APPROVED

Summit Academy North of Directors
Summit High School
Zoom Meeting#
Link: https://zoom.us/j/98229572147?pwd=bzNoNTY5NjVIVjBseGVrN3JhZ01Wdz09
Meeting ID: 982 2957 2147
Password: 2B9bU4
Thursday, June 18, 2020
6:00 p.m.

MINUTES

I. Call Meeting to Order 6:06 P.M.

II. Pledge of Allegiance

III. Roll Call: Present- President Braun, Secretary/Treasurer Walker, Trustee Ring
Excused: Vice-President Operhall, Trustee Bynum

IV. Approval of Minutes of May 14, 2020

The minutes of the regular meeting of May 14, 2020, are approved as presented. Motion by Trustee Ring, supported by Secretary/Treasurer Walker. Motion carried unanimously.

V. Approval of Agenda June 18, 2020

Leann stated that the agenda had been updated, as highlighted in yellow.

The Agenda of the regular meeting of June 18, 2020 is approved as updated. Motion by Trustee Ring, supported by Secretary/Treasurer Walker. Motion carried unanimously.

VI. Public Comment-None

VII. Consideration of Bills/Receipts/ Financial Report - Provision reviewed this with the Board

A. Approval of the bills, receipts, financial report
- Felicia reviewed the bills, receipts, and financial report of May.
- We will be borrowing-working with Comerica for a quick turn-around on the borrowing agreement.
- Changes to cash on hand, ratio is still good
- Fund balance is still strong.

The Bills, Receipts, and Financial reports are approved as presented. Motion by Secretary/Treasurer Walker, supported by Trustee Ring. Motion carried unanimously.

B. Second Revision of the 2019-2020 Budget
- Jason stated that this is an adjustment through the closure time
- $213,000 to the good
- Could still have a cut per pupil for 2019-2020 budget year.

The revised budget for 2019-2020 is approved as presented. Motion by Trustee Ring, supported by Secretary/Treasurer Walker. Motion carried unanimously.

C. 2020-2021 Original Budget
- Jason stated that there could be a cut in the state aid between $500- $1000 per pupil
- We are budgeting at $700 cut per pupil. This will result in a shortfall of $1,027,000.
- There may be federal assistance to offset the shortfall
- Fund equity is over $3.4 million
- We will still meet all CMU and Bond Requirements which is 5% but we will continue to maintain 15%
- CARES funds of $498,000 can be used to assist with budget concerns
- Investigating Title I and At-Risk funds usage for this purpose as well.
- Leann stated that counsel was checking on bond payment deferment if needed.
- President Braun asked if there would be pay cuts for staff - Jason responded that budget scenarios did not contain pay cuts.
- Jason stated that we will be looking at staffing, may have to conseider some lay offs.
- Trustee Ring asked what the enrollment projections looked like.
- Leann responded that we are very close to where we were a year ago.
- President Braun asked what parents wanted school to look like in the fall.
- Leann responded that parent response has been mixed - face-to-face, 100% virtual or some hybrid of the two. Of the 400 respondents, 200 or half preferred a hybrid platform.
- Jason stated that families are still uncertain especially as data around the pandemic changes
- President Braun asked which school had the highest respondents wanting the virtual program- Jason responded secondary.

- Trustee Ring asked about marketing and adverting.
- Leann stated that we are advertising the virtual program. Innovation of instruction teams are meeting to develop strategies that will differential the Academy
- Jason stated the administrators are meeting to prioritize resources and personnel.
- CMU and MAPSA have had seminars on funding for next year which have been very helpful.
- Jason stated that being frugal has helped.
- Leann stated that there were two Town Hall meetings- one for staff with 120 participants- mostly Q&A. The other with 560 parents as participants. We were candid and up-front with them about the fall and reopening for the next school year.

D. Loan Documents - Jason reviewed this with Board
   - The borrowing resolution and installment note from Comerica
   - Amount is $1.7 million

The Loan Documents and Borrowing Resolution from Comerica Bank are approved as presented. Motion by Trustee Ring, supported by Secretary/Treasurer Walker. Motion carried unanimously.

E. Audit Agreement-Jason reviewed this with the Board
   - Jason thanked Felicia Williams for her time spent with Summit North.
   - He stated that we would be moving the financials in-house in combination with Partner Solutions
   - Felicia has agreed to cover the audit- the agreement is being reviewed by counsel.
   - Jason would like the Board to designate a member to design, negotiate and initiate the agreement.

Motion by Trustee Ring, supported by Secretary/Treasurer Walker to designate President Braun to design, negotiate and initiate the audit agreement. Motion carried unanimously.

Motion by Trustee Ring, supported by Secretary/Treasurer Walker to suspend the open meeting to go into the Public Budget Hearing at 6:30 p.m. Roll call-President Braun-yes, Secretary/Treasurer Walker-yes, Trustee Ring-yes.

VIII. Budget Public Hearing-6:30 p.m.

A. Public Comment-None

Motion by Trustee Ring, supported by Secretary/Treasurer Walker to reconvene the open meeting at 6:35 p.m. Roll call- President Braun-yes, Secretary/Treasurer Walker -yes, Trustee Ring-yes.

Motion by Trustee Ring, supported by Secretary/Treasurer Walker to approve the Original 2020-2021 Budget as presented. Motion carried unanimously.

IX. Old Business

A. Administrative Committee Reports to the Board

1. Finance-Secretary/Treasurer Walker no reports- Jason Hamstra- working on budgets
2. Governance/Staff Retention-President Braun/Secretary/Treasurer Walker no report
3. Academics-Alicia Jenkins we will be wrapping up Distance Learning with a stakeholder feedback which the teams will plan. Summer Learning, we will be using Zoom and Distance Learning resources. Task force to work for internet in each house that needed it. Comcast was very helpful and free- but will it continue after 90 days?
4. Stakeholder Involvement/Communication-no report

B. School Calendar 2020-2021-Leann reviewed this with the Board

- Leann stated that we are starting after Labor Day. It gives us more time, and this is what our parents preferred.
- We are using 5 professional development, 30 hours of 38 allowed as instructional time.

The 2020-2021 School Calendar is approved as presented. Motion by Trustee Ring, supported by Secretary/Treasurer Walker. Motion carried unanimously.

C. Rescinding of Contract Amendment Request for HS English Course and Life Skills course-Leann reviewed this with the Board

- Leann stated that with the changes this year- we are not looking to add these courses at this time. We will look at adding it next year.
- Leann stated that since the Board approved adding them, CMU needs a rescinding motion.

The HS English Course and Life Skills Courses requested by contract amendment to CMU are rescinded. Motion by Trustee Ring, supported by Secretary/Treasurer Walker. Motion carried unanimously.

D. Approval of Amendment 11 with changes to contract Language approved by CMU-Leann reviewed this with Board

- Leann stated that this is done, just needs signatures. It pertains to changes to ESP Agreement language as recommended by counsel. CMU has accepted the changes.

The Contract Amendment 11 with changes to contract language approved by CMU. Motion by Ring, supported by Walker. Motion carried unanimously.

E. Amendment of Agreement with CSP/Partner Solutions for Financial Services-Leann reviewed this with the board

- Leann stated this is the amendment appointing CSP/Partner Solutions to replace Provision Business Solutions.

The Amendment of Agreement with CSP/Partner Solutions for Financial Services is approved as presented. Motion by Trustee Ring, supported by Secretary/Treasurer Walker. Motion carried unanimously.

F. Peak Facility Narrative Contract Amendment Request-Jason reviewed this with the Board

- Jason stated that the Physical Plant at the PEAK is now going to include the Central Administration Offices and Board meeting room.

The Peak Facility Narrative Contract Amendment Request is approved as presented. Motion by Trustee Ring, supported by Secretary/Treasurer Walker. Motion carried unanimously.

X. New Business

A. MHSAA Membership Resolution 2020-2021- Leann reviewed this with the Board

- Leann stated that this is the annual membership form from MSHAA.

The MHSAA Membership Resolution 2020-2021 is approved as presented. Motion by Secretary/Treasurer Walker, supported by Trustee Ring. Motion carried unanimously.

B. School Meals 2020-2021 Year 4 Renewal- Jason Hamstra reviewed this with the Board

- Jason stated we will send the documents when we receive them. MDE employees are furloughed one day a week. There have been delays.
- Jason recommends approved contingent on MDE's review and approval.

The School Meals 2020-2021 Year 4 Renewal with Variety Food Services is approved as presented, contingent on review and approval of MDE. Motion by Secretary/Treasurer Walker, supported by Trustee Ring. Motion carried unanimously.

C. Employee Benefits Plans for 2020-2021 from CS Partners/Partner -Jason reviewed this with the Board
   - Jason stated that the Board had a summary memo of the employee benefit plan.
   - Jason stated that the medical insurance would be with Apostrophe with a 3% increase in cost. The 401K will be with Mass Mutual and all employees were auto enrolled with 3% contribution. Employer contributes 2%.

D. MEGS Level 4 Users- Leann reviewed this with the Board
   Leann stated that MEGS requires a financial user, formerly Felicia. We need a security agreement, signed by the Board President to have Laura Carpenter at CSPartners as the financial Level 4 user.

The MEGS Level 4 User and security agreement changing to CSP/Partner Solutions- Laura Carpenter is approved as presented. Motion by Secretary/Treasurer Walker, supported by Trustee Ring. Motion carried unanimously.

E. Early Childhood Questionnaire- Leann reviewed this with the Board
   - Leann stated this is a CMU document.
   - The ECC will be at the North Elementary

The Early Childhood Questionnaire is approved as presented. Motion by Secretary/Treasurer Walker, supported by Trustee Ring. Motion carried unanimously.

F. Location of repository and board posting location change to new offices- Leann reviewed this with the Board
   - Leann stated that moving day is Tuesday, June 23.
   - The repository will be moving also.
   - The posting location of record will also change to the PEAK.

The change of location of the Board Repository and Official Posting Location to 18601 Middlebelt, Romulus, MI 48174- PEAK Facility is approved as presented. Motion by Secretary/Treasurer Walker, supported by Trustee Ring. Motion carried unanimously.

G. Contract Amendment request- K-12 Virtual Learning- Leann reviewed this with the Board
   - Leann stated that we want to continue the K-12 virtual platform
   - She has met with CMU because we did not have a K-5 Seat Time Waiver
   - The state auditing information concludes that we will be able to count on all three of the platforms for the fall.
   - Leann Stated that the K-12 virtual must be included in the educational plan.

The Contract Amendment Request K-12 Virtual Learning is approved as presented. Motion by Secretary/Treasurer Walker, supported by Trustee Ring. Motion carried unanimously.

H. Spring Board Policy Updates- Leann reviewed this with the Board
   - Leann stated that this is the spring update. All were reviewed by counsel and recommended for approval.

The NCSI Spring Board Policy Updates Table of Contents, 2210, 2412, 5200, 8210, 8400, 8450, 8462, are approved as presented. Motion by Secretary/Treasurer Walker, supported by Trustee Ring. Motion carried unanimously.

I. Professional Development Advisory Committee- Alicia reviewed this with the Board
   - Alicia stated that 38 hours of Professional Development may be counted toward instructional time. There are specific eligibility mandates to comply with.
   - Alicia stated that one such mandate is that the Board appoint an Advisory Committee for Professional Development.
   - The Committee will make sure that the training is "in-time" training, that it aligns with the School Improvement Plan, must be full days, among others.
   - Must be made up of teachers, parents, administrators and have a chairperson.

The Professional Development Advisory Committee with Alicia Jenkins, Curriculum Director as Chair is approved as presented. Motion by Trustee

Ring, supported by Secretary/Treasurer Walker. Motion carried unanimously.

J. CH&H Invoice- Jason reviewed this with the Board
- Jason stated this is the first invoice for the new bus lease. There are a couple amounts included in this first invoice.
- Depending on what the fall regulations are, this could be too few buses.
- President Braun stated that we may be able to renegotiate the lease in the event that the buses are too many.

The CH&H Invoice in the amount of $34,873.44 is approved as presented. Motion by Secretary/Treasurer Walker, supported by Trustee Ring. Motion carried unanimously.

K. Superintendent Contract- Leann reviewed this with the Board
- Leann stated that her contract does not include Short Term Disability.
- Trustee Ring stated that is something she should have. Have an addendum to her existing contract.
- Leann will get pricing for the July meeting.
- Cost savings in moving to the PEAK.
- Summit Academy salary would be added to North's salary making her full time at North.

L. Intuisol Invoice- Jason reviewed this with the board
- Jason stated that Intuisol is responsible for the website development and hosting for the Distance Learning platform used during the school closure.

The Intuisol Invoice in the amount of $20,000 is approved as presented. Motion by Trustee Ring, supported by Secretary/Treasurer Walker. Motion carried unanimously.

XI. Public Comment-None

XII. Board Comment-President Braun mentioned that the Summit Academy Board President would be contacting him after July 1 regarding branding and logos.

XIII. Correspondence-None

XIV. Authorizer Comment-Ed Roth reminded the Board, that without an extension, the Governor's executive order allowing e-meeting and signatures will expire on 06/30/2020. All CDC guidelines will need to be followed if she does not extend the order. When CMU knows, they will share with us.

XV. Adjournment

Motion by Trustee Ring, supported by Secretary/Treasurer Walker to adjourn the meeting at 7:35 p.m. Motion carried unanimously.

Proposed Minutes Respectfully Submitted,

Teresa Golba

Approved by the Board of Directors at their 7/16/2020 meeting.

07/16/2020