

**Summit Academy Board of Directors
Summit Academy School
30100 Olmstead, Flat Rock, MI 48134
Organizational Meeting
Monday, August 5, 2019
6:30 p.m.**

AGENDA MINUTES

APPROVED

- I. Call Meeting to Order: 6:36pm**
- II. Roll Call:**
Present: President Duyck, Vice President Garnepudi, Treasurer Pardoe, Secretary Edwards, Director Vining
- III. Approval of Minutes from the Regular meeting on July 8, 2019**

The Minutes from the Regular meeting on July 8, 2019 are approved as presented.
Motion by Director Vining, supported by Vice President Garnepudi.
Motion carried unanimously.
- IV. Approval of Regular Meeting Agenda for August 3, 2019**
-President Duyck asked for the additions to the agenda
 - Under Old Business**
 - F. Playground Bids**
 - Under Consideration of Bills/Receipts/Financial Reports**
 - C. Fall Borrowing**
The Organizational meeting Agenda for August 5, 2019 is approved as amended.
Motion by Secretary Edwards, supported by Director Vining.
Motion carried unanimously.
- V. Public Comment**
 - Ed Roth spoke about the framework of the Annual Organizational meeting. He stated Central Michigan University determined the board when the school originated, and the organizational meeting happens each year after.**
 - Ed stated a partnership between the Board and CMU is important.**
- VI. Annual Organizational Meeting Business**

Our mission is to nurture and inspire our school community and facilitate quality educational opportunities in a safe learning environment, enabling students to reach their maximum potential.

A. Motion to Declare All Offices Vacant

**Motion to Declare All Summit Academy Board Offices Vacant.
Motion by Treasurer Pardoe, supported by President Duyck.
Motion carried unanimously.**

Election of Officers

i. Election of President

**The Board appoints Alex Garnepudi as Board President.
Motion by Deborah Duyck, supported by Kari Pardoe.
Motion carried unanimously.**

ii. Election of Vice President

**The Board appoints Deborah Duyck as Vice President.
Motion by Danielle Vining, supported by President
Garnepudi.
Motion carried unanimously.**

iii. Election of Secretary

**The Board appoints David Edwards as Secretary.
Motion by Vice President Duyck, supported by President
Garnepudi.
Motion carried unanimously.**

iv. Election of Treasurer

**The Board appoints Kari Pardoe as Treasurer.
Motion by President Garnepudi, supported by Secretary
Edwards.
Motion carried unanimously.**

Organizational Operation

v. Identification of Depository/Financial Institution

**The Board has identified Comerica as the
Depository/Financial Institution.
Motion by Vice President Duyck, supported by President
Garnepudi.
Motion carried unanimously.**

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vi. Identification of Newspaper of Record

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

Motion by Secretary Edwards, supported by Director Vining.

Motion carried unanimously.

vii. Board Corresponding Agent Resolution

The Board has identified Superintendent as the Corresponding Agent.

Motion by Vice President Duyck, supported by Director Vining.

Motion carried unanimously.

viii. Principal Office & Public Notice Posting Location

The Board has identified 30100 Olmstead Flat Rock, MI 48134 as the Principal Office & Public Notice Posting Location.

Motion by Director Vining, supported by Secretary Edwards.

Motion carried unanimously.

ix. Appointment of Freedom of Information Act Coordinator

The Board appoints Superintendent as the Freedom of Information Act Coordinator.

Motion by Secretary Edwards, supported by Director Vining.

Motion carried unanimously.

x. Appointment of Office of Civil Rights Representative

The Board appoints Superintendent and Administrator of Data and Reporting as the Office Of Civil Rights Representative.

Motion by Director Vining, supported by Vice President Duyck.

Motion carried unanimously.

xi. Appointment of Sexual Harassment Representative

The Board appoints Superintendent and Administrator of Data and Reporting as the Sexual Harassment Representative.

Motion by Director Vining, supported by Vice President Duyck.

Motion carried unanimously.

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- xii. **Appointment of Title VI Representative**
The Board appoints Superintendent and Administrator of Data and Reporting as the Title VI Representative.
Motion by Secretary Edwards, supported by Director Vining.
Motion carried unanimously.
- xiii. **Appointment of Title IX Representative**
The Board appoints Superintendent and Administrator of Data and Reporting as the Title XI Representatives.
Motion by Vice President Duyck, supported by Director Vining.
Motion carried unanimously.
- xiv. **Appointment of Section 504 Representative**
The Board appoints Sally Racette as the Section 504 Representative.
Motion by Secretary Edwards, supported by President Garnepudi.
Motion carried unanimously.
- xv. **Appointment of Homeless Children and Youth Liaison**
The Board appoints Sally Racette as the Homeless Children and Youth Liaison.
Motion by Vice President Duyck, supported by Director Vining
Motion carried unanimously.
- xvi. **Designation of Account Signatory**
The Board appoints President Garnepudi, Vice President Duyck, Treasurer Pardoe as the Designation of Account Signatory Resolution as presented.
Motion by Director Vining, supported by Secretary Edwards.
Motion carried unanimously.
- xvii. **Designation of Legal Counsel**
The Board designates Dickinson Wright as Legal Counsel.
Motion by Secretary Edwards, supported by President Garnepudi.
Motion carried unanimously.
- xviii. **Designation of Independent Audit Firm**
The Board designates Yeo and Yeo as the Independent Audit Firm.
Motion by Director Vining, supported by Vice President

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Duyck.
Motion carried unanimously.

xix. Authorization of Contracts

The Board authorizes Director Vining to negotiate and implement contracts with service providers.
Motion by President Garnepudi, supported by Vice President Duyck.
Motion carried unanimously.

xx. Designation of Electronic Transfer Officer (ETO)

The Board designates the Treasurer as the Electronic Transfer Officer (ETO).
Motion by Director Vining, supported by President Duyck.
Motion carried unanimously.

xxi. Resident Agent

The Board designates Timothy Stoecker of Dickinson Wright as the Resident Agent.
Motion by Director Vining, supported by Secretary Edwards.
Motion carried unanimously.

VII. Old Business

A. Strategic Plan & Monthly Leadership Report

- Jessica Kull reviewed with the Board
- Jessica shared the summer process for retention of current families.
- She discussed the roles changes for the 2019-20 school year.
- The board discussed the changes in roles and their experience.
- Jessica shared her areas of focus.
- Jessica stated she has met with all faculty to hear their hopes, dreams and changes.
- Director Vining asked what "What do you need from us as a board to keep that positive momentum?"
- Jessica stated she would like the background of all the board members to help with where their strengths are and how to utilize them and adding board presence in the building.
- President Garnepudi stated he would like to see more academic performance on a monthly basis which will help address any needs the staff and students need from the Board.

B. Student Recruitment and Retention

- Leann Hedke reviewed with the Board.
- Leann stated Jessica had reviewed the event calendar with the board to help with the recruitment of new students.

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C. YMCA Program & Extracurricular activities Update

- Jessica Kull reviewed with the Board.
- Leann Hedke stated the YMCA program will be returning for the 2019-20 school year.
- Treasurer Pardoe shared the transition from our own afterschool program to the YMCA to Jessica.
- Jessica Kull asked the board if a 21st century grant had ever been submitted?
- Vice President Duyck reminded administration that Treasurer Pardoe has great resources for YMCA and the 21st Grant.
- Jessica stated she will be keeping the after school clubs, with the attendance of 75% of the student body, she felt it was necessary.

D. Academic Improvement Plan – Root Analysis

- Alicia Jenkins reviewed with the Board.
- Alicia stated this was reviewed in the Leadership Report.

E. Committee Discussions

- Leann Hedke reviewed with the Board.

-Financial

Treasurer Pardoe stated a meeting with Jason and Felicia regarding the budget. Conversations about the systems in place to help with mistakes.

-Academic

Secretary Edwards stated nothing to report however would like to request a meeting with Jessica.

-Governance

Director Vining stated nothing to report.

F. Playground Bids

- Jason Hamstra reviewed with the Board.
- Jason presented the board with 3 bids for the playground.
- The board would like to see references, reviews and a bid sheet on each company.

The Board appoints Alex Garnepudi and Kari Pardoe to negotiate for the Playground Bid not to exceed \$18,000 is approved as presented.

Motion by Secretary Edwards, supported by Director Vining.

Motion carried unanimously.

VIII. New Business

A. HACCP – Hazard Analysis and Critical Control Points

- Jason Hamstra reviewed with the Board.

The HACCP- Hazard Analysis and Critical Control Points is approved as presented.

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

-Secretary Edwards left the meeting at 8:13pm.

-Secretary Edwards returned to the meeting at 8:15pm.

B. Annual Review of Vendor policies and No Conflict/Anti Nepotism forms

-Leann Hedke reviewed with the Board.

The Conflict of Interest and Anti-Nepotism forms are approved as presented.

Motion by Vice President Duyck, supported by Director Vining.

Motion carried unanimously.

C. Transparency Reporting Certification

-Jason Hamstra reviewed with the Board.

The Transparency Reporting Certification is approved as presented.

Motion by Director Vining, supported by Secretary Edwards.

Motion carried unanimously.

D. Ratify the submission of the Restated Articles of Incorporation- per CMU

- Leann reviewed with the Board

E. Ratify approval of the Restated Articles of Incorporation- per CMU

- Leann reviewed with the Board

Below pertains to the Non-Profit status

The submission of the Annual Re-instated Articles of Incorporation is approved as presented.

Motion by Treasurer Pardoe, supported by Vice President Duyck.

Motion carried unanimously.

The ratification of the Annual Re-instated Articles of Incorporation is approved as presented.

Motion by Treasurer Pardoe, supported by Vice President Duyck.

Motion carried unanimously.

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

-Leann Hedke reviewed with the Board.

-Leann reviewed the changes to the Code of Conduct. NO changes for Dress code and Student Handbook.

- Treasurer Pardoe discussed her concerns regarding the current dress code.
- Leann Hedke shared information regarding the survey which was sent out to the families.
- The Board discussed possible changes to the wording of the dress code.
- Director Vining recommended changing "will" to "may".
- Director Vining shared changes to the Dress code wording.
- Treasurer Pardoe and President Garnepudi expressed their interest in surveying the families again to get more data.

The 2019-20 Student Dress code pending legal review is approved as amended.

Motion by Director Vining, supported by Vice President Duyck. Motion carried unanimously.

The 2019-20 Code of Conduct is approved as presented.

Motion by Director Vining, supported by Secretary Edwards. Motion carried unanimously.

The 2019-20 Student Handbook is approved as amended.

Motion by Vice President Duyck, supported by Director Vining. Motion carried unanimously.

G. NCSI Spring Updates – Tabled to September

IX. Consideration of Bills/Receipts/Financial Report

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

- Felicia reviewed the Consideration of Bills/Receipts/Financial reports.
- The Board discussed individual line items of concern.

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

Motion by Vice President Duyck, supported by Secretary Edwards. Motion carried unanimously.

B. Fall Borrowing

- Felicia Williams reviewed the Fall Borrowing with the Board.
- She stated the borrowing will not exceed \$1,000,000.

The Fall Borrowing resolution not to exceed \$1,000,000 is approved as presented.

**Motion by Vice President Duyck, supported by Director Vining.
Motion carried unanimously.**

X. Public Comment

-Tamara Borowski thanked the Board for all they do and asked that the playground stay on their list of things to consider for the 2019-20 school year.

XI. Board Comment

-The Board thanked everyone for their patience during the meeting and welcomed Jessica Kull to her new position as building administrator.

-President Garnepudi shared his excitement for the upcoming school year. He stated having a unified vision and unified team will make for a successful year.

-He thanked Deborah Duyck for her service as President for the past 5 years.

-President Garnepudi mentioned the board will have a Work Session on Thursday, August 22nd 6:30pm at Wayne County Community College District in Taylor.

XII. Correspondence -None


XIII. Authorizer Comment

-ER Roth agreed with the Board that tonight's meeting was a great step in the right direction.

XIV. Adjournment

**Motion by Vice President Duyck, supported by Secretary Edwards to
adjourn the Regular Meeting at 9:03pm.
Motion carried unanimously.**

Minutes Respectfully Submitted,


**Carla Cucinella-Nyschick
Executive Assistant Administrator**

**Approved by the Summit Academy Board at their
September 9, 2019 meeting.**

Secretary: 

Date: 9/9/19

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