

APPROVED
Proposed

**Summit Academy North of Directors
Annual Organizational Meeting
Monday, August 8, 2024**

6:00pm

**Board of Education Conference Room
18601 Middlebelt Road, Romulus, MI. 48174**

APPROVED

MINUTES

- I. Call Meeting to Order 6:14pm**
- II. Pledge of Allegiance**
- III. Roll Call: Present: Vice-President Baum, Secretary Bynum, Trustee Woods, Treasurer Walker in at 6:17pm
Excused: President Operhall**
- IV. Approval of Minutes of June 4, 2024**

The minutes of the special meeting of June 4, 2024, are approved as presented. Motion by Trustee Woods, supported by Secretary Bynum. Motion carried unanimously.

- V. Approval of Agenda August 8, 2024**

The agenda for the annual organizational meeting of August 8, 2024 is approved as presented. Motion by Trustee Woods, supported by Secretary Bynum. Motion carried unanimously.

- VI. Consideration of Bills/Receipts/Financial Reports-Jason reviewed this with the Board**

A. Approval of the bills, receipts, financial reports

Jason Hamstra

- Summer School is still working through expenditures and final reports.
- We will likely have a budget revision in November or December.

The bills, receipts, and financial reports are approved as presented. Motion by Trustee Woods, supported by Secretary Bynum. Motion carried unanimously.

B. Fourth Quarter US Bank Letter, Continuing Disclosure

Jason Hamstra

- This is our typical quarterly disclosure to US Bank.

The fourth quarter US Bank continuing disclosure documents are approved as presented. Motion by Trustee Woods, supported by Secretary Bynum. Motion

carried unanimously.

C. Invoice Approvals

1. Trace3-Jason reviewed this with the Board

Jason Hamstra

- This invoice is for technology hardware utilizing E-rate money.

The Trace3 Invoice in the amount of \$11,077.63 is approved as presented. Motion by Trustee Woods, supported by Secretary Bynum. Motion carried unanimously.

VII. Annual Organizational Meeting Business

A. Motion to declare all offices vacant

Motion by Woods, supported by Bynum to declare all offices vacant. Motion carried unanimously.

B. Election of Officers

- i. Election of President

Motion by Trustee Woods, supported by Secretary Bynum to elect Kathy Overhall as Board President. Motion carried unanimously.

- ii. Election of Vice President

Motion by Woods, supported by Bynum to elect Abby Baum as Board Vice-President. Motion carried unanimously.

- iii. Election of Secretary

Motion by Woods, supported by Walker to elect Shelonda Secretary Bynum as Board Secretary. Motion carried unanimously.

- iv. Election of Treasurer

Motion by Woods, by Secretary Bynum to elect Jason Walker as Board Treasurer. Motion carried unanimously.

Organizational Operation

- v. Identification of Depository/Financial Institution-

Motion by Trustee Woods, supported by Secretary Bynum to identify

Comerica Bank as depository/financial institution. Motion carried unanimously.

vi. Identification of Newspaper of Record

Motion by Trustee Woods, supported by Secretary Bynum to identify The News Herald, Heritage News as newspaper of record. Motion carried unanimously.

vii. Board Corresponding Agent Resolution

Motion by Trustee Woods, supported by Secretary Bynum to name the Superintendent as the Board corresponding agent. Motion carried unanimously.

viii. Principal Office & Public Notice Posting Location

Motion by Trustee Woods, supported by Secretary Bynum to name The Central Administration Office, 18601 Middlebelt Road, Romulus, MI as the principal office and public notice posting location. Motion carried unanimously.

ix. Appointment of Freedom of Information Act Coordinator

Motion by Trustee Woods, supported by Secretary Bynum to appoint the Superintendent as the Freedom of Information Act Coordinator. Motion carried unanimously.

x. Appointment of Office of Civil Rights Representative

Motion by Trustee Woods, supported by Secretary Bynum to appoint the Superintendent as the Office of Civil Rights Representative. Motion carried unanimously.

xi. Appointment of Sexual Harassment Representative

Motion by Trustee Woods, supported by Secretary Bynum to appoint Superintendent Hamstra and Assistant Superintendent Jenkins as Sexual Harassment Representatives. Motion carried unanimously.

xii. Appointment of Title VI Representative

Motion by Trustee Woods, supported by Secretary Bynum to appoint the Superintendent as Title VI Representative. Motion carried unanimously.

xiii. Appointment of Title IX Representative

Motion by Trustee Woods, supported by Secretary Bynum to appoint the Superintendent as the Title IX Representative. Motion carried unanimously.

xiv. Appointment of Section 504 Representative

Motion by Trustee Woods, supported by Secretary Bynum to appoint Sally Racette as the Section 504 Representative. Motion carried unanimously.

xv. Appointment of Homeless Children and Youth Liaison

Motion by Trustee Woods, supported by Secretary Bynum to appoint Sally Racette as the Homeless Children and Youth Liaison. Motion carried unanimously.

xvi. Designation of Account Signatory

Motion by Trustee Woods, supported by Secretary Bynum to designate all Board Members with two signatures required as account signatory. Motion carried unanimously.

xvii. Designation of Legal Counsel

Motion by Trustee Woods, supported by Secretary Bynum to designate Dickinson-Wright as Legal Counsel. Motion carried unanimously.

xviii. Designation of Independent Audit Firm

Motion by Trustee Woods, supported by Secretary Bynum to designate Marcum Accounting as the Independent Audit Firm. Motion carried unanimously.

xix. Authorization of Contracts

Motion by Trustee Woods, supported by Secretary Bynum to authorize the Superintendent to approve contracts up to \$10,000. The Board will authorize any contracts over \$10,000. Motion carried unanimously.

xx. Designation of Electronic Transfer Officer (ETO)

Motion by Trustee Woods, supported by Secretary Bynum to designate the Board Treasurer as the Electronic Transfer Officer. Motion carried unanimously.

xxi. Approval of the use of facsimile signatures stamps

Motion by Trustee Woods, supported by Secretary Bynum to approve the use of facsimile signature stamps. Two signatures required. Motion carried unanimously.

xxii. Appointment of the Academy Resident Agent

Motion by Trustee Woods, supported by Secretary Bynum to appoint the Superintendent as the Academy Resident Agent. Motion carried unanimously.

xxiii. Appointment of the Academy Chief Administrative Officer

Motion by Trustee Woods, supported by Secretary Bynum to appoint the Board Treasurer as the Academy Chief Administrative Officer. Motion carried unanimously.

VIII. Old Business

A. Administrative Committee Reports to the Board

1. Finance-Jason explained that the State Budget was approved. Jason wants the Board to be mindful that this is a one-time adjustment per pupil. For charter schools that do not pay into MEPSERS the increase is \$375 dollars per pupil. We are working with Partner Solutions, CMU and the State of Michigan to ensure proper funding.
2. Communication-Jason sent out the first Central Office Monthly Newsletter for staff and parents. Meet the Superintendent will be on August 29th.
3. Quality Instruction-Alicia stated that summer went well. We had 273 students all together. Weekly Field trips K-8. 78 different parents who volunteered. Growth data is positive at the elementary school. Still working through data at the middle school.
4. Climate and Culture of Success and Equity-No report
5. Highly Effective Staff-No report

B. CTE Agreement Renewal 2024-2025- Jason reviewed this with the Board Jason Hamstra

- This is the same agreement with Taylor Public Schools last school year, renew for the 2024-2025 school year.

The CTE Agreement Renewal with Taylor School District is approved as presented. Motion by Trustee Woods, supported by Secretary Bynum. Motion carried unanimously.

C. Amendment 6- Jason reviewed this with the Board Jason Hamstra

- This revises amendment 5 and includes the updated position responsibilities at the Academy.

Amendment 6 of the CMU contract is approved as presented. Motion by Trustee Woods, supported by Secretary Bynum. Motion carried unanimously.

IX. New Business

- A. HACCP – Hazard Analysis and Critical Control Points (School Meals Program Annual Approval- Jason reviewed this with the Board

Jason Hamstra

- This details the Standard Operating Procedures for the meal program.
- We present this annually.

The HACCP for 2024-2025 is approved as presented. Motion by Trustee Woods, supported by Secretary Bynum. The motion passed unanimously.

- B. Transparency Reporting Certification- Fall- Jason reviewed this with the Board

Jason Hamstra

- This is the first of two submissions certifying that the information required for transparency is current and available.

The Transparency Reporting Certification for Fall is approved as presented. Motion by Trustee Woods, supported by Secretary Bynum. Motion carried unanimously.

- C. Partner Solutions Quarterly Report- Jason reviewed this with the Board

Jason Hamstra

- Asked if the Board had any questions.

- D. Athletic Handbook 2024-2025

Jason Hamstra

- There were some changes to eligibility in the athletic handbook.
- COVID items were omitted from this year's handbooks.

The Athletic Handbook 2024-2025 is approved as presented. Motion by Trustee Woods, supported by Secretary Bynum. Motion carried unanimously

- E. Student Handbooks 2024-2025

Jason Hamstra

- There were no substantive changes to the handbooks.

The Student Handbooks 2024-2025 are approved as presented. Motion by Trustee Woods, supported by Secretary Bynum. Motion carried unanimously.

X. Public Comment-None

XI. Board Comment-None

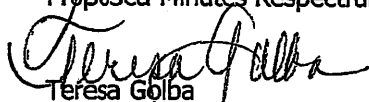
XII. Correspondence-None

XIII. Authorizer Comment-None

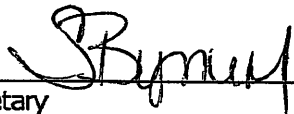
XIV. Adjournment

Motion by Trustee Woods, supported by Secretary Bynum to adjourn the meeting at 6:47pm. Motion carried unanimously.

Proposed Minutes Respectfully Submitted,


Teresa Golba

Approved by the Board of Directors at their 9-12-24 2024 meeting.


Secretary

9-12-2024
Date

Proposed
Approved

**Summit Academy North of Directors
Board of Directors Room at The Peak
18601 Middlebelt Road, Romulus, MI. 48174
Regular Meeting
Thursday, September 12, 2024
6:00 p.m.**

MINUTES

- I. Call Meeting to Order 6:14pm**
- II. Pledge of Allegiance**
- III. Roll Call: Present: Vice-President Baum, Treasurer Walker, Secretary Bynum**

Excused: Trustee Woods, President Operhall

- IV. Approval of Minutes of the organizational meeting of August 8, 2024**

The minutes of the organizational meeting of August 8, 2024, are approved as presented. Motion by Secretary Bynum, supported by Treasurer Walker. Motion carried unanimously.

- V. Approval of Agenda September 12, 2024**

The agenda for the regular meeting of September 12, 2024, is approved as presented. Motion by Secretary Bynum, supported by Treasurer Walker. Motion carried unanimously.

- VI. Consideration of Bills/Receipts/Financials-Jason reviewed this with the Board**

A. Bills, Receipts, Financials

Jason Hamstra

- We are still early in the school year
- Supply line items are higher in the beginning of the school year due to materials being ordered to begin the school year.

The bills, receipts and financial statements are approved as presented. Motion by Secretary Bynum, supported by Treasurer Walker. Motion carried unanimously.

B. Invoices for approval- Jason reviewed this with the Board

Jason Hamstra

- We have an IXL Learning invoice in the amount of \$10,300
- Alicia Jenkins-this is for math and reading K-8.

The invoice for IXL Learning in the amount of \$10,300 is approved as presented. Motion by Secretary Bynum, supported by Treasurer Walker. Motion carried unanimously.

VII. Old Business

A. Board Committee Reports

1. Finance-

Jason Hamstra

- The finance committee is still in the gray area regarding per pupil increases.
- MAPSA working diligently to ensure that we see the per pupil increase and not the MEPSERS increase.
- 1580 is the number of students used for our budget.
- We are finishing up clearing Infosnap applications.
- Treasurer Walker asked when we will know the exact amount, Jason Hamstra responded, by count day.
- We will likely have a budget revision in November/December.

2. Communication-

Secretary Bynum

- During Meet The Teacher, the Superintendent and Assistant Superintendent were introduced; there were many positive interactions with parents.
- Monthly newsletters for staff and parents are going out. The Board is on the mailing list.
- Summit shirts went to all parents who volunteered for summer school.

3. Quality Instruction-

Alicia Jenkins

- The start of the year Professional Development went well.
- Chelonnda Seroyer was the presenter; she spoke to the importance of planning and procedures.
- There were also break-out sessions so staff could pick an area they need support in.

4. Climate and Culture of Success and Equity-

Secretary Bynum

- The SABERs Assessment for mental health is happening.
- JED meeting is scheduled
- Behavioral intervention position is posted for the middle school.
- NWEA testing starts 9/30.

5. Highly Effective Staff-

Jason Hamstra

- We have completed all hiring throughout the district.
- There was very little teacher turnover this year.

VIII. New Business

- A. Leadership Reports-Were in the packets. Vice-President Baum commented on the summer program. The real-life experiences were great and should be promoted at the HS. The pictures were very good.
- B. **Jason Hamstra**
Frank Nardelli update- he is out with a health concern. We have a great team at the elementary, Jason and Alicia will coordinate time to spend in their building.
- C. **Erin Avery** commended Jason and, Alicia, on the beginning of the school year speaker for professional development. It was invaluable to hear the consistency. It was a great transition.
- D. NCSI Updated Title IX Regulations and Policy Changes-Jason reviewed this with the Board

Jason Hamstra

- There are new regulation shifts in a memo from the NCSI.
- Our legal hasn't responded yet.
- Our counsel has some questions, unless the administrative guidelines are more articulate.
- Meeting with NCSI at the end of the month.
- Should be bringing this to the October or November board meeting for approval.
- This is for Board information

- E. Renomination of Trustee Kelly Woods- Jason reviewed this with the Board

Motion by Secretary Bynum, supported by Treasurer Walker to renominate Kelly Woods to the Summit Academy North Board of Directors. Motion carried unanimously.

- F. CMU Contract Amendments Request Resolutions- Jason reviewed these with the Board

- 1. Contract Amendment Request to add Financial Literacy Standards to high school.

Jason Hamstra

- This is a new requirement for high schoolers to complete, it begins with this year's 9th graders.
- Economics covers a large component of the literacy standards.
- We will combine the 1/2 credit to Economics, 1/2 credit Financial Literacy

The CMU Contract Amendment Request for the addition of Financial Literacy Standards is approved, as presented. Motion by Secretary Bynum, supported by Treasurer Walker. Motion carried unanimously.

- 2. Contract Amendment Request to add World Languages to high school.

Jason Hamstra

- We would like to add another class to course catalog.
- CMU must approve the addition.
- This will give us more opportunities to offer multiple languages.
- This would be for a foreign language credit.

The CMU Contract Amendment Request for the addition of World Languages is approved as presented. Motion by Secretary Bynum, supported by Treasurer Walker. Motion carried unanimously.

IX. Public Comment-None

X. Board Comment-The Board is planning to go to the football game

XI. Correspondence-None

XII. Authorizer Comment-

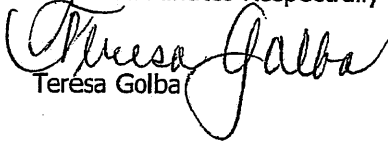
Jonathon Trout and Shane Hurt

- Title IX seminar today, there is another one on 9/24, Thurn Legal is presenting.
- Board member should sit in on some of the Title IX seminar.
- Some Title IX issues may end up coming to the board.
- Partner Solutions is putting together training for our administration, and one for all staff.
- September 18 is coffee with Special Education; to discuss the special ed environment. October 04 is Experience Central- Seniors do a tour of CMU.
- Fire Up For The Future- 8th graders tour CMU. CMU 3.0 day. Jesse Vance of CMU will be sending an email or will call.
- Academic Performance Report.
 1. This review is for last year.
 2. Grades 3-8 MSTEP and High School updates are coming. Shawn Hurt introduction. He'll move into School Lead from CMU for Summit Academy North. Shawn is a former admin, an author, a school consultant.

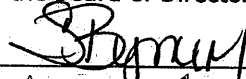
XIII. Adjournment

Motion by Secretary Bynum, supported by Treasurer Walker to adjourn the meeting at 7:05pm Motion carried unanimously.

Proposed Minutes Respectfully Submitted,


Teresa Golba

Approved by the Board of Directors at their 10-10-24 Regular meeting.

Secretary: 

Date: 10-10-24

Approved

**Summit Academy North Board of Directors
Board of Education Room
Central Office 18601 Middlebelt Road,
Romulus, MI. 48174
Thursday, October 10, 2024
6:00 p.m.**

MINUTES

Oath of office Trustee Woods

- I. Call Meeting to Order 6:07pm**
- II. Pledge of Allegiance**
- III. Roll Call-Present: President Operhall, Secretary
Bynum, Trustee Woods
Excused: Treasurer Walker, Vice-President Baum**
- IV. Approval of Minutes of September 12 ,2024**

The minutes of the regular meeting of September 12, 2024, are approved as presented. Motion by Trustee Woods, supported by Secretary Bynum. Motion carried unanimously

- V. Approval of regular Meeting Agenda October 10, 2024**

The agenda for the regular meeting of October 10, 2024, is approved as presented. Motion by Trustee Woods, supported by Secretary Bynum. Motion carried unanimously.

- VI. Consideration of Bills/Receipts/ 1st Quarter Financial Report and
USBank Letter- Jason reviewed this with the Board**
 - A. First Quarter financials, bills, and receipts**

Jason Hamstra

Jason reviewed the financial packet

Expenses are higher is beginning of the year due to purchasing teaching items

The bills, receipts, and first quarter financials are approved as presented. Motion by Trustee Woods, supported by Secretary Bynum. Motion carried unanimously.

B. US Bank letter, Certification for EMMA

Jason Hamstra

This is our quarterly certification and disclosure to US Bank for Bonds

The US Bank continuing disclosure documents are approved as presented. Motion by Trustee Woods, supported by Secretary Bynum. Motion carried unanimously.

C. Invoices for approval-Jason reviewed this with the Board

Alicia Jenkins

Middle school has a need for online support resources WIN classes intervention that teachers can use.

There are three options – 1. Just the program, 2. The program and 2 pd sessions, 3. The program, 2 pd sessions, and data analysis. Alicia believes that Option 2 is the best for the Academy. The \$11,500 will come from At Risk and Title funds. The program aligns with NWEA.

The invoice from Lexia in the amount of \$11,500 is approved as presented. Motion by Trustee Woods, supported by Secretary Bynum. Motion carried unanimously.

VII. Old Business

A. Board Committee Reports

1. Finance-Jason Hamstra- the audit information is due November 1st. We will meet this deadline; it is still being worked on. The presentation for the Board will be November 14th. The submission will be on time.
Some of the ESSER purchases were for playground equipment- which we considered equipment for the building. If the audits see it as renovations, you must include prevailing wage. Partner Solutions is working with auditor. The budget approved by state was cut 90% for safety and mental health line items. Had to be absorbed by general fund. Congress has agreed to fund some of the cut. 1576 number on count day. MEPSRS update - looks like we will get the \$375/per pupil. This will help the budget.
2. Communication-Secretary Bynum- arrival at the elementary is being done each day by Jason and Alicia. They are doing dismissal at the middle and high schools. Making themselves available. Jason and Alicia have a monthly newsletter for staff and parents. Erin Avery stated that the Fine Arts and Athletic boosters have many volunteers to support the students. There will be focus groups for parents and staff before winter break on communication and resources respectively.
3. Quality Instruction-Alicia stated that NWEA is underway -Instructional Rounds to increase Tier I has started in middle school. High school will start the 29th/30th of this month. Elementary will be next. EPR meeting with CMU went well. We are collecting evidence for CMU.

4. Climate and Culture of Success and Equity-No report
5. Highly Effective Staff-Jason Hamstra stated that the staff retention rate is 90%. Speaks to intentional efforts being made.

VIII. New Business

- A. Leadership Reports- Any questions. Erin Avery added all kids but 4 students have been tested.
- B. Partner Solutions Quarterly Report for the Board-Jason reviewed this with the Board.
- C. CMU Academic Performance Report- Jason reviewed this with the Board.

Jason Hamstra

High School data came out since our last discussion.

We need to close some of these gaps in math performance.

We are outperforming composite resident districts. We have closed the gap since the last time the report was reviewed.

- D. Audit Presentation-Jason reviewed this with the Board.

IX. Public Comment-None

- X. **Board Comment-Trustee Woods gave congratulations to administration on the budgeting and making everything work.**

XI. Correspondence-CMU and amendments-Jason reviewed this with the Board

1. FOIA request and our internet provider costs and contract.
2. CIVIL Rights complaint- Jason Hamstra- accessibility for people with disabilities to our website. Counsel is reviewing. Several districts in this area who received the same thing. The initial call is coming. No specifics yet.

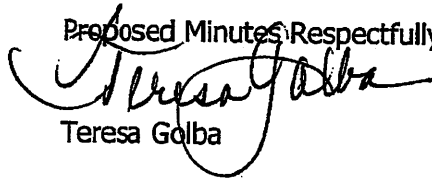
- XII. **Authorizer Comment-Mr. Hurt- who is replacing Mr. Trout. Oct 16- Virtual webinar coffee with special ed. 3-4:30. EPR- good to see the team on there.**

XIII. Adjournment

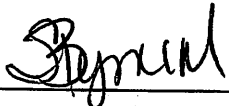
Motion by Trustee Woods, supported by Secretary Bynum to adjourn the meeting at 6:52pm. Motion carried unanimously.

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Proposed Minutes Respectfully Submitted,


Teresa Golba

Approved by the Board of Directors at their 11-14-24 2024 meeting.

Secretary 

Date 11-14-2024

1st
Proposed

Summit Academy North Board of Directors
Board of Education Office at the PEAK
28601 Middlebelt Road, Romulus, MI 48174
Thursday, November 14, 2024
6:00 pm

MINUTES

- I. Call Meeting to Order 6:00pm
- II. Pledge of Allegiance
- III. Roll Call- Present: Operhall, Baum, Bynum, Walker, Woods
- IV. Approval of Minutes of the regular meeting of October 10, 2024

The minutes of the regular meeting of October 10, 2024, are approved as presented. Motion by Woods, supported by Baum. Motion carried unanimously.

- V. Approval of Agenda of the regular meeting of November 14, 2024

The agenda for the regular meeting of November 14, 2024, is approved as presented. Motion by Baum, supported by Woods. Motion carried unanimously.

- VI. Audit Presentation- Jason reviewed with the Board

Jason Hamstra

There were no findings in the General Fund, or on the Special Audit. The special audit was a review of federal funds including Title funds and ESSER funds.

The 2023-2024 Final Budget projected adding \$20,966 to fund equity. The 2023-2024 Actual added \$74,816 to fund equity.

Expenses in General Administration, Pupil Transportation, Central Support Services, Athletic Activities, and Community were over budget.

Expenses in Basic Programs, Added Needs, Pupil Support Services, Instructional Support Services, School Administration, Business Support Services, and Operations and Maintenance were under budget.

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

A. Financial Report

Jason Hamstra

There is not much to note from last month.

We are working on a budget revision to address line items that are over expensed.

We were notified this week that Title 1 allocation is out and we are working on amending that budget.

The financial report, bills, and receipts are approved as presented. Motion by Baum, supported by Woods.

B. Board response to audited financial statement, single audit, and no management letter

The Board accepts the audited financial statement, single audit, and no management letter. Motion by Baum, supported by Woods. Motion carried unanimously.

VIII. Old Business

A. Board Committee Reports

1. Finance - Jason Hamstra - the committee has been working on a budget revision. We did get the \$375 per pupil funding. In addition, more 31aa safety and mental health will be coming late March early April.
2. Communication-Bynum- staff and parents signed up for focus groups. Parent contact info will be updated in PowerSchool. The central office newsletter has been coming out and has been well received.
3. Quality Instruction-Alicia Jenkins-Summer Discovery for year two has come out. This is for the K-8 program. They have committed to three years. We will use 23g funds for the high school program. Instructional Rounds are going on now.
4. Climate and Culture of Success and Equity-Bynum- We have been evaluating interventions to meet the needs of students. We want to expand emotional support dealing with grief. Emotional needs survey of students has been completed.
5. Highly Effective Staff-Jason Hamstra- no report

IX. New Business

A. Leadership Reports-

The administrators reviewed their reports with the Board.

B. Re-enrollment and Open Enrollment Dates- Jason reviewed this with the Board.

1. Re-enrollment Dates- 2025-2026- January 7, 2025-February 3, 2025.
2. Open Enrollment Dates- 2025-2026-February 4, 2025-February 25, 2025.

The Re-enrollment and Open Enrollment dates for 2025-2026 are approved as presented. Motion by Baum, supported by Woods. Motion carried unanimously.

C. Office of Civil Rights (OCR) complaint agreement- Jason reviewed this with the Board.

Jason Hamstra

The complaint pertains to website accessibility.

Jason and Chris Swaffield, Technology Director met with OCR.

OCR would like the Academy to enter into an agreement which says we will work on fixing the website. We will audit our own webpages and turn the audit over to the OCR. There is a timeline for correcting the issues and making a maintenance plan to ensure that the website meets accessibility requirements moving forward. Counsel has reviewed the agreement and recommends entering into it.

The Office of Civil Rights Agreement is approved as presented. Motion by Baum, supported by Woods. Motion carried unanimously.

D. "i love u guys"- Memorandum of Understanding- Jason reviewed this with the Board.

Jason Hamstra

The program came about from school shootings with a focus on consistent verbiage and reunification plans.

This program is recommended by the Michigan State Police.

Memo of Understanding is to help track schools using their materials and to ensure that schools receive any future updates.

The Memo of Understanding with "I love you guys" is approved as

presented. Motion by Woods, supported by Baum. Motion carried unanimously.

E. Summer Discovery Assessment Results-Alicia reviewed this with the Board.

Alicia Jenkins

Overall, we had a very successful summer learning program. All pre and post assessments were used to show the success of the program. The report shows that our growth exceeds the average growth of other schools in the Summit Discovery Program.

X. Public Comment-None

XI. Board Comment-Due to conflict on December 12, the Board would like to reschedule the meeting to December 17th.

Motion by Woods, supported by Baum to move the December 12th meeting to December 17th. Motion carried unanimously.

XII. Correspondence-none.

XIII. Authorizer Comment

Shawn Hurt

The EPR review will begin on November 18th.

Reminder that there is tuition reimbursement for staff with CMU.

State School Report Card will be sent out soon. CMU will be analyzing the results.

XIV. Adjournment

Motion by Woods, supported by Baum to adjourn the meeting at 6:57 pm. Motion carried unanimously.

Proposed Minutes Respectfully Submitted,

Approved by the Board of Directors at their _____ 2024 meeting.

Signature Kelly Woods

Date 12/17/24

Approved
Approved

**Summit Academy North Board of Directors
Regular Meeting
Board of Education Room
18601 Middlebelt Road, Romulus, MI. 48174
Thursday, December 17, 2024
6:00 p.m.**

MINUTES

- I. Call Meeting to Order 6:05pm**
- II. Pledge of Allegiance**
- III. Roll Call: Present: President Operhall, Treasurer Walker, Vice-President Baum, Trustee Woods
Excused: Secretary Bynum**
- IV. Approval of the Minutes of November 14, 2024**

The minutes of the regular meeting of November 14, 2024, are approved as presented. Motion by Trustee Woods, supported by Vice-President Baum. Motion carried unanimously.

- V. Approval of Agenda December 17, 2024**
Jason wants to amend item XIII. to Superintendent Evaluation/Closed Session
The agenda of the regular meeting of December 17, 2024, is approved as amended. Motion by Trustee Woods, supported by Vice-President Baum. Motion carried unanimously.

- VI. Consideration of Bills/Receipts/ Financial Report-Jason Hamstra reviewed this with the Board**
 - A. Financial Report-Jason Hamstra**
 - 1. The Academy has expended 38% of the budgeted expenses for school year. We are 41.6% of the way through the school year.
 - 2. The budget revision hopefully be ready for the January board meeting.

The bills, receipts, and financial reports are approved as presented. Motion by Vice-President Baum, supported by Trustee Woods. Motion carried unanimously.

- B. Confirmation of FID Submittal- Jason reviewed this with the Board**
 - 1. FID the was submitted on time by Partner Solution. Asking the board to accept.

The confirmation of FID Submittal is accepted by the Board. Motion by Vice-

President Baum, supported by Trustee Woods. Motion carried unanimously.

- C. Invoices for Board Approval- Jason reviewed this with the Board
 - 1. There were no invoices for Board approval.

VII. Old Business

- A. Board Committee Updates
 - 1. Finance
 - a. Jason stated the budget revision will be in January.
 - b. Lame duck in Congress is having difficulty passing anything related to school supplemental budget.
 - c. Summer school grant is completed.
 - 2. Communication
 - a. Jason stated that the focus groups met. Parent focus group on communication and staff focus group on instructional resources.
 - b. There have good conversations about modes and frequency of communications.
 - c. We will follow up with a parent survey around communications.
 - 3. Quality Instruction
 - a. Alicia- the instructional rounds to improve tier I instruction are well underway. All admins have identified a long-term goal and a short-term goal. The administration is monitoring the progress, and the teachers are using the tools.
 - b. The Curriculum Alignment Team had a meeting.
 - 4. Climate and Culture of Success and Equity
 - a. The administration is working on social emotional work with the JED foundation
 - b. A survey will start in January for parents to opt in/opt out.
 - c. We are in the middle of 12 days of Joy in the buildings. The activities have been good spirit builders
 - 5. Highly Effective Staff- Comments will be included in the CMU report coming later in the meeting.

VIII. New Business

- A. Leadership Reports-there were no questions.
- B. Maximum Enrollment Annual Approval by the Board-Jason reviewed this with the Board-Currently 2,110 Maximum Enrollment

The maximum enrollment of 2,110 students is approved as presented. Motion by Trustee Woods, supported by Vice-President Baum. Motion carried unanimously.

- C. 15 Emergency Virtual Days-Alicia reviewed this with the Board.
 - 1. Alicia- the state mandates that we have a plan for emergencies after snow

days are used. The days are for unplanned closures, but may be used for PD, emergency closures, testing.

The 15 Emergency Virtual Days meeting MDE criteria are approved as presented. Motion by Trustee Woods, supported by Vice-President Baum. Motion carried unanimously.

- D. CMU Staff Review- Jason reviewed this with the Board.
 - 1. The Board received a letter from CMU in the mail about the staff review.
 - 2. Everyone complies and meets certification requirements.
 - 3. There was a change of title from social worker to behavioral interventionist
 - 4. Of the 84 positions, 18 are permits. As stated in the letter there are challenges with the teacher shortage in finding fully certified staff. Many of the Academy staff are in teacher preparation programs. Utilizing Grow Your Own funds, and tuition assistance.
- E. CMU EPR- Jason reviewed this with the Board.
 - 1. The Board received this report in the mail- Educational Program Review
 - 2. The EPR is part of the annual contract renewal process. Our contract ends at end of the 2025-2026 school year.
 - 3. A team from CMU comes on site to watch what you do. They are very focused on the education program, instruction. They spend time at each building. Official report coming at a board meeting.
 - 4. There will be reflection meeting with CMU and the Academy leadership in January.
 - 5. President Operhall asked if the classrooms have a full-time teacher aide working with teacher? Alicia responded in the affirmative, for the reading block. Currently, the teachers share one para with two teachers.
- F. State Index Report- Jason reviewed this with the Board.
 - 1. The State has a common index to compare different schools. Identifying schools that are either comprehensive or targeted assistance.
 - 2. The Academy sees some negative trends at the elementary and middle school, while seeing positive trends at the high school.
 - 3. None of the school are identified as comprehensive or targeted assist.

IX. Public Comment-None

X. Board Comment-None

XI. Correspondence-None

XII. Authorizer Comment-None

XIII. Closed Session for Superintendent Evaluation requested by Jason Hamstra

Motion by Vice-President Baum supported by Trustee Woods to go into closed session requested by Jason Hamstra for the Superintendent Evaluation at 6:34pm. Roll call: President Operhall-yes, Vice-President Baum-yes, Treasurer Walker-yes, Trustee Woods-yes. Motion carried unanimously.

CLOSED SESSION

Motion by Vice-President Baum, supported by Trustee Woods to reconvene the open session at 6:55pm. Roll call: President Operhall-yes, Vice-President Baum-yes, Treasurer Walker-yes, Trustee Woods-yes. Motion carried unanimously.

OPEN SESSION

Motion by Vice-President Baum, supported by Trustee Woods to approve a salary of \$140,000 for the superintendent's position, retroactive to July 1, 2024. Motion carried unanimously.

XIV. Adjournment

Motion by Trustee Woods, supported by Vice-President Baum to adjourn the meeting at 6:56pm.

Motion carried unanimously.

Proposed Minutes Respectfully Submitted,


Teresa Golba

Approved by the Board of Directors at their 1-9-2025 meeting.

Secretary: S Bynum

Date: 1-9-2025

Proposed
APPROVED

**Summit Academy North Board of Directors
Regular Meeting
January 9, 2025
Board of Education Meeting Room
PEAK
18601 Middlebelt Road
Romulus, MI. 48174**

MINUTES

- I. Call Meeting to Order 6:04pm
- II. Pledge of Allegiance
- III. Roll Call: Secretary Bynum, Treasurer Walker, Trustee Woods
Excused: Vice-President Baum, President Operhall
- IV. Approval of the Minutes of December 17, 2024, regular meeting

The minutes of the December 17, 2024, meeting are approved as presented. Motion by Trustee Woods, supported by Treasurer Walker. Motion carried unanimously.

- V. Approval of the agenda for the regular meeting of January 9, 2025

The agenda for the regular meeting of January 9, 2025, is approved as presented. Motion by Trustee Woods, supported by Treasurer Walker. Motion carried unanimously.

- VI. Presentation from CMU-Laura Stabler

Laura Stabler

- Reviewed the Education Performance Review

Jason Hamstra

- Talked to the Board. Rigor and differentiation are what we need to work on. We need to implement these into our instruction with fidelity.

- VII. Consideration of Bills/Receipts/Financial Report- Second Quarter Financial Report, US Bank Compliance-Jason Hamstra reviewed this with the Board

Jason Hamstra

- The Board was given the financial report
- Same line items that were addressed in the last board meeting will be addressed in the budget revision for the February Board Meeting.
- Jason Treasurer Walker and Jason Hamstra will meet regarding a revised budget.
 - A. Financial Report/Bills, Receipts

The financial reports, bills, receipts are approved as presented. Motion by Trustee Woods, supported by Treasurer Walker. Motion carried unanimously.

B. US Bank Second Quarter Continuing Disclosure

Jason Hamstra

- This is the regular quarterly disclosure to US Bank.

The second quarter continuing disclosure documents to US Bank are approved as presented. Motion by Trustee Woods, supported by Treasurer Walker. Motion carried unanimously.

- C. Invoices that need Board approval-Jason reviewed this with the Board, there were no invoices needing Board approval.**

VIII. Old Business- There were no committee reports at this meeting.

A. Board Committee Updates

1. Finance
2. Communication
3. Quality Instruction
4. Climate and Culture of Success and Equity
5. Highly Effective Staff

IX. New Business

A. Leadership Reports-No Leadership Reports this month

B. Contract Review Process- Jason reviewed this with the Board

Jason Hamstra

- This is an annual item that is reviewed with the Board.
- The only change on this document is the threshold for bids changed.

- C. Partner Solutions -Quarterly Report- Jason Hamstra reviewed this with the Board**

Jason Hamstra

The report highlights the Human Resources activities of Partner Solutions over the last quarter.

- D. NCSI Fall Updates- Jason reviewed this with the Board.**

Jason Hamstra

- The Board had these policies to review from NCSI.
- Highlight- several deleted policies pertain to having an employee of the Board which the board no longer has.
- Many of the policies are about grant funding.
- Title IX policy changed and may change again with the new administration at the Federal level.

The NCSI Fall Updates 2264, 2266, 5340, 6110, 6111, 6112, 6114, 6325, 6550, 7310, 7450, 8321, are approved as presented. Policy numbers 1130, 12217,

3110, 3121, 3217, are deleted. Policy number 5500 is tabled per legal recommendation. Motion by Trustee Woods, supported by Treasurer Walker. Motion carried unanimously.

- X. Public Comment-None
- XI. Board Comment-None
- XII. Correspondence- Amend 7 signature memo from Jennifer Cook.
- XIII. Authorizer Comment-Shawn Hurt

Shawn Hurt

- The EPR report and presentation are important.
- State Test coming up soon.
- If there is anything you need from CMU let him know.
- Board Member Appreciation Month- Given portfolio from CMU.

- XIV. Adjournment

Motion by Treasurer Walker, supported by Trustee Woods to adjourn the meeting at 6:57pm.

Motion carried unanimously.

Proposed Minutes Respectfully Submitted,


Teresa Golba

Approved by the Board of Directors at their 3-13 2025 meeting.

Signature



Date

3-13-2025

APPROVED

**Summit Academy North
Board of Directors Room at
The Peak
18601 Middlebelt Road, Romulus, MI 48174
Thursday, March 13, 2025
6:00 p.m.**

MINUTES

I. Call Meeting to Order 6:07pm

II. Pledge of Allegiance

III. Roll Call: President Operhall, Secretary Bynum, Vice-President Baum,
Trustee Woods
Excused: Treasurer Walker

Moment of silence for Officer Phil Czernik

IV. Approval of the Minutes of January 9, 2025

The minutes of the January 9, 2025, meeting are approved as presented. Motion by Trustee Woods, supported by Vice-President Baum. Motion carried unanimously

V. Approval of Agenda March 13, 2025

The agenda for the regular meeting of March 13, 2025, is approved as presented. Motion by Trustee Woods, supported by Vice-President Baum. Motion carried unanimously.

VI. Consideration of Bills/Receipts/ Financial Report- Jason reviewed this with the Board

Jason Hamstra

- The Wellness and Literacy night is at the elementary tonight.
- There is nothing new to discuss.
- A budget revision is on the agenda.

A. Financial Report, Bills, Receipts

**The financial report, bills, receipts are approved as presented.
Motion by Trustee Woods, supported by Vice-President Baum.
Motion carried unanimously.**

B. Budget Revision and Resolution

Jason Hamstra

- All grants have been allocated.
- With the new budget, we are \$96,000 to the good

**The budget revision and resolution are approved, as presented.
Motion by Trustee Woods, supported by Vice-President Baum.
Motion carried unanimously.**

C. Invoices for Board Approval-None

VII. Old Business

A. Administrative Committee Reports to the Board

1. Finance-Jason Hamstra- state level budget talks are ongoing.
The Governor's budget is out there and it is not favorable to charters. Laura Carpenter of Partner Solutions was positive about it. Changes with United States Department of Education is a topic of discussion. We will continue to monitor
2. Communication-Secretary Bynum reviewed the staff survey on Jason and Alicia. The survey is on Central Office Leadership- all staff responded with positive results. Strong commitment for the school, and leadership.
Strong areas and opportunities for improvement were better alignment between tools and delivery, positivity, and letting staff be involved in decision making.
3. Quality Instruction-Alicia stated we are deep into instructional rounds. Focus areas have been identified. This tool is our improvement vehicle. Summer Learning, with the Discovery Grant will happen again with an award of \$634,000. Enrichment will be for the K-8 students. K-8 will together be in the elementary building for summer learning, and high school will have full credit recovery, as well as advanced credit earning. We held another Curriculum Alignment Team meeting. We dove into district data.
4. Climate and Culture of Success and Equity-Last round of SAEBS questionnaire was sent out to determine the needs of the students.
5. Highly Effective Staff-No report

B. Transparency Certification Spring- Jason reviewed this

with the Board.

Jason Hamstra

- We do this twice a year, this is the Spring one.

The Spring Transparency Certification is approved as presented. Motion by Trustee Woods, supported by Vice-President Baum. Motion carried unanimously.

C. NCSI Policy 5500 -Jason reviewed this with the Board

Jason Hamstra

- The Board tabled this policy in January. Counsel corrected an error.
- We need a motion for deletion.

The NCSI Policy 5500 is deleted as presented. Motion by Trustee Woods, supported by Vice-President Baum. Motion carried unanimously.

VIII. New Business

A. Leadership Reports

Erin Avery High School

- We have had our focus on truancy.
- We are being articulate regarding expectations.
- Parents like the support.
- Our scores in math are low and stagnant. Shawn Hurt of CMU met with us. We were happy to meet with him.
- Brian Charlefour and Tim Murphy met with Mr. Hurt, who gave useful strategies. He suggested making better use of instructional time. Hopefully the help pays off in SATs.
- Girls Basketball made history going further than they ever have.
- Band got straight 1s and headed to state.
- Two wrestlers to state. Bowler to state.
- Boys' basketball final four. We've had a lot to celebrate.

Alicia Jenkins

- We are piloting a support system at the elementary with the *Joey Foundation*.
- Developing a systematic approach to help students dealing with grief.

- Social workers are specifically trained.
 - We want to concentrate on filling the vacuum that helps occurs after the initial loss.
 - Other schools are interested as well.
 - Alex Altman doing a great job covering our events on social media.
- B. Partner Solutions Presentation-Jason we will table this until March.
- C. AER- Jason reviewed this with the Board

Jason Hamstra

- AER was submitted before the deadline.
- The complete AER is on our website.

The 2023-2024 AER is accepted as presented. Motion by Trustee Woods, supported by Vice-President Baum. Motion carried unanimously.

- D. Contract Amendment Request and Questionnaire 2025-2026-Jason reviewed this with the Board

Jason Hamstra

- We are adding a variety of electives at the high school. CMU will need to add them to the contract.

The contract amendment request and questionnaire for 2025-2026 is approved as presented. Motion carried unanimously.

- E. Student Information Guidance- Jason reviewed this with the Board.

Jason Hamstra

- This is about guidance regarding ICE showing up at the school.
- The document was drafted by counsel.
- We want to be sure we are following our legal obligations and supporting our families.
- We want to be prepared.

- F. Toshiba Lease-Jason reviewed this with the Board.

Jason Hamstra

- This lease is for a third machine at North Elementary to replace a buy back machine that has started to fail.
- This a 39-month lease.

The Toshiba Lease for North Elementary is approved as presented. Motion by Trustee Woods, supported by Vice-President Baum.

Motion carried unanimously.

G. Insurance Proposal- Jason reviewed this with the Board.

Jason Hamstra

- CMU makes the requirements.
- Exact same coverage as last year, there is a higher cost.
- We must have it.
- We are doing nothing beyond the base package.

The insurance proposal from General Agency is approved as presented. Motion by Trustee Woods, supported by Vice-President Baum. Motion carried unanimously.

H. 2025-2026 Board Meeting Calendar-Jason reviewed this with the Board.

The Board Meeting Calendar is approved as presented. Motion by Trustee Woods, supported by Vice-President Baum. Motion carried unanimously.

I. 2025-2026 School Calendar- Alicia reviewed this with the Board.

Alicia Jenkins

- The staff voted on which days they wanted to take for the additional three days we had.
- The calendar meets days and hours requirements.

The 2025-2026 School Calendar is approved as presented. Motion by Trustee Woods, supported by Vice-President Baum. Motion carried unanimously.

J. Special Education Compliance- Jason reviewed this with the Board.

Jason Hamstra

- This is informational. CMU had action steps they wanted. We have sent off our plan for approval by CMU.
- We are meeting back in April.
- We are moving in a forward direction together.
- We are planning professional development for our special education staff. In the IEP process, it is important for general education and special education to know their roles and responsibilities.
- There is a disconnect where special education students want to pass and get a diploma. Special Education is to provide specifically designed instruction to help students meet individual goals. The

goal work doesn't always align to general education requirements.

IX. Public Comment-None

X. Board Comment-None

XI. Correspondence-None

XII. Authorizer Comment-None

XIII. Adjournment- Motion by Trustee Woods, supported by Vice-President Baum to adjourn the meeting at 6:52pm. Motion carried unanimously.

Proposed Minutes Respectfully Submitted,

Teresa Golba

Approved by the Board of Directors at their 4-10 2025 meeting.

Secretary: SPopru

Date: 4-10-25

APPROVED
Proposed

Summit Academy North of Directors
18601 Middlebelt, Romulus, MI
Board Meeting Room in the PEAK
Thursday, April 10, 2025
6:00 p.m.

MINUTES

- I. Call Meeting to Order 6:00pm
- II. Pledge of Allegiance
- III. Roll Call: President Operhall, Vice-President Baum, Treasurer Walker, Secretary Bynum
Excused: Trustee Woods

IV. Approval of Minutes of the regular meeting of March 13, 2025

The minutes of the regular meeting of March 13, 2025, are approved as presented. Motion by Vice-President Baum, supported by Secretary Bynum. Motion carried unanimously.

V. Approval of Agenda April 10, 2025

Jason would like to add to VIII. New Business, item F. Bus Lease.

The agenda for the regular meeting of April 10, 2025, is approved as amended. Motion by Vice-President Baum, supported by Secretary Bynum. Motion carried unanimously.

- VI. Consideration of Bills/Receipts/ Financial Report/3rd Quarter Financials-Jason Hamstra will review this with the Board
- A. Financial Report

Jason Hamstra

We are in good shape. We have expended 66% of the budget, at this point, it should be at 75%.

The financial report, bills, receipts are approved as presented. Motion by Vice-President Baum, supported by Secretary Bynum. Motion carried unanimously.

- B. Third Quarter Letters, Certifications

Jason Hamstra

Presented the 3rd Quarter compliance documents for US Bank.

The third quarter letters, certifications, and disclosures are approved as

presented. Motion by Vice-President Baum, supported by Secretary Bynum. Motion carried unanimously.

C. Invoices for Board Approval-There were no invoices.

VII. Old Business

A. Administrative Committee Reports

1. Finance

Jason Hamstra

The rollback of ESSER funds has affected several school districts in our area. The Health Reimbursement Arrangement was COVID money, Summit utilized these funds for the school nurse this year. We were notified that these funds have been cut for the remainder of the school year. We are looking for ways to continue financial support for our school nurse this year and next. Our work plans are due to RESA Monday.

2. Communication-

Secretary Bynum

Administrator feedback surveys for the building administrators have gone out.

Monthly newsletter going to all, including the Board.

Group support initiative at the elementary, loss and grief support.

3. Quality Instruction

Alicia

Testing-MSTEP, WorkKeys, SAT/ACT are all going on.

Instructional rounds going well. Identified short term goals. Keeping focus.

4th quarter starts Monday.

4. Climate and Culture of Success and Equity- See above Communications

Secretary Bynum

Administrator feedback surveys for the building administrators have gone out.

Monthly newsletter going to all, including the Board.

5. Highly Effective Staff-No report

VIII. New Business

A. Leadership Reports-

- Vice-President Baum asked if there were updates on chronic absenteeism.
- Jason responded chronic absenteeism is similar to last year's rate. This year we are communicating with fidelity. Officer Priebe has been helping too. One of the goals is to remove barriers.
- Treasurer Walker asked if this was across all grades or more high school. Jason responded all grades, but more prevalent in K-1 and 9-12.
- Erin- Our basketball team has been invited to the state capital to be recognized as a charter school finalists in basketball.

B. HR Quarterly Report-Jason introduced Kate Satori to review this with the Board.

- Kate Satori from Partner Solutions presented.
- Quarterly report. Updated employee handbook.
- Teacher verification audit went smoothly.
- Meets with Jason monthly.

- Salary comparison report looks good. Average years goes up.

C. Summer discovery Grant Alicia reviewed this with the Board

- Enrollment will be 325 students.
- We are already at 305.
- We may be adding more staff.
- We are intentionally trying to keep class sizes small.

D. Audit Engagement Letter- Jason reviewed this with the Board.

Jason Hamstra

- CBIZ is the name of the new audit firm. It is the same team of people that we regularly work with.
- The fees are the same.

The audit engagement letter from CBIZ, formerly Marcum, is approved as presented. Motion by Vice-President Baum, supported by Vice-President Baum. Motion carried unanimously.

E. Budget Planning Timeline-Jason reviewed this with the Board.

Jason Hamstra

- We will begin the budget revision for 24-25 and original budget for 25-26 this month.
- Still waiting on proposal from the Michigan Senate and House.
- Still waiting on confirmation of the health care cost increase.

F. Bus Lease/Purchase

Jason Hamstra

- We need one back up bus for every 10 buses we have. We have 12 buses.
- There are two that we own.
- One was on a lease.
- We would like to purchase as a backup bus. It is in excellent shape. It has passed all inspections.
- We'll finance \$46,000 to purchase; and have the same payment as what we're paying on the lease.

The purchase of one of our leased buses is approved as presented, not to exceed \$46,000. Motion by Vice-President Baum, supported by Secretary Bynum. Motion carried unanimously.

I. Public Comment-None

II. Board Comment-

- Treasurer Walker announced that he will be stepping down June 30, 2025. He has enjoyed serving on the Board. We'll start process of seeking his replacement.
- President Operhall stated that CMU has sent out conference notice. There are Board sessions available.

III. Correspondence-None

**IV. Authorizer Comment-
Mr. Hurt**

- Reminded the board about the annual conference notice August 14th at Huntington Place Detroit. Also reminded the Board of the CMU Innovation Award. Alicia stated that the elementary is applying based on the sensory room.
- He was impressed with his visits to the schools. Lots of good things at all buildings. Congratulations to the basketball team!

V. Adjournment

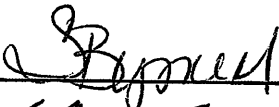
Motion by Vice-President Baum, supported by Secretary Bynum to adjourn the meeting at 6:36pm. Motion carried unanimously.

Proposed Minutes Respectfully Submitted,


Teresa Golba

Approved by the Board of Directors at their May 8 2025 meeting.

Secretary:



Date:

5-8-2025

APPROVED
Proposed

Summit Academy North Board of Directors
18601 Middlebelt Road, Romulus, MI. 48174

Board of Education Room / PEAK

Thursday, May 8, 2025

6:00 p.m.

MINUTES

- I. Call Meeting to Order 6:10 pm
- II. Pledge of Allegiance
- III. Roll Call: Present: President Operhall, Secretary Bynum (arrived at 6:15), Treasurer Walker, Trustee Woods
Excused: Vice-President Baum
- IV. Approval of Minutes of April 10, 2025

The minutes of the regular meeting of April 10, 2025, are approved as presented. Motion by Trustee Woods, supported by Treasurer Walker. Motion carried unanimously.

- V. Approval of Agenda May 8, 2025
Jason would like to add to item VIII. New Business, letter G. Gas line bids to the agenda. Also, to item VIII. New Business, letter H. Treasurer Position.

The agenda for the regular meeting of May 8, 2025, is approved as amended. Motion by Trustee Woods, supported by Treasurer Walker. Motion carried unanimously.

- VI. Consideration of Bills/Receipts/ Financial Report - Jason reviewed this with the Board.

A. Financial Report

Jason Hamstra

- We are where we should be for the last two months of school.
- Jason met with Jill Hendrickson to work on the final budget revision.

The bills, receipts, and financial report is approved as presented. Motion by Trustee Woods, supported by Treasurer Walker. Motion carried unanimously.

- B. Invoice for Board Approval- Jason Hamstra stated three are no invoices to be approved by the Board.

VII. Old Business

A. Administrative Committee Reports

1. Finance

Jason Hamstra

- We have the Governor's budget.
- The Senate budget mirrors Governor's.
- There is no increase for charters.
- We are working with MAPSA to lobby for the increase.
- The House budget it outstanding, they tend to be more frugal.
- We would like to meet with Senator Camilleri to express our point.
- We're not a conglomerate like other charters.

2. Communications

Secretary Bynum

- The monthly newsletter went out.
- The link for Administrator survey of strengths and opportunities for improvement went to all staff.

3. Quality Instruction

Alicia Jenkins

- We are focused on NWEA.
- Instructional rounds continue for the Elementary and High School next week, and the Middle School the following week.
- Summer Learning K-8- registering for Center Discovery Grant need enrollment number
- K-5 8 spots left MS- 7 spots left HS-invites are targeted, credit advancement and recovery.
- Summer Learning starts June 17, runs for 7 weeks, two short weeks. Board is invited to visit during the program.

4. Climate and Culture of Success and Equity

Secretary Bynum

- We have school wide survey results.
- May is Mental Health month
- The staff in Professional Development working on strategy plans for JED.
- Teacher appreciation week district wide. Celebrating all our staff.

5. Highly Effective Staff-No report

- B. Contract Amendment 8-Standardized Language Matrix and Signature pages-Jason reviewed this with the Board.

Jason Hamstra

- This is the signature page for our contract amendment approved by the Board in March.

The standardized language matrix and signature pages for contract amendment 8 are approved as presented. Motion by Trustee Woods, supported by Secretary Bynum. Motion carried unanimously.

VIII. New Business

A. Leadership Reports

Erin Avery

- Deputy Chief of staff for Senator Camilleri, Tyler Morawa, happened to be a K-

12 Summit graduate.

B. CTE Agreement with Taylor Public- Jason reviewed this with the Board.

Jason Hamstra

- This is our annual agreement with Taylor Public Schools to provide Career and Technical Education for our students.
- It is the same agreement as last year.

The CTE Agreement with Taylor Public Schools for the 2025-2026 school year is approved as presented. Motion by Trustee Woods supported by Secretary Bynum. Motion carried unanimously.

C. School Vended Meals Contract 2025-2026 Year 3 Renewal- Jason reviewed this with the Board.

Jason Hamstra

- This is our third-year renewal of four.
- The contract has been reviewed and approved by MDE.

The Year 3 Renewal of the Food Service Contract with Variety Food Services as the provider is approved as presented. Motion by Treasurer Walker, supported by Secretary Bynum. Motion carried unanimously.

D. June Board Meeting- Jason reviewed this with the Board.

Jason Hamstra

- This is our last day of school.
- This year our staff end-of-year celebration will in the PEAK
- Would June 19 6:00 work for the Board?

The regular meeting of June 12, 2025, is cancelled, and a special meeting will take place on June 19, 2025, at 6:00 pm Board of Education Meeting Room. Motion by Trustee Woods, supported by Secretary Bynum. Motion carried unanimously.

E. Charter Contract Summary of Changes- Jason reviewed this with the Board.

Jason Hamstra

- Items E and F go together-changes to the charter contract and amended by-laws.

The summary of changes to the charter contract and the amended by-laws are approved as presented. Motion by Trustee Woods, supported by Secretary Bynum. Motion carried unanimously.

F. Amended By-Laws- Jason reviewed with the Board. See motion on E.

G. Gas line Replacement Bids- Jason reviewed this with the Board

Jason Hamstra

- We have been experiencing gas volume problems.
- Some of our units are not firing up.
- The 800 hallway, MS gym, and cafeteria are not receiving the gas they need.
- The HVAC work we had done also increased the amount of air from the outside.
- Dino Cancillari met with engineer, and the determination was that we need bigger gas lines.
- We are replacing that trunk with a bigger gas line in Middle School and the High School.
- We went out to bid through *BidNetDirect*, four vendors walked through, and we received three bids.
- The bid from FM Clark was cheaper and we have done a lot with them. We have used them for many things.
- Recommending the FM Clark bid of \$77,356, with work over the summer; included in next year's budget.
- Warranty work included with this capital investment.
- Summer school will be in session. We will move students to a different section of the High School. The Middle School summer learning students are at the Elementary this summer.

The Gas line replacement bid from FM Clark in the amount of \$77,356 is approved as presented. Motion by Trustee Woods, supported by Secretary Bynum. Motion carried unanimously.

H. Vacate treasurer position-Jason will review this with the Board.

Jason Hamstra

- Jason gave a description of the position.
- The treasurer works on the budget, approves check payment, spot checks invoices. It is not a bookkeeping or accounting position.
- Treasurer Walker will work with Trustee Woods to mentor and provide training.

Motion by Secretary Bynum, supported by Treasurer Walker to vacate the office of treasurer. President Operhall, yes, Secretary Bynum, yes, Treasurer Walker, yes, Trustee Woods, yes. Motion carried unanimously.

Motion by Secretary Bynum, supported by Walker to appoint Walker to a trustee of the Board position. President Operhall, yes, Walker, yes, Trustee Woods, yes, Secretary Bynum, yes. Motion carried unanimously.

Motion by Trustee Walker, supported by Secretary Bynum to appoint Trustee Woods as treasurer. President Operhall, yes, Trustee Walker, yes, Trustee Woods, yes, Secretary Bynum, yes. Motion carried unanimously.

IX. Public Comment-None

X. Board Comment

President Operhall

Graduation is coming-June 6th

Erin Avery

- The High School staff has been educating students about the roles and responsibilities of the Board.
- The Board will have special parking.
- The Board should arrive at 5:30-5:45pm Regalia.
- The ceremony begins at 6:00 pm. 5:45 reserved parking.
- We will get the robes, regalia list to the Board.
- For the CMU Annual Conference, the Board would like the same shirts.

XI. Correspondence- None

XII. Authorizer Comment-Mr. Hurt will review this with the Board.

Mr. Hurt

- The August 14th Annual conference is at the Huntington Place.
- Board members, management teams, principals, and teachers are invited.
- CMU is expecting 1,000 people.
- On August 13th there is a reception for the Boards, and management at the Pontchartrain Hotel top floor. Parking is taken care of.
- Good news, SAN Elementary is a finalist for innovation award. First place will receive \$10,000, second \$5,000, and third is \$3,000. The prize is for the district.
- Congratulations to Ms. Avery, Nayelie Rodriguez is one of Best and Brightest.
- Basketball team went to the Capital. The team was honored. CMU is very proud. He gets to brag.
- Any Professional Development, please get your SCECHs to Mr. Hurt. Board president round table. Central Office will keep track of them and send to Mr. Hurt.

XIII. Adjournment

Motion by Treasurer Woods, supported by Secretary Bynum to adjourn the meeting at 7:05 pm. Motion carried unanimously.

Proposed Minutes Respectfully Submitted,

Teresa Golba

Approved by the Board of Directors at their 6-19 2025 meeting.

Secretary

Treasurer

Date

6-19-25

APPROVED
Proposed

**Summit Academy North of Directors
Board of Education Office
PEAK
18601 Middlebelt Road
Romulus, MI 48174
Thursday, June 19, 2025
6:00 p.m.**

MINUTES

- I. Call Meeting to Order 6:00pm**
- II. Pledge of Allegiance**
- III. Roll Call: President Operhall, Vice-President Baum, Trustee Walker, Secretary Bynum, Treasurer Woods**

Excused: President Operhall, Secretary Bynum

- IV. Approval of Minutes the regular meeting of May 8, 2025**

The minutes of the regular meeting of May 8, 2025, are approved as presented. Motion by Treasurer Woods, supported by Trustee Walker. Motion carried unanimously.

- V. Approval of Agenda special meeting of June 19, 2025**

The agenda for the special meeting of June 19, 2025, is approved as presented. Motion by Treasurer Woods, supported by Trustee Walker. Motion carried unanimously.

- VI. Consideration of Bills/Receipts/ Financial Report- Jason Hamstra reviewed this with the Board**

Jason Hamstra

Reviewed the financials.

A. Approval of the bills, receipts, financial report

The bills, receipts, and financial reports are approved as presented. Motion by Treasurer Woods, supported by Trustee Walker. Motion carried unanimously.

B. 2024-2025 Final Revised Budget Review

Jason Hamstra

- 24-25 Final budget is based on 1544 students.**

- All grant expenditures have been included appropriately.
- C. 2025-2026 Original Budget Review
- Based on a pupil count of 1545 and a \$10,000 per pupil foundation allowance.
- Additional GSRP classroom in the Early Learning Center.
- GSRP expansion grant we'll be getting. \$50,000.
- Vice-President Baum are there any other capital projects going on? Jason replied with an update about the gas-line project in the high school and middle school

D. Spring Borrowing Resolution- Jason reviewed this with the Board.

Jason Hamstra

- This is the typical borrowing resolution needed to bridge the gap in receiving state funding
- The borrowing is not to exceed \$2,500,000

Motion by Treasurer Woods, supported by Trustee Walker to suspend the open meeting and convene the Public Budget Hearing at 6:30 pm Vice-President Baum, yes, Trustee Walker, yes, Treasurer Woods, yes.

VII. Budget Public Hearing

A. Public Comment -None

Motion by Treasurer Woods, supported by Trustee Walker to reconvene the open meeting at 6:35pm. Vice-President Baum, yes, Treasurer Woods, yes, Trustee Walker, yes.

The 2024-2025 final budget is approved as presented. Motion by Treasurer Woods, supported by Trustee Walker. Motion carried unanimously.

The original 2025-2026 budget is approved as presented. Motion by Treasurer Woods, supported by Trustee Walker. Motion carried unanimously.

The spring borrowing resolution is approved as presented. Motion by Treasurer Woods, supported by Trustee Walker. Motion carried unanimously.

VIII. Old Business

A. Administrative Committee Reports to the Board

1. Finance-Jason reported on the budgets; there was nothing additional.
2. Communication-monthly newsletter did go out as planned. We'd

like to establish student focus groups. We would like to focus on expanding student voices next year by starting a student advisory group.

3. Quality Instruction-Alicia reported that the school year wrapped up, and summer school started this past week. We have 499 students PK-12 grade. K-8 is Summer Discovery; they're coming out to visit, and we are very excited about that. Jason Hamstra thanked the administrative team and Alicia for all their diligent work in preparing for summer school.
4. Climate and Culture of Success and Equity-We had the end-of-year celebrations for the students. Graduation was beautiful. Also, we had a very nice end-of-year staff celebration. We had four staff retire-Brenda Vandercook, Dino Cancillari, Harry VanGelder, Edie Labo.
5. Highly Effective Staff-Raises were given. CMU had some special education compliance concerns from the EPR. We have restructured the special education department to better meet the needs of students and focus as well as increase our focus on compliance.

B. Approval of Addendum for Summer Feeding to the contract for the year 3 renewal for meal service with Variety Food Services-Jason reviewed this with The Board.

- The contract was approved, but Variety did not have the Summer Food Service Program on the price bid sheet. They resubmitted to us, and we resubmitted to MDE. The addendum was approved by MDE.

The addendum for Summer Feeding to the contract for the year 3 renewal is approved as presented. Motion by Treasurer Woods, supported by Trustee Walker. Motion carried unanimously.

IX. New Business

A. Employee Benefits Plans for 2025-2026 from CS Partners/Partner Solutions- Jason reviewed this with the Board.

Jason Hamstra

- The information was included in your packet. The benefits plans are the same as this past year.
 - There are a variety of options.
- B. NCSI Spring-Board Policy Updates- Jason reviewed this with the Board.

The Spring Board Policy Updates, policy numbers 0131.1, deletion of 2264, 2266, 2340, 5320, 5330, 5330.01, 5350, 5460, 8500, 8510, 8510 Appendix A are approved as presented. Motion by Treasurer Woods, supported by Trustee Walker. Motion carried unanimously.

C. Professional Development Advisory Committee- Alicia reviewed this with the Board.

Alicia Jenkins

- Because we use our professional development as instructional time, we are required to make sure it fits all criteria, and that we have an advisory committee of teachers, administrators, and support staff. Our professional development does meet all the criteria.

The Professional Development Advisory Committee is approved as presented. Motion by Treasurer Woods, supported by Trustee Walker. Motion carried unanimously.

D. District Improvement Plan- Alicia reviewed this with the Board.

Alicia Jenkins

- Curriculum alignment teams serve as our District improvement team.
- We have revised goals to be in alignment with the goals set forward in our charter contract with CMU.
- Our EPR visit showed that we had some goal misalignment between Central Office, building administration and building staff. Adopting the CMU charter contract goals in the district improvement plan is a step toward improving this goal alignment.

The district improvement plan is approved as presented. Motion by Treasurer Woods, supported by Trustee Walker. Motion carried unanimously.

E. MSHAA Membership Resolution-Jason reviewed this with the Board.

Jason Hamstra

- This is an annual membership resolution.
- Nothing changed.

The MHSAA Membership Resolution is approved as presented. Motion by Treasurer Woods, supported by Trustee Walker. Motion carried unanimously.

X. Public Comment-none

XI. Board Comment

- Trustee Walker stated that it has been a true honor and pleasure to serve on the board.
- Going to miss everyone.
- He is excited for the future.
- Jason Hamstra stated that we will always appreciate the time, mentorship,

and optimism Trustee Walker brought to the Board for 10 years.

XII. Correspondence-None

XIII. Authorizer Comment

- Mr. Hurt from CMU stated much appreciation from CMU for 10 years of service for Trustee Walker.
- We are 100% compliant in our reporting through Epicenter.
- Sign up for annual conference, August 14th.
- Excited to see data from end of year. NWEA and MSTEP.

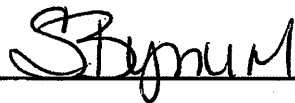
XIV. Adjournment-Motion by Treasurer Woods, supported by Trustee Walker to adjourn the meeting at 6:52pm Motion carried unanimously.

Proposed Minutes respectfully submitted,


Teresa Golba

Approved by the Board of Directors at their 8-14 2025 meeting.

Secretary



Date

8-14. 2025