

**Summit Academy North of Directors  
Annual Organizational Meeting  
Thursday, August 10, 2020**

**ZOOM MEETING:**

Phone Numbers To Call In:

+1 312 626 6799

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Meeting ID : 311 731 1066

password: 196362

Zoom link to access meeting via video conference:

<https://zoom.us/j/3117311066?pwd=bTZJN2NIU3NTYXVCT3hBMHNvZExDZz09>

**6:00 p.m.**

**AGENDA**

- I. Call Meeting to Order**
- II. Pledge of Allegiance**
- III. Roll Call**
- IV. Approval of Minutes of July 16, 2020**
- V. Approval of Agenda August 10, 2020**
  - Jason would like to add the Fall Borrowing Resolution to item VI. B.*
  - Jason would like to add the McGraw Hill quote to item VI. C*
  - Leann would like to add NCSI Special Release Title IX verbiage from counsel to item IX. N*
- VI. Consideration of Bills/Receipts/Financial Reports-Partner Solutions/Jason will review with the Board**
  - A. Bills, Receipts, Financial Reports**
  - B. Fall Borrowing Resolution**
  - C. McGraw Hill Quote**
- VII. Annual Organizational Meeting Business**
  - A. Motion to declare all offices vacant**

Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to declare all offices vacant.

## **B. Election of Officers**

- i. Election of President  
**Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to nominate \_\_\_\_\_ as President.**
- ii. Election of Vice President  
**Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to nominate \_\_\_\_\_ as Vice-President.**
- iii. Election of Secretary  
**Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to nominate \_\_\_\_\_ as Secretary.**
- iv. Election of Treasurer  
**Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to nominate \_\_\_\_\_ as Treasurer.**

## **Organizational Operation**

- v. Identification of Depository/Financial Institution  
**Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to identify \_\_\_\_\_ as the depository/financial institution of the Academy.**
- vi. Identification of Newspaper of Record  
**Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to name \_\_\_\_\_ as the newspaper of record of the Academy.**
- vii. Board Corresponding Agent Resolution  
**Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to appoint \_\_\_\_\_ as the corresponding agent of the Board.**
- viii. Principal Office & Public Notice Posting Location  
**Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to name \_\_\_\_\_ as the principal office and public notice posting location.**
- ix. Appointment of Freedom of Information Act Coordinator  
**Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to appoint \_\_\_\_\_ as the Freedom of Information Act Coordinator.**
- x. Appointment of Office of Civil Rights Representative  
**Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to appoint \_\_\_\_\_ as the Office of Civil Rights Representative.**
- xi. Appointment of Sexual Harassment Representative

**Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to appoint \_\_\_\_\_ and \_\_\_\_\_ as the Sexual Harassment Representatives of the Academy.**

- xii. Appointment of Title VI Representative  
**Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to appoint \_\_\_\_\_ as the Title VI Representative of the Academy.**
- xiii. Appointment of Title IX Representative  
**Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to appoint \_\_\_\_\_ and \_\_\_\_\_ as the Title IX Representatives for the Board.**
- xiv. Appointment of Section 504 Representative  
**Motion by \_\_\_\_\_, supported \_\_\_\_\_ to appoint \_\_\_\_\_ as the Section 504 Representative for the Academy.**
- xv. Appointment of Homeless Children and Youth Liaison  
**Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to appoint \_\_\_\_\_ as the Homeless Children and Youth Liaison for the Academy.**
- xvi. Designation of Account Signatory  
**Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to designate \_\_\_\_\_, with \_\_\_\_\_ signatures required as account signatories.**
- xvii. Designation of Legal Counsel  
**Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to designate**
- xviii. Designation of Independent Audit Firm  
**Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to designate \_\_\_\_\_ as the Independent Audit Firm for the Academy.**
- xix. Authorization of Contracts  
**Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to name \_\_\_\_\_ to authorize contracts in the amount of \_\_\_\_\_ or less.**
- xx. Designation of Electronic Transfer Officer (ETO)  
**Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to designate \_\_\_\_\_ as the Electronic Transfer Officer for the Academy.**
- xxi. Approval of the use of facsimile signatures stamps  
**Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to approve the use of facsimile signatures.**

- xxii. Appointment of Academy Resident Agent  
**Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to approve the  
Appointment of \_\_\_\_\_ as the Academy Resident Agent.**

## **VIII. Old Business**

- A. Board Committee Reports
1. Finance-Walker will update the Board
  2. Governance/Staff Retention-Braun/Walker will update the Board
  3. Academics-Operhall will update the Board
  4. Stakeholder Involvement/Communication-Bynum review this with the Board
- B. Return to School Plans- Alicia will review with the Board
1. COVID-19 Preparedness and Response Plan-CMU Reviewed
  2. Workplace Preparedness and Response Plan

## **IX. New Business**

- A. HACCP – Hazard Analysis and Critical Control Points (School Meals Program Annual Approval- Jason will review this with the Board
- B. Transparency Reporting Certification -Jason will review this with the Board
- C. Review of the Vendor No-conflict Form for Vendor
- D. Annual review of Anti-Nepotism Forms-Staff
- E. Contract Amendment 12-
- Tab B: Terms and Conditions of Contract
  - Schedule 2: Amended Bylaws
  - Schedule 3: Fiscal Agent Agreement
  - Schedule 4: Oversight, Compliance, and Reporting Agreement
  - Schedule 7, Section f: Application and Enrollment of Students

The items below pertain to the nonprofit status of the school

- F. Annual Re-instated Articles of Incorporation-Submission and Ratification- Leann will review this with the Board
- G. Ratify the submission of the Restated Articles of Incorporation- per CMU- Leann will review this with the Board
- H. Ratify approval of the Restated Articles of Incorporation- per CMU- Leann will review this with the Board
- I. Student Handbook 2020-2021

- J. Code of Conduct 2020-2021
- K. Dress Code 2020-2021
- L. Athletic Handbook 2020-2021
- M. Appointing Superintendent and a Board Member to make decisions related to the Safe Return to School Plan aligned with the State Requirements. Leann will review this with the Board-Resolution required
- N. Title IX Policy review by counsel- Leann will review this with the Board – NSCI Special Release of Board Policy*

**X. Public Comment**

**XI. Board Comment**

**XII. Correspondence-**

**XIII. Authorizer Comment**

**XIV. Adjournment**