration of Bills/Receipts/Financial Report**

### **A. Approval of the Consideration of Bills/Receipts/Financial Reports.**

- Carlie Lockwood reviewed the HR Budget and Accounting Accomplishments with the Board.
- Carlie stated Central Michigan University is reviewing all personnel files at MEP Services in regards to the Reauthorization process.

-Carlie stated the Academy currently has a required EPI insurance.

-Carlie reviewed the terms and cost of the insurance with the Board.

-Matt McDaniel reviewed the September Financials with the Board.

Matt stated the big accomplishment of the month was the Audit completion.

-Matt indicated the financial statements contain information that could change once the audit closes and final adjustments are made.

**The Consideration of Bills/Receipts/Financial Reports for September are approved as presented.**

**Motion by Secretary Garnepudi, supported by Director Pearsall. Motion carried unanimously.**

B. Approval of the 1<sup>st</sup> Quarter Financials- US Bank Letter

-Matt reviewed the 1<sup>st</sup> Quarter Financials with the Board.

-Matt stated Kari Pardoe will need to sign the US Bank letter.

**The 1<sup>st</sup> Quarter Financials for US Bank are approved as presented.**

**Motion by President Duyck, supported by Secretary Garnepudi. Motion carried unanimously.**

C. Budget Amendment

-Leann reviewed the new budget with the Board.

-Leann stated the new budget is based on Enrollment of 400.

-Treasurer Pardoe thanked the budget team for their hard work in this amendment.

-Treasurer Pardoe asked Administration to think about what else is needed in the building.

-Treasurer Pardoe indicated that this is a fix for now but may need additional revisions after count day.

- President Duyck and Secretary Garnepudi stated they had reservation about lowering the Superintendent's %.
- Secretary Garnepudi asked Leann Hedke to give him an estimate of her time on Summit Academy.
- Secretary Garnepudi indicated the theme of each Board meeting should be Growth and Achievement.

**The 2015-2016 Budget Amendment is approved as presented.**

**Motion by Secretary Garnepudi, supported by Director Pearsall. Motion carried unanimously.**

**D. Hylant Check**

- Matt McDaniel asked the Board to approve the Insurance check from Hylant which is over the \$5000 max.

**The Hylant Insurance check totaling \$5464.00 is approved as presented.**

**Motion by President Duyck, supported by Director Pearsall. Motion carried unanimously.**

**IX. Public Comment**

- Jeff Ammons stated Dickinson Wright is available to train Leann with the new Fingerprint process.
- Ed Roth stated Kent County Schools may be interested in helping other schools.

**X. Board Comment**

- Secretary Garnepudi thanked the budget team for their hard work.
- Director Pearsall thanked everyone for coming. He stated he hoped everyone can now see how decisions made by the Board impact the staff and accountability is helpful with any growth.
- President Duyck thanked everyone for coming to the Board meeting. She said this is a stressful time when referring to budget and the staff only needs to worry about teaching the students. She stated we have to find out niche or reason for students to come and use this as a marketing strategy. She referred to the board when saying these five people care about this school and its success.

**XI. Correspondence**

-CMU: Total State Aid and other funds received

**XII. Authorizer Comment**

-Ed Roth referred to the board and administration when stating focus on the growth and achievement.

-Ed reminded the Board of the Annual conference on November 11<sup>th</sup> which focuses on successful data with great presentations.

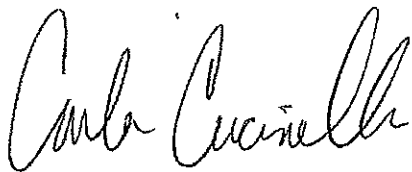
**XIII. Adjournment**

**Motion to Adjourn the Regular Meeting at 8:51pm.**

**Motion by Director Pearsall, supported by President Duyck.**

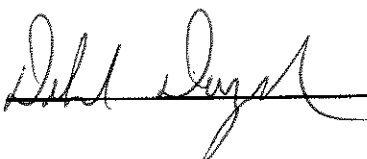
**Motion carried unanimously.**

**Minutes Respectfully Submitted,**



**Carla M. Cucinella  
Program Assistant**

**Approved by the Board of Directors at the Regular Meeting  
on November 24, 2015.**

**Secretary:**  **Date:** 11/24/15

**Summit Academy Board of Directors  
Summit Academy School  
30100 Olmstead  
Flat Rock, MI 48134  
Special Meeting  
Tuesday, November 24, 2015  
6:30 p.m.**

**APPROVED**

**AGENDA MINUTES**

- I. Call Meeting to Order at 6:51pm.**
- II. Roll Call**  
**Present: President Duyck, Vice President Almeda, Treasurer Pardoe**  
**Excused: Secretary Garnepudi, Director Pearsall.**
- III. Approval of Minutes from the Regular meeting of October 5, 2015**  
-President Duyck asked to change on page 5, last paragraph, and third sentence from the bottom from "out niche" to "our niche".  
  
**The minutes from the Regular meeting on October 5, 2015 are approved as amended.**  
**Motion by Treasurer Pardoe, supported by President Duyck. Motion carried unanimously.**
- IV. Approval of Special Meeting Agenda for November 24, 2015**  
-President Duyck asked to add under New Business G. 8<sup>th</sup> Grade Field Trip Bids.  
  
**The Special Meeting Agenda for November 24, 2015 is approved as amended.**  
**Motion by Vice President Almeda, supported by Treasurer Pardoe.**  
**Motion carried unanimously.**
- V. Public Comment**  
-Jeff Ammons stated Dickinson Wright is prepared to work with the Board to draft the Superintendent contract.
- VI. Old Business**
  - A. Enrollment Data**
    - Leann Hedke reviewed this with the Board.
    - Leann stated the data was pulled for the last five years.
    - Leann indicated she will be sending emails to families who have left to ask "why"



- President Duyck stated she would like the administration to work on new marketing to "tell our story" and "why attend Summit Academy"
- Vice President Almeda volunteered to work with administration on a new marketing plan for 2016-17 school year.

## **VII. New Business**

### **A. Monthly Leadership Report**

- Sally Racette reviewed this with the Board.

### **B. Vending Agreement**

- Jason Hamstra reviewed this with the Board.
- Jason stated Variety was the only Bid submitted meeting the bidding requirements.
- Jason indicated Variety has worked well with our school and recommended Variety for the Vending Agreement.

**The Vending Bid submitted by Variety Food Service is approved as presented.**

**Motion by Treasurer Pardoe, supported by Vice President Almeda.  
Motion carried unanimously.**

### **C. Contract Amendment – Spanish to Curriculum**

- Leann Hedke reviewed this with the Board.
- Leann indicated this was the approval to add Spanish to our Curriculum and waiting to hire a teacher due to lack of funds and candidates.
- President Duyck stated she would like to see the total expenses for Spanish teacher and resources.

**The Contract Amendment for addition of Spanish to the Curriculum is approved as presented.**

**Motion by Vice President Almeda, supported by President Duyck.  
Motion carried unanimously.**

### **D. Reauthorization Questionnaire and Checklist**

- Leann Hedke reviewed this with the Board.
- Leann reviewed each question with the Board members and the Board members answered each question verbally.

### **E. FID Review**

- Matt McDaniel reviewed this with the Board.
- Matt stated the FID was submitted to the State of Michigan in compliance with the November 1<sup>st</sup> deadline.

### **F. M-STEP Information**

- Leann Hedke indicated the M-STEP information is still embargoed and dates for release have not been given.
- Leann reviewed the Fall NWEA testing scores with the Board.

-Jason Hamstra stated the students will be tested again in January and then data will be compared for growth.

G. 8<sup>th</sup> Grade Field Trip Bids

-Leann Hedke stated 3 bids were received for 30 students to go to Chicago.

-Sally Racette stated the teachers recommend Student Adventures due to the low cost with most offered.

**The Board approves Student Adventures for the Eighth grade field trip to Chicago with Board cost not to exceed \$10,000 and students fundraising for additional costs.**

**Motion by Treasurer Pardoe, supported by Vice President Almeda.  
Motion carried unanimously.**

**VIII. Consideration of Bills/Receipts/Financial Report**

A. Approval of the Consideration of Bills/Receipts/Financial Reports.

-Matt McDaniel reviewed this with the Board.

-Matt indicated these financials reflect the budget that was adopted at the October Board meeting.

-Matt stated the cash flow is looking good and Title funds are beginning to come in.

**The Consideration of Bills/Receipts/Financial Reports for October are approved as presented.**

**Motion by Treasurer Pardoe, supported by Vice President Almeda.  
Motion carried unanimously.**

B. Budget Revision 2015-16

-Matt McDaniel and Jason Hamstra reviewed the budget revision with the Board.

-Treasurer Pardoe thanked the budget team for their hard work.

-Jeff Ammons reminded the Board they are not the employers of the teachers and staff of Summit Academy. They cannot recommend the raise amount just add money to the salary expenditure line items.

**The Budget Revision for 2015-16 is approved as presented with the addition of \$30,000 to Salary Expenditure line items.**

**Motion by Treasurer Pardoe, supported by President Duyck. Motion carried unanimously.**

**IX. Public Comment - None**

**X. Board Comment**

- Vice President Almeda thanked everyone for their efforts and excited about seeing the progress to come.
- President Duyck thanked the budget team for their hard work.

**XI. Correspondence -None**

**XII. Authorizer Comment**

- Ed Roth spoke to the board regarding strategy planning and setting goals.
- Ed indicated Central Michigan University will be hosting an evening event on December 10, 2015 called Strategic Thinking – Knowing your mission. He encouraged the board to attend.

**XIII. Adjournment**

**Motion by Treasurer Pardoe, supported by President Duyck to adjourn the meeting at 7:54p.m. Motion carried unanimously.**

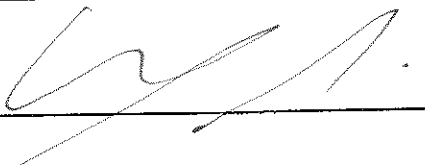
**Minutes Respectfully Submitted,**



**Carla M. Cucinella  
Executive Assistant Administrator**

**Approved by the Board of Directors at the Regular Meeting on**

January 11 **2015.**

**Secretary:**  **Date:** 1/11/16

**Summit Academy Board of Directors  
Summit Academy School  
30100 Olmstead  
Flat Rock, MI 48134  
Regular Meeting  
Monday, January 11, 2016  
6:30 p.m.**

**AGENDA MINUTES**

**APPROVED**

- I. Call Meeting to Order at 6:38pm**
- II. Roll Call**  
**Present:** President Duyck, Vice President Almeda, Secretary Garnepudi, Director Pearsall  
**Excused:** Treasurer Pardoe
- III. Approval of Minutes from the Special meeting of November 24, 2015**

**The minutes from the Special Meeting on November 24, 2015 are approved as presented.**

**Motion by Director Pearsall, supported by President Duyck. Motion carried unanimously.**

- IV. Approval of Regular Meeting Agenda for January 11, 2016**  
-President Duyck asked to add E. Hylant Check under New Business

**The Regular Meeting Agenda for the January 11, 2016 meeting is approved as amended.**

**Motion by Vice President Almeda, supported by Secretary Garnepudi. Motion carried unanimously.**

- V. Public Comment**

-Jeff Ammons stated Dickinson Wright is ready to assist in drafting the Superintendent contract.

-Jeff reminded the Board of the phone call on February 4, 2016 with the Bond investors.

## **VI. Old Business**

### **A. Review Advertising**

- Leann Hedke reviewed this with the Board.
- Leann stated she and Vice President Almeda met with TMV group regarding the advertising campaign for the 2016-17 school year.
- Leann indicated a meeting with TMV this week to review survey results and will update the Board at the February meeting.
- Vice President Almeda stated the meeting was informative.
- Leann stated she and Carol Paul have been working on getting a Great Start license for the preschool program to help with enrollment.

### **B. Updated Enrollment Data**

- Leann Hedke reviewed this with the Board.
- The board asked to see documentation on surrounding district drops in enrollment at the February meeting.
- Director Pearsall stated he would like to see what the driver of the drop in enrollment is and will it stay.

## **VII. New Business**

### **A. Monthly Leadership Report**

- Sally Racette reviewed this with the Board.
- Sally stated enrollment is staying steady.
- Sally highlighted the NJHS annual trip to Walmart to help needy families at Christmas.
- Sally stated Summit will be having an External review this year. She stated it has been moved to April 11 & 12.
- Sally stated Summit will be having an SSV (School Support Visit) from CMU on February 8<sup>th</sup>.

### **B. Dreambox Quote Approval – Title I Funds**

- Brad Garbutt reviewed this with the Board.
- Brad stated the quote is for a math tool good for a 1 year site license.
- Brad stated Dreambox is a K-8 adaptive math program for the computer and iPad. He stated Dreambox's uses rich visuals, sound design, and interactivity supports deep math comprehension.

**The Dreambox Quote is approved with the board appointing President Duyck to initiate the agreement contingent upon the extension of the \$6800 quote with the same total through January 31<sup>st</sup>, with a satisfied review of Terms of Use by legal counsel and completion of conflict of interest form.**

**Motion by Vice President, supported by Secretary Garnepudi.  
Motion carried unanimously.**

**C. Heinemann Quote Approval**

-Carol Paul reviewed this with the Board.

-Carol stated these are the LLI Materials for the 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades and would be paid out of Title I Funds.

-The board requested the data from the LLI program be presented at the next board meeting.

**The Heinemann Quote for \$5177.50 is approved as presented.  
Motion by President Duyck, supported by Secretary Garnepudi.  
Motion carried unanimously.**

**D. CMU Strategic Thinking**

-Leann Hedke reviewed this with the Board.

-Leann indicated the session focused on weaving your mission into everything you do.

-Vice President Almeda stated he attended the session as well and the boards focus should be on the strategic plan.

-Secretary Garnepudi stated it is important to remember the Growth and Achievement when completing the strategic plan.

-Ed Roth stated Central Michigan University's sessions are tools for the board to use when building a strategic plan.

-Ed indicated the next session is January 28, 2016 and will be focused on Strategic Budgeting.

**E. Hylant Check**

-Matt McDaniel stated the check totaling \$5464.00 is for the school's insurance.

**The Hylant Check totaling \$5464.00 is approved as presented.  
Motion by President Duyck, supported by Secretary Garnepudi.  
Motion carried unanimously.**

**VIII. Consideration of Bills/Receipts/Financial Report**

**A. Approval of the Consideration of Bills/Receipts/Financial Reports.**

- Matt McDaniel reviewed this with the Board.
- Matt reminded the Board the State changed the funding for February count.
- Matt mentioned the bus payment to North is coming due.
- President Duyck asked to table the payment until the February meeting.
- Lindsay Campeau from MEP Services reviewed the Human Resources/Budget & Accounting Accomplishments from October – December 2015.

**The Consideration of Bills/Receipts/Financial Reports are approved as presented.**

**Motion by Director Pearsall, supported by Vice President Almeda.  
Motion carried unanimously.**

**B. Approval of the 2<sup>nd</sup> Quarter Financials- US Bank Letter**

- Matt McDaniel reviewed this with the Board.

**The 2<sup>nd</sup> Quarter Financials for US Bank are approved as presented.**

**Motion by Director Pearsall, supported by Secretary Garnepudi.  
Motion carried unanimously.**

**IX. Public Comment**

**X. Board Comment**

-Director Pearsall thanked everyone for the presentations of new programs. He stated more data presentations of the products use would like to be seen.

-Vice President Almeda thanked everyone for working together.

-Secretary Garnepudi wished everyone Happy New Year. He stated we are accomplishing big things and stated "we are feeling like a team".

\*\*\*\*-President Duyck stated we are making great progress and is starting to show in our programs. She indicated Summit Academy's niche has to be found. She stated a lot of hard work ahead of us and she is looking forward to seeing test scores and data presentations.

\*\*\*\*\*- per President Duyck on 02/08/2016- change to programs

**XI. Correspondence - None**

**XII. Authorizer Comment**

-Ed Roth stated the Mission Statement should be posted in every room to power up the momentum in the building.

**XIII. Adjournment**

**Motion to Adjourn the Regular Meeting at 8:19pm.**

**Motion by Secretary Garnepudi, supported by Director Pearsall.**

**Motion carried unanimously.**

**Minutes Submitted Respectfully,**



**Carla M. Cucinella  
Executive Assistant Administrator**

**Approved by the Board of Directors at the Regular  
Meeting on February 8, 2016.**

**Secretary: Debra L. Dwyer Date: 2/8/16**



**Summit Academy Board of Directors  
Summit Academy School  
30100 Olmstead  
Flat Rock, MI 48134  
Regular Meeting  
Monday, February 8, 2016  
6:30 p.m.**

**APPROVED**

**AGENDA MINUTES**

- I. Call Meeting to Order at 6:43pm**
- II. Roll Call :**  
**Present: President Duyck, Vice President Almeda, Treasurer Pardoe, Director Pearsall**  
**Excused: Secretary Garnepudi**
- III. Approval of Minutes from the Regular meeting of January 11, 2016**  
-President Duyck asked to add an "s" on the end of Programs on page 4 under Board Comment.  
-Jeff Ammons stated Dickinson Wright is drafting the Superintendent's contract. The draft will be prepared by the next board meeting in March.  
-Jeff indicated the Dreambox contract was sent to Central Office to be sent to Dreambox.  
-Jason replied the contract was sent to Dreambox and waiting for response.

**The Minutes from the Regular Meeting on January 11, 2016 are approved as amended.**

**Motion by Vice President Almeda, supported by Director Pearsall.  
Motion carried unanimously.**

**IV. Approval of Regular Meeting Agenda for February 8, 2016**

**The Agenda for the February 8, 2016 Regular Meeting is approved as presented.**

**Motion by Treasurer Pardoe, supported by Vice President Almeda.  
Motion carried unanimously.**

**V. Public Comment – None**

## **VI. Old Business**

### **A. Review Advertising**

- Bill Morden from TMV advertising reviewed the survey data with the Board.
- Bill indicated a survey went out to all Summit Academy families with a 25% response rate.
- Bill stated the feedback was very positive with three top responses parents send their students to Summit Academy.
  1. Smaller class sizes
  2. The quality of teachers
  3. Strong communication
- Bill reviewed the 15 sec videos and postcards for the upcoming advertising timeline.

## **VII. New Business**

### **A. Monthly Leadership Report**

- Sally Racette reviewed the January Leadership Report with the Board.
- Sally stated enrollment is steady at 403.
- Sally indicated the Blood drive was a successful with a donation of 32 pints of blood to the American Red Cross. She thanked the Kiwanis group for volunteering their time.

### **B. NCSI – Fall Updates**

- Leann Hedke reviewed these with the Board.
- Leann reviewed the changes from the Memorandum by Tim Stoepker.
  - 0144.11 – The reimbursement policy as written by NCSI includes reimbursement for entertainment expenses and alcoholic beverages. Should the Board consider any refinement to this policy with regard to type and amount of entertainment expenses.
  - 0144.3 – We would recommend adding a subparagraph H as follows: "To the extent Board Operating Policy 0144.3 conflicts with the Academy's Bylaws, the Academy's contract with the Authorizer and the Academy's conflict of interest policies shall govern and control Board Operating Policy 0144.3."
  - 1130 – We would recommend adding a subparagraph F. as follows: "To the extent Administration Policy 1130 conflicts with the Academy's Bylaws, the Academy's contract with the Authorizer and Academy's conflict of interest policies shall govern and control Administration Policy 1130."
  - 3110 – We would recommend adding a subparagraph C. on page 2 as follows: "To the extent Administration Policy 1130 conflicts with the Academy's Bylaws, the Academy's contract with the Authorizer and Academy's conflict of interest policies shall govern and control Administration Policy 3110."
  - 5830 – We would recommend that the Superintendent appoint a staff person to oversee and document compliance with this policy.

6110 – The policy seems to be drafted for academies that do not employ a program director/superintendent. Considering the fact that the Academy employs a superintendent does the Board want to delegate this responsibility to the MEP. Additionally, I think that there is a conflict in subparagraphs A. and B. on page 1 as it appears to require that all grant proposals are presented to the Board and then appears to only require grant proposals that exceed \$500,000 are to be presented to the Board.

6111 – The Superintendent should forward this policy to MEP if adopted by the Board.

6320 – We recommend that if this policy is adopted that the same be inserted in a procurement book/binder for the Board Treasurer and those persons at the Academy authorized to procure materials, equipment and services on behalf of the Academy. Note that the policy allows MEP to make purchases for the Board is policy consistent with the current practice. We also recommend that the following sentence be added on page 2 under General Provision. "The purchase of items by the Educational Service Provider shall also comply with the requirements of the contract between the Academy and Educational Service Provider and conflict of interest policies of the Academy. We also suggest that the end of Finance Policy 6320 that following sentence be added, "The procurement of any services, materials, labor and/or equipment shall also comply with the Academy's conflict of interest policies."

6850 – The Board may want to consider how the required actions in these policies are documented to the Board so it can verify compliance with same. The Academy's auditor needs to be advised of the reporting requirements within this policy.

**The NCSI Fall 2015 Updates including Table of Contents, 0144.3, 0175.1, 1130, 1217, 3110, 3217, 5772, 5830, 6110, 6111, 6320, 6550, 6850, 7217, 8321, 8400, 8500, 9211 are approved as amended.**

**Motion by President Duyck, supported by Treasurer Pardoe.  
Motion carried unanimously.**

**C. CMU Strategic Budgeting**

-Leann Hedke reviewed the Strategic Budgeting session with the Board.

-President Duyck stated the session was informative and believes the school is heading in the right direction with their plans to begin the Strategic planning process.

-Ed Roth stated the Strategic budgeting session is one of the critically important topics pertaining to the school's Strategic plan.

D. School Support Visit Update

- Leann Hedke reviewed the school support visit with the Board.
- Leann stated the feedback was very positive with the visitors complimenting the school on the everyday technology use.

E. Bus Payment to North

- Matt McDaniel reviewed the check to Summit Academy North with the Board.
- Matt asked the Board if the payment to Summit Academy North totaling \$18,500 for bus fees would be paid now.
- Jason Hamstra advised the Board to pay half totaling \$9,250.

**The Check in the amount of \$9,250 for the Bus Payment to Summit Academy North is approved as presented.**

**Motion by President Duyck, supported by Director Pearsall. Motion carried unanimously.**

F. LLI Data Presentation

- Milka Hoss reviewed the LLI Data with the Board.
- Milka stated there are three MTSS tiers used within the school.
  - Tier I – Effective Core Instruction for All students
  - Tier II – Supplemental intervention for some identified students
  - Tier III – Intensive Interventions for few students 'not special education'
- Milka stated parents are notified of these services.

G. Term Expiration – L. Almeda

- Vice President Almeda's term expires in July and is up for renewal.
- Director Pearsall stated his nomination of Lawrence Almeda for Vice President of the Summit Academy Board of Directors.

**\*\*The Summit Academy Board re-nominates Lawrence Almeda for an additional term.**

**~~Director Pearsall nominates Lawrence Almeda as Vice President of the Summit Academy Board.~~**

**Motion by Director Pearsall, supported by President Duyck. Motion carried unanimously.**

H. Special Education Review

- Leann Hedke reviewed the Special Education Review with the Board.
- Leann stated Central Michigan University comes out annually for a Special Education Review.
- She stated the review went extremely well with positive feedback.

I. Site & Facility Review

- Leann Hedke reviewed the Site & Facility Review with the Board.

- Leann stated the only finding was to have an American Flag hanging in every location a student may be educated.
- Leann indicated this finding was rectified by the end of the day.

J. M-Step Data

- Jason Hamstra reviewed the M-Step Data with the Board.
- Jason stated the data presented is a comparison of Summit Academy scores and surrounding districts.
- Jason indicated this is the first year for the M-Step testing which means there is no M-Step growth data.
- Jason stated when subgroup data is analyzed Summit Academy does very well.
- Leann Hedke indicated Summit Academy is closing the gap.
- President Duyck stated she looks forward to seeing the growth next time the M-Step is taken.

K. Bond Call Update

- Leann Hedke reviewed the Bond Call with the Board.
- Leann stated the Bond call was positive.
- Leann shared data with the Board in regards to the decrease in population in the surrounding districts as well.
- Leann stated the Bond Call confirmed they were confident the budget has been taken care of in regards to the lower enrollment numbers.

L. 2016-2017 School Calendar

- Leann Hedke reviewed the 2016-17 School Calendar with the Board.

**The 2016-17 School Calendar is approved as presented.**

**Motion by Treasurer Pardoe, supported by Vice President Almeda.**

**Motion carried unanimously.**

**VIII. Consideration of Bills/Receipts/Financial Report**

A. Approval of the Consideration of Bills/Receipts/Financial Reports.

- Matt McDaniel reviewed the Bills/Receipts/Financial Report for January with the Board.
- Matt stated Summit Academy may need to borrow in the spring and will know more in March.
- Matt indicated all advertising from now on will go to the 2016-17 budget.

**The Consideration of Bills/Receipts/Financials Reports are approved as presented.**

**Motion by Treasurer Pardoe, supported by Director Pearsall. Motion carried unanimously.**

**IX. Public Comment - None**

**X. Board Comment**

- Vice President Almeda thanked everyone for their participation.
- Director Pearsall thanked everyone for the statistics and presentations. He looks forward to setting some goals for next year.
- Treasurer Pardoe thanked everyone for the presentations and data.
- President Duyck thanked everyone for the data provided and looks forward to increasing the test scores.
- President Duyck stated she would like the school's Mission statement on every Agenda starting in March.

**XI. Correspondence - None**

**XII. Authorizer Comment**

- Ed Roth stated the Strategic Budgeting is just another link in the chain when completing your Strategic Plan.
- Ed reminded the Board about the Strategic Thinking Map (Part One) -- Creating a Strategy Focused Organization session on March 9, 2016.
- Ed told the board to focus on the mission and see what you're doing and what Central Michigan University can do to help the staff with Data.

**XIII. Adjournment**

**Motion to adjourn the Regular Meeting at: 8:32pm.**

**Motion by Treasurer Pardoe, supported by Vice President Almeda.  
Motion carried unanimously.**

**Minutes Submitted Respectfully,**



**Carla M. Cucinella  
Executive Assistant Administrator**

**Approved by the Board of Directors at the Regular meeting  
on March 7, 2016.**

**Secretary: Debra Duyck Date: 3/7/16**

**Summit Academy Board of Directors  
Summit Academy School  
30100 Olmstead  
Flat Rock, MI 48134  
Regular Meeting  
Monday, March 7, 2016  
6:30 p.m.**

**APPROVED**

**AGENDA MINUTES**

- I. Call Meeting to Order at 6:34pm.**
- II. Roll Call:**  
**Present: President Duyck, Vice President Almeda, Treasurer Pardoe**  
**Excused: Secretary Garnepudi, Director Pearsall**
- III. Approval of Minutes from the Regular meeting on February 8, 2016**  
-President Duyck asked under New Business G. motion to re-nominate Vice President Almeda read as follows: The Summit Academy Board re-nominates Lawrence Almeda for an additional term.  
  
**The Minutes from the Regular Meeting on February 8, 2016 are approved as amended.**  
**Motion by Treasurer Pardoe, supported by Vice President Almeda.**  
**Motion carried unanimously.**
- IV. Approval of Regular Meeting Agenda for March 7, 2016**  
-President Duyck asked to add under New Business Tri-County Nurses Plus contract.  
  
**The Regular Meeting Agenda for March 7, 2016 is approved as amended.**  
**Motion by Treasurer Pardoe, supported by Vice President Almeda.**  
**Motion carried unanimously.**
- V. Public Comment - None**
- VI. Old Business**
  - A. Dreambox – Terms of Use Agreement**
    - Jason Hamstra reviewed with the Board.
    - Jason stated Dickinson Wright drafted an Addendum for the Dreambox Terms of Use. The Addendum was sent to Dreambox.
    - Jason indicated Dreambox replied that they will not accept the changes.
    - Jason explained to the Board that Dreambox works with many schools and could not change their agreement for every school.
    - The Board decided the agreement is standard and will approve without counsel's changes.

**Motion to approve the Dreambox terms of use.**

**Motion by Treasurer Pardoe, supported by Vice President Almeda.  
Motion carried unanimously.**

**B. Advertising Update**

-Leann Hedke reviewed with the Board.

-Leann gave the Board the Advertising timeline to review.

-Leann stated administration is working with an independent group to help with the Social Media aspect of advertising at a minimal cost.

-Jason Hamstra stated they use data trends to help them with where to focus.

-Leann stated more information will be available for the April meeting.

**C. Superintendent Contract**

-Randell Tatem from Dickinson Wright stated a draft of the contract was sent to Board.

-Treasurer Pardoe asked if the North Board approved this contract.

-Leann indicated that it had been approved by Summit Academy North.

-Leann inquired about the end date of the contract. She stated that most superintendent contracts would follow the school year throughout June 30. The present draft contract expires on February 10, 2019. She indicated that she would also be discussing this with the North board at their upcoming meeting.

-Randell replied that they have seen the draft and will review at their next board meeting for approval.

**Motion to approve the terms of the Superintendent Contract as presented.**

**Motion by Vice President Almeda, supported by President Duyck. Motion carried unanimously.**

**D. Reauthorization letter from CMU - Correspondence**

-Leann Hedke reviewed with the Board.

-Leann presented the board a spreadsheet of all documents required for the reauthorization check.

-President Duyck mentioned her concern for Summit Academy receiving a four year contract.

-Leann reviewed the following motions with the Board.

**Motion to appoint Leann Hedke as the Designee to verify the Accuracy of Position Descriptions and provide updates to the Board and Central Michigan University.**

**Motion by Treasurer Pardoe, supported by Vice President Almeda.  
Motion carried unanimously.**



**Motion to appoint Jason Hamstra to verify the accuracy of the Physical Plant Description in Schedule 6 of the present contract.**

**Motion by Treasurer Pardoe, supported by President Duyck. Motion carried unanimously.**

**Motion to appoint Carol Paul as the designee to update the Educational Program and submit to Central Michigan University.**

**Motion by Treasurer Pardoe, supported by Vice President Almeda. Motion carried unanimously.**

**Motion to approve the updated Educational Plan as presented.**

**Motion by Treasurer Pardoe, supported by President Duyck. Motion carried unanimously.**

**Motion to appoint Carol Paul as the designee to update the curriculum spreadsheet and Atlas mapping and provide updates to Central Michigan University.**

**Motion by Treasurer Pardoe, supported by Vice President Almeda. Motion carried unanimously.**

**Motion to approve the School Day Schedule as amended.**

**Motion by Treasurer Pardoe, supported by President Duyck. Motion carried unanimously.**

**Motion to appoint Catherine Griffin to provide response to Central Michigan University related to Special Education complaints by due date of March 24, 2016 and for Board member President Duyck to review.**

**Motion by Treasurer Pardoe, supported by Vice President Almeda. Motion carried unanimously.**

## **VII. New Business**

### **A. Monthly Leadership Report**

-Sally Racette reviewed with the Board the February Leadership Report.

-Sally indicated the Pinnacle teachers and a team of Administrators are working on a new elective list for students.

-Sally reminded the Board of upcoming events such as the Family Expo on March 12<sup>th</sup> and Literacy Night on March 22<sup>nd</sup> from 5:30p-7:30p.

-Catherine Griffin informed the Board Summit Academy will be receiving some Special Education Student Teachers from Central Michigan University.

### **B. NWEA Data - Tabled**

-Treasurer Pardoe asked to table the presentation until the April Board meeting.

### **C. Insurance Policies**

-Jason Hamstra reviewed with the Board.

-Jason stated he has completed the insurance application and is waiting to hear back from Hylant concerning insurance policies. Jason Hamstra would like to add it to the April Board Meeting.

D. 2016-17 Board Calendar

-Leann Hedke reviewed with the Board.

-Leann stated the meetings will remain the same on Mondays at 6:30pm.

**The 2016 – 17 Board Calendar is approved as presented.**

**Motion by Treasurer Pardoe, supported by President Duyck. Motion carried unanimously.**

E. Tri-County Nurses Plus Contract

-Jason Hamstra reviewed with the Board.

-Jason stated Summit Academy is in need of a nurse for a possible enrollee.

-Jason indicated he sent the contract from Tri-County to the Dickinson Wright and it was returned with many changes.

**The Board designates Vice President Almeda to work with Dickinson Wright to initiate a contract with a 3<sup>rd</sup> Party nurse staffing company. Motion by President Duyck, supported by Treasurer Pardoe. Motion carried unanimously.**

**VIII. Consideration of Bills/Receipts/Financial Report**

A. Approval of the Consideration of Bills/Receipts/Financial Reports.

-Matt McDaniel reviewed with the Board.

-Matt stated a borrowing will be needed to meet the Board's cash on hand.

-Matt informed the board of possible funding changes for the 2016-17 school year.

**The Consideration of Bills/Receipts/Financial Reports are approved as presented.**

**Motion by Treasurer Pardoe, supported by President Duyck. Motion carried unanimously.**

B. Spring Note

-Matt McDaniel reviewed with the Board.

-Matt stated the Spring note resolution will be ready for the April Board meeting.

C. Auditor for 2015-16

-Matt McDaniel reviewed with the Board.

-Matt stated bids are due by the end of the month and will need a motion at the April Board meeting.

**IX. Public Comment - None**

**X. Board Comment**

- Treasurer Pardoe thanked the staff for their hard work on the reauthorization checklist. She thanked Matt McDaniel for doing a great job on the financials.
- Vice President thanked the staff for their hard work.
- President Duyck thanked the staff for their help and reminded them "we still have some work but together we will get there."

**XI. Correspondence - None**

**XII. Authorizer Comment - None**

**XIII. Adjournment**

**Motion to adjourn the Regular Meeting at: 8:17pm**

**Motion by Treasurer Pardoe, supported by Vice President Almeda.**

**Motion carried unanimously.**

**Minutes Respectfully Submitted,**



**Carla M. Cucinella  
Executive Assistant Administrator**

Approved by the Board of Directors at the Regular meeting  
on April 4, 2016.

Secretary: Debra Duyck Date: 4/4/16

**Summit Academy Board of Directors  
Summit Academy School  
30100 Olmstead  
Flat Rock, MI 48134  
Regular Meeting  
Monday, April 4, 2016  
6:30 p.m.**

**APPROVED**

**AGENDA MINUTES**

- I. Call Meeting to Order at 6:50pm.**
- II. Roll Call:**  
**Present: President Duyck, Vice President Almeda, Director Pearsall**  
**Excused: Secretary Garnepudi, Treasurer Pardoe**
- III. Approval of Minutes from the Regular meeting of March 7, 2016**  
  
**The Minutes from the Regular meeting on March 7, 2016 are approved as presented.**  
**Motion by Vice President Almeda, supported by Director Pearsall.**  
**Motion carried unanimously.**
- IV. Approval of Regular Meeting Agenda for April 4, 2016**
  - President Duyck asked to add under Old Business D. Superintendent Contract
  - President Duyck asked to move the Auditor Presentations to A. under New Business.
  - President Duyck tabled the Lawn Bids until the May meeting.
  - President Duyck tabled the NWEA data presentation until the May meeting.  
**The Regular Meeting Agenda for April 4, 2016 is approved as amended.**  
**Motion by President Duyck, supported by Director Pearsall. Motion carried unanimously.**
- V. Public Comment - None**
- VI. Old Business**
  - A. NWEA Data**
    - President Duyck asked to table until the May Board meeting.
  - B. Tri-County Nurse Contract Update**
    - Catherine Griffin updated the Board on the status of the contract.

-Catherine stated the mother has not been in contact with the school about attending since the March Board meeting.

-Jason Hamstra stated the contract is still in negotiations with Dickinson Wright and Tri-County.

-Jason stated he will continue working on the contract in the event the student or any student is in need of Tri-County services.

C. Family Expo 2016

-Sally Racette stated the Expo was another success this year with over 1300 attendees.

-Vice President Almeda stated the event was very organized and well participated.

-Brenda Vandercook stated the school did take an application for the 2016-17 school year.

D. Superintendent Contract

-Jason reviewed with the Board.

-Jason stated Leann had requested the end date be changed from February 10, 2019 to June 30, 2019 to complete the school year.

-President Duyck asked if the North Board approved the June 30<sup>th</sup> contract.

-Jason replied yes.

**Motion to amend the Superintendent contract to be extended from the February 10, 2019 to June 30, 2019 end date.**

**Motion by President Duyck, supported by Vice President Almeda.**

**Motion carried unanimously.**

**VII. New Business**

A. Auditor Presentations

-Steve Shields and Melissa May presented from Croskey & Lanni.

-Marlene Beach and James Buckley presented from UHY.

-Jacob Sopczynski presented from Yeo & Yeo.

-Nancy from CS Partners stated the decision must be made by June 30, 2016.

-President Duyck stated the motion to appoint an audit firm for 2015-16 will be tabled until the May board meeting.

B. Monthly Leadership Report

-Sally Racette reviewed with the Board

-Sally stated March was Reading month along with ELA night.

-Sally stated 36 students were inducted into the National Junior Honor Society this year.

-Sally invited the Board to STEAM night on April 21, 2016.

- C. Early Childhood Questionnaire  
-Brenda Vandercook reviewed with the Board.  
-Brenda stated it just requires a signature and will be uploaded to Epicenter for Central Michigan University as a part of the Reauthorization process.
- D. Conflict of Interest and Anti-Nepotism Procedure Review  
-Jason Hamstra reviewed with the Board.  
-Jason stated MEP/CS Partners handles the Conflict of Interest and Anti-Nepotism procedure.

**The Conflict of Interest and Anti-Nepotism Procedure is approved as presented.**

**Motion by Vice President Almeda, supported by Director Pearsall.  
Motion carried unanimously.**

- E. Age, Grade Range, Maximum Enrollment  
-Jason Hamstra reviewed with the Board  
-Jason reviewed the Application and Enrollment Results form with the Board.

**The Age, Grade Range and Maximum Enrollment Requirements are approved as presented.**

**Motion by Director Pearsall, supported by Vice President Almeda.  
Motion carried unanimously.**

- F. Matriculation Agreement  
-Jason Hamstra reviewed with the Board.  
-Jason stated the Matriculation agreement is for current Summit Academy 8<sup>th</sup> graders to attend Summit Academy North High School next year as an enrollment priority.  
-Jeff Ammons from Dickinson Wright stated the only change is the matriculation agreement is for all Summit Academy students no matter what grade they attended Summit Academy.

**The Matriculation Agreement is approved as presented.**

**Motion by Vice President Almeda, supported by President Duyck.  
Motion carried unanimously.**

- G. Financial Arrangement with Summit Academy North for Superintendent  
-Jason Hamstra reviewed with the Board.  
-Jason stated this agreement is for Summit Academy to pay 20% of the Superintendent's health, dental and vision insurance.

**The Superintendent financial arrangement with Summit Academy North is approved as presented.**  
**Motion by Vice President Almeda, supported by Director Pearsall.**  
**Motion carried unanimously.**

H. MEP Services Contract

- Carlie Lockwood reviewed with the Board.
- Carlie, Kristi Kauppi, Lindsay Campeau, Geoff and Nancy presented the MEP/CS Partners Powerpoint.

**The Board approves the MEP Services Contract subject to Central Michigan University non-disapproval, and appoints President Duyck and Treasurer Pardoe to negotiate all remaining issues presuming resolution of such remaining issues does not alter the material terms of the contract provided to and approved by the Board.**

**Motion by Vice President Almeda, supported by Director Pearsall.**  
**Motion carried unanimously.**

I. Review Accountability Processes and Procedures

- Jason Hamstra reviewed with the Board.
- Jason stated this is a requirement of the Reauthorization process.

**The Correction and Verification Plan requirements which are continuously implemented as described are approved as presented.**

**Motion by Director Pearsall, supported by Vice President Almeda.**  
**Motion carried unanimously.**

J. Lawn Bids

- President Duyck asked to table the Lawn Bids to the May Board meeting.

K. Insurance Policies for 2016-17

- Jason Hamstra reviewed with the Board.
- Jason stated there will be a savings this year with Citizens lowering their premium for employment practice liability insurance based on conversations with MEP regarding their employment practice liability insurance.
- Jason reminded the Board about Hylant's Cyber Insurance which is available for an additional fee.

**The Insurance Policies presented by Hylant for the 2016-17 school year are approved as presented.**  
**Motion by Vice President Almeda, supported by Director Pearsall.**  
**Motion carried unanimously.**

- L. 2014 – 15 CMU Fiscal Performance Report
  - Jason reviewed the Fiscal Performance Report from Central Michigan University with the Board.
  - Jason reminded the Board the total amount of students will drop for the 2015-16 report.
  - Ed Roth reminded the Board this report is from 2014-15 data.

#### **VIII. Consideration of Bills/Receipts/Financial Report**

- A. Approval of the Consideration of Bills/Receipts/Financial Reports.
  - Jason Hamstra reviewed the Consideration of Bills/Receipts/Financial Reports for March with the Board.
  - President Duyck reminded CS Partners the financials are usually presented by them and would like to make sure someone from CS Partners is aware for the May Board meeting.
  - Jason stated the Spring Note will be approved at the May Board meeting and we will be borrowing less this year.

**The Consideration of Bills/Receipts/Financial Reports are approved as presented.**  
**Motion by Director Pearsall, supported by Vice President Almeda.**  
**Motion carried unanimously.**

- B. 3<sup>rd</sup> Quarter Financials for US Bank
  - Jason Hamstra reviewed the 3<sup>rd</sup> Quarter Financials with the Board.

**The 3<sup>rd</sup> Quarter Financials for US Bank are approved as presented.**  
**Motion by Director Pearsall, supported by Vice President Almeda.**  
**Motion carried unanimously.**

#### **IX. Public Comment - NONE**



**X. Board Comment**

- Director Pearsall thanked everyone for the presentations.
- Vice President Almeda thanked everyone for their hard work and is happy to see the positive progress.
- President Duyck thanked everyone for their patience today.

**XI. Correspondence**

**XII. Authorizer Comment**

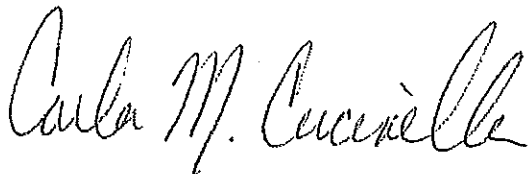
- Ed Roth reminded the board about Strategic Planning and laying out a plan with a calendar of what needs to be accomplished.
- Ed stated the center has webinars to help the Board with the Strategic Planning.
- Ed reminded the Board of the Central Michigan University's Strategic Thinking Map part II which is held next Thursday, April 14 2016 in Novi.

**XIII. Adjournment**

**Motion to Adjourn Regular Meeting at: 8:27pm.**

**Motion by Director Pearsall, supported by Vice President Almeda.**  
**Motion carried unanimously.**

Minutes Respectfully Submitted,



Carla M. Cucinella  
Executive Assistant Administrator

Approved by the Board of Directors at the Regular meeting  
on May 2, 2016.

Secretary: 

Date: 5/2/16

**Summit Academy Board of Directors  
Summit Academy School  
30100 Olmstead  
Flat Rock, MI 48134  
Regular Meeting  
Monday, May 2, 2016  
6:30 p.m.**

**APPROVED**

**AGENDA MINUTES**

- I. Call Meeting to Order at 7:02 pm.**
- II. Roll Call:**  
**Present: President Duyck, Vice President Almeda, Secretary**  
**Garnepudi**  
**Excused: Treasurer Pardoe, Director Pearsall**

**III. Approval of Minutes from Regular meeting of April 4, 2016**

**The Minutes from the Regular meeting on April 4, 2016 are approved as presented.**

**Motion by Vice President Almeda, supported by Secretary**  
**Garnepudi.**

**Motion carried unanimously.**

**IV. Approval of Regular Meeting Agenda for May 2, 2016**

- President Duyck asked to add under Old Business B. Marketing Report.
- President Duyck asked to add a Marketing Report to every agenda moving forward.
- President Duyck tabled 2016-2017 Budget Review until the June meeting.

**The Regular Meeting Agenda for May 2, 2016 is approved as amended.**

**Motion by Vice President Almeda, supported by Secretary**  
**Garnepudi.**

**Motion carried unanimously.**

**V. Public Comment – None**

**VI. Old Business**

**A. NWEA Data**

- Jason Hamstra presented student growth data from the NWEA/MAP Winter Testing.
- Jason Hamstra reviewed the NWEA/MAP reports including Growth by Grade, Goal Setting Worksheet, and Classroom Summary Reports.
- Jason Hamstra and Carol Paul explained how these reports are used to help shape instruction for individual students and classroom instruction.

- Ed Roth talked about how CMU is in the process of utilizing individual student growth to evaluate the Academy's performance.
- Superintendent Hedke stated she and Carol Paul had attended a work session with CMU representatives to help understand how the new growth measure will be applied to the Academy.
- Ed Roth stated that the change in the student growth measure will require a contract amendment for the Academy. He also stated that on June 30 CMU will have more information to share about this issue at the Board Development Series.

### **B. Marketing Update**

- Superintendent Hedke update on the board regarding on-going efforts to market the Academy.
- Superintendent Hedke stated that a postcard mailer was being sent to areas where most of the Academy's students live.
- Superintendent Hedke stated that the Academy's administration was interview parents to gather more information on why their students attend the Academy.
- Sally Racette stated that this week she was having Muffins with Moms and Donuts with Dads to bring parents into building to discuss why their students attend the Academy.
- Sally Racette stated she has also begun to call random parent to help build relationships and gather information.
- President Duyck asked that the Academy's administration capture the data they receive from these initiatives.
- Superintendent Hedke updated the board on the social media initiative that the Academy has begun for the month of May.

## **VII. New Business**

### **A. Monthly Leadership Report**

- Sally Racette presented the monthly leadership report.
- Sally Racette updated the board on current enrollment and re-enrollment.
- Sally Racette stated that in April the Academy had completed the AdvancEd Accreditation Visit.
- Sally Racette stated that the visit went extremely well and the Academy was offered Accreditation status.
- Sally Racette stated the Academy's staff was recognized with for its ability to build relationships students and families that engage these stakeholders in the students' education.
- Sally Racette stated that a mandatory area of improvement was for the Academy to improve differentiated instruction.
- Sally Racette state that the accreditation team recommended two opportunities for improvement. The first was for the Academy to adopt and implement a research based teacher evaluation tool. The second was for the Academy to develop a strategic plan.

## **B. Lawn Bids**

- Jason Hamstra reviewed the lawn bids that had been received.
- Jason Hamstra explained that Eugene's Lawn Maintenance has been mowing the grass for two years and has a competitive price. Eugene is doing a good job.

**The Lawn Bid submitted from Eugene's Lawn Maintenance is approved as presented.**

**Motion by Secretary Garnepudi, supported by Vice President Almeda, carried unanimously.**

## **C. Futures Agreement**

- Jason Hamstra stated the Futures is the company we have used for the past three years to provide Occupation Therapy for students at the Academy.
- Special Education Coordinator Catherine Griffin stated she is pleased with services that Futures has provided.
- Jeff Ammons of Dickinson Wright stated there were some minor corrections that needed to be made to the contract
  - o First page, first paragraph: The agreement date should be 1<sup>st</sup> day of July 2016
  - o Second page, Section 4, first paragraph: The agreement shall commence as July 1, 2016.
  - o Addendum, number 2: The service to be provided by Futures to and for the Academy are to be provided to the Academy in the manner specified in the Agreement.
  - o Addendum, number 3: The term "school" as used in the Agreement shall mean the Academy.
  - o Addendum, number 5: first line should read "of Section 1", instead of or Section I

**The Futures Agreement is accepted as amended and contingent upon legal counsel approval.**

**Motion by Secretary Garnepudi, supported by Vice President Almeda, carried unanimously.**

## **VIII. Consideration of Bills/Receipts/Financial Report**

### **A. Approval of Consideration of Bills/Receipts/Financial Reports.**

- Laura Carpenter from CS Partners review the Consideration of Bills/Receipts/Financial Reports for April with the Board.
- Laura Carpenter stated the general budget, lunch budget, and cash on hand were in good standing.
- Laura Carpenter stated that a final revision of the 2015-2016 budget would reflect staffing and compensation changes that had occurred throughout the school year.

**The Consideration of Bills/Receipts/Financial Reports are approved as presented.**

**Motion by President Duyck, supported by Secretary Garnepudi, carried unanimously.**

**B. Spring Note**

- Laura Carpenter reviewed the Spring Note with Board.
- Laura Carpenter recommended the Board borrow \$200,000 in the spring to ensure the Academy meets the cash on hand requirement.

**The Spring Aid Note from Comerica in the amount of \$200,000 is approved as presented.**

**Motion by Secretary Garnepudi, supported by Vice President Almeda, carried unanimously.**

**C. 2015-2016 Budget Revision**

- Jason Hamstra stated that Academy's leadership had worked with Treasurer Pardoe and Laura Carpenter of CS Partners to prepare a 2015-2016 budget revision.
- Jason Hamstra reviewed the 2015-2016 Budget Revision with the board.
- Jason Hamstra stated that most adjustment were due to current staffing and compensation projections for the remainder of the budget year.
- Jason Hamstra stated the revised budget is based on 408.49 students.
- Superintendent Hedke explained that the Academy had been very careful with spending because of decline in students at the beginning of the school year.
- Jason Hamstra explained that the revised budget would result in \$184,526 of surplus.
- Jason Hamstra explained that the board could designate a portion of the surplus to Assigned Fund Equity for future projects. This would allow the Academy to utilize these funds for futures projects including a new roof, parking lot improvement, curricular resources, and technology resources. Assigned Fund Equity displays the intentionality of the Board and the Academy to utilize these funds in future budgets.
- Jason Hamstra reviewed with Board curricular resources, technology, and furniture purchases that the Academy would like to purchase during the 2015-2016 budget year that exceed the \$5,000 threshold that requires Board approval.
- Superintendent Hedke reviewed with Board curricular and technology purchase projections for the next seven years. These projections will be utilized to help make budgeting decisions for current and future budgets.
- Laura Carpenter stated that CS Partners would bring a resolution to the June board meeting for the adoption of a final 2015-2016 budget.

**Motion to place \$15,000 in unassigned fund equity and place the remaining 2015-2016 surplus into assigned fund equity for future projects.**

**Motion by President Duyck, supported by Vice President Almeda, carried unanimously.**

**Motion to approve the purchase of lunch tables not to exceed \$16,000**

**Motion by Secretary Garnepudi, supported by Vice President Almeda, carried unanimously.**

**Motion to approve the purchase of computers to upgrade the computer lab no to exceed \$10,500.**

**Motion by Vice President Almeda, supported by Secretary Garnepudi, carried unanimously.**

**Motion to approve the purchase of new projector and screen not to exceed \$11,000.**

**Motion by Secretary Garnepudi, supported by Vice President Almeda, carried unanimously.**

**Motion to approve the purchase of trade books to accompany the Battle Creek Science Kits not to exceed \$6,100.**

**Motion by President Duyck, supported by Vice President Almeda, carried unanimously.**

**Motion to approve the purchase of Lego Robotics not to exceed \$6,700.**

**Motion by Secretary Garnepudi, support by Vice President Almeda, carried unanimously.**

**Motion to approve the purchase of projectors for the classroom not exceed \$10,000.**

**Motion by Secretary Garnepudi, supported by President Duyck, carried unanimously.**

**Motion to approve the purchase of 3-D Lab Equipment not to exceed \$32,000.**

**Motion by Vice President Almeda, support by Secretary Garnepudi, carried unanimously.**

#### **Auditor for 2015-2016**

- Superintendent Hedke shared the audit bids from the April board meeting.
- Jason Hamstra stated that the Academy's leadership has worked with Yeo & Yeo and Croskey & Lanni in the past.
- Laura Carpenter stated that Yeo & Yeo and Croskey & Lanni have charter school experience and that CS Partners has worked with both auditors in the past.

**The Auditor Bid from Yeo & Yeo for 2015-2016 for \$10,275 is accepted as presented.**  
**Motion by Secretary Garnepudi, supported by Vice President Almeda, carried unanimously.**

**IX. Public Comment – None**

**X. Board Comment**

- Board members thanked everyone for the dedication and hard work.

**XI. Correspondence – None**

**XII. Authorizer Comment**

- Ed Roth reminded the Board of the Board Development Series meeting on June 30.

**XIII. Adjournment**


**Motion to Adjourn Regular Meeting at 8:49 pm**  
**Motion by Secretary Garnepudi, supported by Vice President Almeda. Motion carried unanimously.**

Minutes Respectfully Submitted,



Jason L. Hamstra  
Administrator of Data and Reporting

Approved by the Board of Directors at the Special meeting on June 27, 2016.

Secretary:  Date: 6/27/16

**Summit Academy Board of Directors  
Wayne County Community College  
Heinz C. Prechter Educational and Performing Arts Center  
21000 Northline Rd Taylor, MI 48180  
Special Meeting  
Monday, June 27, 2016  
10:00 a.m.**

**APPROVED**

**AGENDA MINUTES**

- I. Call Meeting to Order at 10:17a.m.**
- II. Roll Call:**  
**Present: President Duyck, Vice President Almeda, Secretary Garnepudi,**  
**Excused: Treasurer Pardoe, Director Pearsall**
- III. Approval of Minutes from the Regular meeting of May 2, 2016**  
  
**The Regular Meeting Minutes from May 2, 2016 are approved as presented.**  
**Motion by Vice President Almeda, supported by Secretary Garnepudi.**  
**Motion carried unanimously.**
- IV. Approval of Special Meeting Agenda for June , 2016**  
**-President Duyck asked to move the closed session after Authorizer Comment.**  
  
**The Special Meeting Agenda for June 27, 2016 is approved as amended.**  
**Motion by President Duyck, supported by Secretary Garnepudi. Motion carried unanimously.**
- V. Public Comment - None**
- VI. Old Business**
  - A. ESP Agreement – MEP Services**  
**-Laura Carpenter reviewed with the Board.**  
**The ESP Agreement is approved as presented.**  
**Motion by Vice President Almeda, supported by Secretary Garnepudi.**  
**Motion carried unanimously.**



- B. Revised School Calendar
  - Carla Cucinella reviewed with the Board.
  - Carla stated the only change was November 4, 2016 will be a half day.

**The Revised School Calendar for 2016-17 is approved as presented.  
Motion by Secretary Garnepudi, supported by Vice President Almeda.  
Motion carried unanimously.**

**VII. New Business**

- A. BES Solutions Quote for 3D Lab.
  - Laura Carpenter reviewed with the Board.
  - Laura stated we were not required to go out for bid as it is below the \$23,000 threshold.

**The BES Solution Quote for the 3D Lab in the amount of \$21,590.00 is approved as presented.  
Motion by Vice President Almeda, supported by Secretary Garnepudi.  
Motion carried unanimously.**

- B. School Meals Program for 2016-17
  - Carla Cucinella reviewed with the Board.
  - Carla stated Variety was the only Bid the school received.
  - Carla stated the bid will include the fruit and vegetable bar requested by the students.
  - Carla stated the price for student lunches will not change for the 2016-17 school year.

**The School Meals Bid for 2016-17 from Variety Food Services is approved as presented.  
Motion by President Duyck, supported by Secretary Garnepudi.  
Motion carried unanimously.**

- C. MHSAA Membership Resolution
  - Carla Cucinella reviewed with the Board.

**The MHSAA Agreement for 2015-2016 is approved as presented.  
Motion by President Duyck, supported by Vice President Almeda.  
Motion carried unanimously.**

- a. Addition of 6<sup>th</sup> grade
  - Carla stated the 6<sup>th</sup> grade student would be able to participate in Cross Country, Wrestling and track.

**The resolution to allow 6<sup>th</sup> grade students to participate on cross country, track, wrestling based on new MHSAA Eligibility Rules is approved as presented.**

**Motion by Secretary Garnepudi, supported by Vice President Almeda.  
Motion carried unanimously.**

**D. Review of the Dress code, Code of Conduct and Student Handbook.**

- Carla Cucinella reviewed with the Board.

- Carla stated the changes made were:

- Dress code – Collared shirt under jacket

- Code of Conduct – 5 additions

**The 2016-17 Student Dress code is approved as presented.**

**Motion by Secretary Garnepudi, supported by Vice President Almeda.  
Motion carried unanimously**

**The 2016-17 Code of Conduct is approved as presented.**

**Motion by Vice President Almeda, supported by Secretary Garnepudi.  
Motion carried unanimously.**

**The 2016-17 Student Handbook is approved as presented.**

**Motion by Secretary Garnepudi, supported by Vice President Almeda.  
Motion carried unanimously**

**E. Approval of the Charter Contract**

- Ed Roth reviewed with the Board.

- Vice President Almeda questioned the wording of the indemnification resolution.

- Tim Stoeper stated he will look into the wording and notify the board.

**The Charter Contract Resolution authorizing President Duyck to execute the contract on behalf of the Academy is approved as presented.**

**Motion by Secretary Garnepudi, supported by Vice President Almeda.  
Motion carried unanimously.**

- a. Adoption of the Amended Bylaws  
-Ed Roth reviewed with the Board.

**The Resolution for the Adoption of the Amended Bylaws is approved as presented.**

**Motion by Vice President Almeda, supported by Secretary Garnepudi.  
Motion carried unanimously.**

- b. Indemnification of Certain Individuals associated with the Academy  
-Ed Roth reviewed with the Board.

**The Resolution for the indemnification of certain Individuals associated with the Academy is approved as presented.**

**Motion by Secretary Garnepudi, supported by President Duyck.  
Motion carried unanimously**

- c. Indemnification of the University  
-Leann Hedke will review with the Board.

**The Resolution for the Indemnification of the University is approved as presented.**

**Motion by Vice President Almeda, supported by Secretary Garnepudi.  
Motion carried unanimously.**

- F. District Improvement Plan 2016-17  
-Carla Cucinella reviewed with the Board.

**The District Improvement Plan for 2016-17 is approved as presented.**

**Motion by President Duyck, supported by Vice President Almeda.  
Motion carried unanimously.**

#### **VIII. Consideration of Bills/Receipts/Financial Report**

- A. Approval of the Consideration of Bills/Receipts/Financial Reports.
  - Laura Carpenter reviewed with the Board.
  - Laura stated the cash flow looked right on target.
  - Laura indicated funding for 2016-17 will increase by \$120/per pupil.
  - Laura stated the funding will come from 10% of Spring 2016 and 90% of Fall 2016.

**The Consideration of Bills/Receipts/Financial Reports are approved as presented.**

**Motion by Secretary Garnepudi, supported by Vice President Almeda.  
Motion carried unanimously.**

- B. Approval of the Final Budget Revisions 2015-2016.  
-Laura Carpenter reviewed the General and Lunch Fund for the final budget for the 2015-16 school year.

**The General Fund and Lunch Fund for the Final Budget for 2015-16 are approved as presented.**

**Motion by Secretary Garnepudi, supported by President Duyck.**

**Motion carried unanimously.**

- C. Approval of the Original Budget 2016-17  
-Laura Carpenter reviewed the General and Lunch fund for the Original Budget for 2016-17.

**The General Fund and Lunch Fund for the Original Budget for 2016-17 is approved as presented.**

**Motion by Secretary Garnepudi, supported by Vice President Almeda.**

**Motion carried unanimously.**

- D. Bond Refinancing Engagement Letter  
-Tim Stoecker reviewed with the Board.  
-Ed Roth and Board had concerns about the paperwork.  
-President Duyck asked to table until July Board meeting.

**IX. Public Comment - None**

**X. Board Comment**

- Vice President Almeda thanked everyone for coming.  
-Secretary Garnepudi thanked everyone for a great school year.  
-President Duyck thanked everyone for coming and for the positive progress achieved.

**XI. Correspondence - None**

**XII. Authorizer Comment**

- Ed Roth reminded the Board of the Strategic Use of Academic Data session this Thursday evening at 6:00pm.

**XIII. Closed Session- Annual Superintendent Evaluation- Leann requested that this be done in closed session.**

**Motion to move into closed session for the purpose of reviewing the Annual Superintendent Evaluation at 11:13 a.m.**

**Motion by Secretary Garnepudi, supported by President Duyck**

**Roll call:**

**Present: President Duyck, Vice President Almeda, Secretary Garnepudi**

**Excused: Treasurer Pardoe, Director Pearsall**

**Motion to reconvene the open session at 12:28 p.m.**

**Motion by President Duyck, supported by Vice President Almeda.**

**Motion carried unanimously.**

**Roll Call:**

**Present: President Duyck, Vice President Almeda, Secretary Garnepudi**

**Excused: Treasurer Pardoe, Director Pearsall**

**The Annual Evaluation for Leann Hedke is approved as presented.**

**Motion by Secretary Garnepudi, supported by President Duyck.**

**Motion carried unanimously.**

**XIV. Adjournment**

**Motion by Secretary Garnepudi, supported by Vice President Almeda to adjourn the meeting at 12:31pm.**

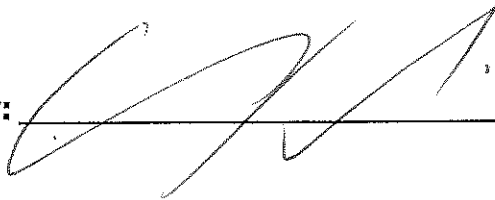
**Minutes Respectfully Submitted,**



**Carla M. Cucinella  
Executive Assistant Administrator  
Summit Academy Schools**

**Approved by the Board of Directors at the \_\_\_\_\_  
meeting on \_\_\_\_\_ 2016.**

**Secretary:**



**Date:**

**7/11/16**