Approved

Summit Academy North of Directors
Annual Organizational Meeting
Thursday, August 14, 2025
6:00pm
Board of Education Conference Room
18601 Middlebelt Road, Romulus, MI. 48174

MINUTES

I. Call Meeting to Order 6:01pm

II. Pledge of Allegiance

III. Roll Call: Present: President Operhall, Treasurer Woods, Secretary Bynum

Excused: Vice-President Baum

IV. Approval of Minutes of June 19, 2025

The minutes of the special meeting of June 19, 2025, are approved as presented. Motion by Treasurer Woods, supported by Secretary Bynum. Motion carried unanimously.

V. Approval of Agenda August 14, 2025

The agenda for the annual organizational meeting is approved as presented. Motion by Treasurer Woods, supported by Secretary Bynum. Motion carried unanimously

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

A. Approval of the bills, receipts, financial reports.

Jason Hamstra
We are only one month in with almost most with zero expenses recorded.

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

B. Fourth Quarter US Bank Letter, Continuing Disclosure

Jason Hamstra
This is our typical quarterly bond disclosure.

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

C. Invoice Approvals- Alicia reviewed this with the Board

1. Lexia Invoice

Alicia Jenkins

We use this as an intervention tool at the Middle School. We do not need the professional development component.

Motion by Treasurer Woods, supported by Secretary Bynum to approve the Lexia Invoice in the amount of $10,500. Motion carried unanimously.

VII. Annual Organizational Meeting Business

A. **Motion to declare all offices vacant**

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

B. **Election of Officers**

i. Election of President

Kathy Operhall is nominated for President. Motion by Bynum, supported by Woods. Motion carried unanimously.

ii. Election of Vice President

Baum is nominated for Vice President. Motion by Woods, supported by Bynum. Motion carried unanimously.

iii. Election of Secretary

Bynum is nominated for Secretary. Motion by Woods, supported by President Operhall. Motion carried unanimously.

iv. Election of Treasurer

Woods is nominated for Treasurer. Motion by Secretary Bynum, supported by President Operhall. Motion carried unanimously.

<u>Organizational Operation</u>

v. Identification of Depository/Financial Institution

The depository/financial institution is Comerica Bank. Motion by Treasurer Woods, supported by Secretary Bynum. Motion carried unanimously.

vi. Identification of Newspaper of Record

The Newspaper of Record is The News Herald/Heritage News. Motion by Treasurer Woods, supported by Secretary Bynum. Motion carried unanimously.

vii. Board Corresponding Agent Resolution

The Board Corresponding Agent is the Superintendent. Motion by Treasurer Woods, supported by Secretary Bynum. Motion carried unanimously.

viii. Principal Office & Public Notice Posting Location

The principal office and public notice posting location is The PEAK, 18601 Middlebelt Road, Romulus, MI. 48174. Motion by Treasurer Woods, supported by Secretary Bynum. Motion carried unanimously.

ix. Appointment of Freedom of Information Act Coordinator

The Freedom of Information Act Coordinator is the Superintendent. Motion by Treasurer Woods, supported by Secretary Bynum. Motion carried unanimously.

x. Appointment of Office of Civil Rights Representative

The Office of Civil Rights Representative is the Superintendent. Motion by Treasurer Woods, supported by Secretary Bynum. Motion carried unanimously.

xi. Appointment of Sexual Harassment Representatives

The Sexual Harassment Representatives are Jason Hamstra and Alicia Jenkins. Motion by Treasurer Woods, supported by Secretary Bynum. Motion carried unanimously.

xii. Appointment of Title VI Representative

The Title VI Representative is the Superintendent. Motion by Treasurer Woods, supported by Secretary Bynum. Motion carried unanimously.

xiii. Appointment of Title IX Representative

The Title IX Representatives are Jason Hamstra and Alicia Jenkins. Motion by Treasurer Woods, supported by Secretary Bynum. Motion carried unanimously.

xiv. Appointment of Section 504 Representative

The Section 504 Representative is Sally Racette. Motion by Treasurer Woods, supported by Secretary Bynum. Motion carried unanimously.

xv. Appointment of Homeless Children and Youth Liaison

The Homeless Children and Youth Liaison is Sally Racette. Motion by Treasurer Woods, supported by Secretary Bynum. Motion carried unanimously.

xvi. Designation of Account Signatory

The designation of account signatory is all Board Members, with two signatures required. Motion by Treasurer Woods, supported by Secretary Bynum. Motion carried unanimously.

xvii. Designation of Legal Counsel Dickinson wright

The designation of legal counsel is Dickinson Wright. Motion by Treasurer Woods, supported by Secretary Bynum. Motion carried unanimously.

xviii. Designation of Independent Audit Firm

The designation of Independent Audit Firm is CBIZ. Motion by Treasurer Woods, supported by Secretary Bynum. Motion carried unanimously.

xix. Authorization of Contracts

The authorization of contracts is the Superintendent under $10,000, and Board President on contracts over $10,000. Motion by Treasurer Woods, supported by Secretary Bynum. Motion carried unanimously.

xx. Designation of Electronic Transfer Officer (ETO)

The designation of the ETO is Treasurer Woods. Motion by Secretary Bynum, supported by President Operhall. Motion carried unanimously.

xxi. Approval of the use of facsimile signatures stamps

The use of facsimile signature stamps is approved. Motion by Secretary Bynum, supported by Secretary Bynum. Motion carried unanimously.

xxii. Appointment of the Academy Resident Agent

The Academy Resident Agent is the Superintendent. Motion by Treasurer Woods, supported by Secretary Bynum. Motion carried unanimously.

xxiii. Appointment of the Academy Chief Administrative Officer

The Academy Chief Administrative Officer is the Superintendent. Motion by Treasurer Woods, supported by Secretary Bynum. Motion carried unanimously.

VIII. Old Business

A. Administrative Committee Reports to the Board
   1. Finance-Jason Hamstra, nothing to report, we are watching the budget.
   2. Communication- no report
   3. Quality Instruction- Alicia Jenkins- we had 17 classrooms engaged in

Summer learning. We were able to hit all the targets. The Ballmers were here in person.

4. Climate and Culture of Success and Equity- no report
5. Highly Effective Staff
   No report

IX. New Business

A. HACCP – Hazard Analysis and Critical Control Points (School Meals Program Annual Approval)

Jason Hamstra

This is our annual meal service operating procedures and safeguards.

The HACCP is approved as presented. Motion by Treasurer Woods, supported by Secretary Bynum. Motion carried unanimously.

B. Transparency Reporting Certification- Fall- Jason reviewed this with the Board
Jason Hamstra
This is our fall certification that our website is up to date and in compliance.

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

C. Athletic Handbook 2025-2026 and Student Handbooks 2025-2026
Jason Hamstra
There are no changes to the Athletic and Student Handbooks. They are being reviewed by counsel. We are asking for approval based on legal review.

Motion by Treasurer Woods, supported by Secretary Bynum to approve the athletic and student handbooks contingent on the review of counsel. Motion carried unanimously.

X. Public Comment-None

XI. Board Comment-President Operhall commended Ria Cole on a tremendous job of preparing the video submitted to CMU for the conference at the Huntington Center.

XII. Correspondence-None

XIII. Authorizer Comment-None. The Board was not invited to the night before the annual conference.

XIV. Adjournment

Motion by Treasurer Woods, supported by Secretary Bynum to adjourn the meeting at 6:40pm. Motion carried unanimously.

Proposed minutes Respectfully Submitted, Teresa Golba

Teresa Golba Teresa Golba

Approved by the Board of Directors at their 10-9 **2025 meeting.**

S Bynum **Secretary** 10-9-25 **Date**