

Board of Directors Organizational Meeting

Saturday August 12, 2017

Approved Minutes

Meeting convened at 8:41 am

- I. Call to Order & Pledge of Allegiance
- II. Roll Call
- III. Roll Call by the President
 - B. Thomas X
 - S. Staff X [by telephone]
 - M. Monson X
 - T. Clark X
 - J. Bennett
- IV. Nominate temporary chairperson – **Dr. Sharon Staff (Unanimous)**
- V. Hearing of the Public (limited to agenda items)
- VI. Business Items
 - a. Administer Oath of Office and sign affidavit
 - b. Approval of Agenda
 - c. Nomination and election of Officers

President – **Bob Thomas**
(Unanimous)

Vice President – **Tanya Clark**
(Unanimous)

Secretary – **John Bennett**
(Unanimous)

Treasurer- **Melonee Monson**
(Unanimous)

Dr. Sharon Staff was nominated, but declined.
Melonee Monson was nominated and accepted.

- d. Resolution indicating Board will comply with all applicable laws and regulations
- e. Resolution designating public places to post calendar and individual meeting notices of regularly-scheduled and special board meeting notices
- f. Resolution setting date, time and place of regular board meetings and annual budget hearing – See annual Board Calendar
- g. Adoption of Resolution Designating Depositories for Academy Funds and authorized signatures for funds and accounts – PNC Bank and Chemical Bank (State Aid deposited here from authorizer)

- h. Adoption of Resolution Designating Principal Print Media Source – Detroit Legal News
- i. Adoption of Resolution Designating Board Members and Personnel Eligible to Sign Academy Checks – President, Treasurer, and Secretary
- j. Adoption of Resolution Designating Personnel Authorized to Negotiate and Implement Contracts with Service Providers (Vendors) – all contracts for vendors and/or services may be approved between board meetings by either George Pitchford, Esq. and/or Dr. Reginald Kirkland, PhD
- k. Adoption of 2017-2018 School Year Calendar
- l. Appointment of Title IX, Title VI and Section 504 contact, Freedom of Information coordinator, and Civil Rights representative – Ms. LaToya Williams
- m. Appointment of Sexual Harassment contact – Ms. LaToya Williams
- n. Appointment of AHERA contact – Ms. LaToya Williams
- o. Appointment of Homeless Children and Youth Liaison – Ms. Sheena Knowles
- p. Appointment of Legal Counsel – Allen Law Group, and Mr. George Pitchford, Esq.
- q. Appointment of External Auditor – Wilkerson & Associates
- r. Appointment of Chief Administrative Officer – Mr. Charles Moore, CPA
- s. Appointment of Automatic Clearing House/Electronic Transfer Officer (ACH/ETO) – Mr. Charles Moore, CPA
- t. Ms. Williams/school leader is to serve independent of the staffing company effective immediately. Authorized Dr. Kirkland to negotiate with Essential Education Solutions, LLC /Ms. LaToya Williams – School Leader with the authority to direct school personnel, and all school level personnel directly report to the school leader.

Items d-t were approved by consent agreement. [moved by T. Clark, seconded by Melonee Monson, approved unanimous]

VII. Hearing of the Public (related to non-agenda items) – [limited to two minutes per person].

Motion to Adjourn to Regular Meeting Adjourned @ 10:13 am [moved by M. Monson, seconded by T. Clark, approved unanimous]

Individuals wishing to address the Board of Directors are asked to sign in with the Board Secretary prior to the start of the meeting. Individual comments are limited to no more than three (2) minutes each and a total time allowance not to exceed thirty (15) minutes. The Board will not verbally respond to public comments but may follow up in the most appropriate and time-effective manner.

Complaints or concerns regarding Board members or school employees shall first be addressed in writing and delivered to the Board President at least five (5) days prior to the Board meeting or such complaints or concerns shall not be heard by the Board. The Board will not verbally respond to public comments but may follow up in the most appropriate and time-effective manner.

Proposed minutes of this meeting will be available for public inspection at the Sarah J. Webber Media Arts Academy, located at 48980, Pontiac, MI 48342 eight (8) business days after the meeting.

Approved minutes are generally available within five (5) business days after the meeting at

which they are approved (in accordance with Open Meetings Act, Public Act 267.)