

MEETING MINUTES

Name of Foundation: Success Mile Academy Board Organizational Meeting

Board Meeting: June 28, 2016

School(s): Success Mile Academy

Meeting Location:

Success Mile Academy, 27300 Dequindre Road Warren, MI 48092

Attended by:

Board Members:

Kurmmell Knox, Chairman
Mary Naber, Vice Chair
Kenneth Bridgewater, Secretary
Glenn McIntosh, Treasurer

Absent:

Vaughn Hurst, Director

Other Attendees:

Thomas Gladieux, Principal for Success Mile Academy
Samuel McCargo, Board Attorney
Nicole Cave, Staff Accountant, CSUSA
Keisha Smith, Director Board Governance, CUSA
Kerrian Robertson, Governing Board Manager, CSUSA

CALL TO ORDER

Pursuant to public notice, the meeting commenced at 6:05 p.m. with a Call to Order by Board Chairman Kurmmell Knox. Roll call was taken and quorum established.

I. Administrative

Approval of February May 24, 2016 Meeting Minutes

The Board reviewed the minutes for May 24, 2016.

MOTION: Motion was made by Kenneth Bridgewater and seconded by Mary Naber to approve the minutes of the May 24, 2016 Board Meeting for Success Mile Academy. Motion was approved unanimously.

Approval of May 24, 2016 FY16 Revised/FY17 Proposed Budget Hearing Minutes

The Board reviewed the minutes for May 24, 2016.

MOTION: Motion was made by Kenneth Bridgewater and seconded by Mary Naber to approve the minutes of the May 24, 2016 FY16 Revised/FY17 Proposed Budget Hearing Meeting Minutes for Success Mile Academy. Motion was approved unanimously.

II. School Report

May 2016 School Report for Success Mile Academy

- Principal Thomas Gladieux presented the school report to the Board which included enrollment of 333 of a budgeted 400. Principal Gladieux shared updates and highlighted upcoming events which included:
 - School-wide upgraded of Title 1

- BHC Grant received through efforts of P.E. Teacher
 - Commencement ceremony held on June 16th with Board Chair Knox as Speaker
 - There will be four weeks of summer school from July 5-July 29, Monday –Thursday from 9-3 pm
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- The Board discussed the student disciplinary process at the school as parents have asked for clarification about the Board's involvement in the process. Principal Gladieux assured the Board that the process was followed as outline in the Student Handbook.
 - The Board discussed the NWEA testing results for grades 3 and 4, and request more information regarding the ordering of supplies and resources for the school. An update will be provided to the board chair.

III. Financials

Approval of May 2016 Success Mile Academy Financials

- Nicole Cave reviewed the May 2016 Success Mile Academy Financials with the Board, and all questions were answered by Ms. Cave.

MOTION: Motion was made by Mary Naber and seconded by Glenn McIntosh to approve the May 2016 Financial Report for Success Mile Academy. Motion was approved unanimously.

Approval of May 2016 Grant Related Checks

- The Board discussed invoices and asked questions for clarification from school Principal Gladieux.
- The Board requested clarification of the Mobile Education Testing-Psychological Services provided at the school; this was taken back as an action item for the Finance Team, and an update will be provided to the board chair.

MOTION: Motion was made by Mary Naber and seconded by Glenn McIntosh to approve the May 2016 Grant Checks for Success Mile Academy. Motion was approved unanimously.

Approval of Title 1 Letter

The board discussed the request to transfer funds to Title 1 Funding

MOTION: Motion was made by Mary Naber and seconded by Kenneth Bridgewater to approve the Title 1 Letter to transfer \$4963 from general operating funds to Title 1 Funds for Success Mile Academy. Motion was approved unanimously.

Audit Engagement Letter

The board reviewed and discussed the engagement letter provided

MOTION: Motion was made by Glenn McIntosh and seconded by Mary Naber to approve Alan C. Young & Associates, P.C. as the auditor for the period ending June 30, 2016 for Success Mile Academy. Motion was approved unanimously. *audit engagement letter*

IV. Organizational Meeting:

Election of Slate of Officers for 2016-2017

MOTION: Motion was made by Mary Naber and seconded by Kenneth Bridgewater to approve the following slate of officers for the 2016-2017 school year for Success Mile Academy.

- Kurmmell Knox as Board President
- Mary Naber as Vice President
- Glenn McIntosh as Treasurer
- Kenneth Bridgewater as Secretary
- Vaugh Hurst as Director

Motion was approved unanimously.

Approval of 2016-2017 Annual Board Meeting Calendar

MOTION: Motion made by Kenneth Bridgewater and seconded by Glenn McIntosh to approve the 2016-2017 Success Mile Academy Board Meeting Calendar with no meetings in November, December, and July. The motion was approved unanimously.

Maximum Enrollment for the Academy

MOTION: Motion made by Mary Naber and seconded by Kenneth Bridgewater to approve the maximum enrollment for Success Mile Academy for school year 2016-2017 at 390 students. The motion was approved unanimously.

E-Rate Letter for the Academy

MOTION: Motion made by Mary Naber and seconded by Kenneth Bridgewater to approve the E-Rate Letter for Success Mile Academy for the 2015-2016 school year; the Academy is currently under initial review with the FCC for funding of the 2016-2017 Category 1 service; and the Academy expects to receive an approval subsequent to its annual 2016-2017 organizational meeting for the 2016-2017 school year. The motion was approved unanimously.

Newspaper of Record

MOTION: Motion made by Kenneth Bridgewater and seconded by Glenn McIntosh to appoint The Macomb Daily as the newspaper of record for Success Mile Academy. The motion was approved unanimously.

Budget Schedule Resolution of the Board of Directors

MOTION: Motion made by Mary Naber and seconded by Glenn McIntosh to approve, as required by the Uniform Budget and Accounting Act, being Public Act 2 of 1968, as amended, the designation of the chief administrative officer ("CAO") as the Academy designee to establish and approve a timeline for budget preparation and approval; and

WHEREAS, the Academy must adopt an operating budget to govern expenditures in the next fiscal year.

BE IT FURTHER RESOLVED that the timeline for the recommended budget preparation and approval for Success Mile Academy Board for school year 2015-2016 shall be as follows:

June 7, 2017 : All budget requests are due to the CAO
June 13, 2017 : CAO to present the proposed budget to the Board
June 13, 2017 : Public hearing on the proposed budget
June 13, 2017 : Board adoption of final budget

The motion was approved unanimously.

Chief Administrative Officer Designation

MOTION: Motion made by Mary Naber and seconded by Kenneth Bridgewater to appoint Glenn McIntosh as the 2016-2017 Chief Administrative Officer for Success Mile Academy. The motion was approved unanimously.

Freedom of Information Act Coordinator

MOTION: Motion made by Mary Naber and seconded by Kenneth Bridgewater to appoint Principal Thomas Gladieux as the Freedom of Information Act (FOIA) coordinator for Success Mile Academy for 2016-2017. The motion was approved unanimously.

Homeless Children and Youth Liaison

MOTION: Motion made by Mary Naber and seconded by Kenneth Bridgewater to appoint Mr. Jameel Gardner as the Homeless Children and Youth Liaison for Success Mile Academy for 2016-2017. The motion was approved unanimously.

Title VI, Title IX, and Section 504 Representative

MOTION: Motion made by Mary Naber and seconded by Glenn McIntosh to appoint Principal Thomas Gladieux or his designee as the Title VI, Title IX, and Section 504 Representative for Success Mile Academy for 2016-2017. The motion was approved unanimously.

Civil Rights Representative

MOTION: Motion made by Mary Naber and seconded by Glenn McIntosh to appoint Principal Thomas Gladieux or his designee as the Civil Rights Representative for Success Mile Academy for 2016-2017. The motion was approved unanimously.

Communication Officer

MOTION: Motion made by Mary Naber and seconded by Glenn McIntosh to appoint Collen Reynolds of Edge Communications and Kurmmell Knox as the communication officers for Success Mile Academy for 2016-2017. The motion was approved unanimously.

Legal Counsel

MOTION: Motion made by Mary Naber and seconded by Kenneth Bridgewater to appoint Lewis & Munday as the Success Mile Academy legal counsel for 2016-2017 school. The motion was approved unanimously.

Asbestos Hazardous Emergency Response Act (AHERA) Officer

MOTION: Motion made by Glenn McIntosh and seconded by Mary Naber to appoint Paul Hage, VP of CSUSA Facilities as the Asbestos Hazardous Emergency Response Act contact for Success Mile Academy for 2016-2017. The motion was approved unanimously.

Independent Audit Firm

MOTION: Motion made by Mary Naber and seconded by Kenneth Bridgewater to approve Alan C. Young & Associates as the independent audit firm for the school year 2016-2017 as previously motioned. The motion was approved unanimously.

Depository Account

MOTION: Motion made by Mary Naber and seconded by Kenneth Bridgewater to use JP Morgan Chase as the depository account for Success Mile Academy. The motion was approved unanimously.

Account/Signatory Representatives

MOTION: Motion made by Mary Naber and seconded by Kenneth Bridgewater to appoint Jonathan Hage and Glenn McIntosh as the account signatory representatives for Success Mile Academy. The motion was approved unanimously.

V. Old Business

There was no old business.

VI. New Business

Update of the Board Member Contact Form

- All Board Members updated their contact information for record keeping

Governing Board Member Role Acknowledgement Form

- The board had discussions regarding the form

MOTION: Motion made by Mary Naber and seconded by Kenneth Bridgewater to approve the Governing Board Member Role Acknowledgement Form as presented to the Success Mile Academy. The motion was approved unanimously.

Discussion of Future Date for Policy Manual

- The Board agreed to have their policy manual review included in their October 11, 2016 Board Meeting.

VII. Compliance Reporting

- Mary Naber have been confirmed for an additional 3-year term by the GVSU. Board Chair Knox conducted the swearing in of Ms. Naber.

VIII. Authorizer Comments


There were no comments from the Authorizer

IX. Public Comments

There were no public comments

X. Adjournment

The Success Mile Academy Board Meeting was adjourned at 7:38 pm.



Kurmmell Knox, Board Chairman
Date: 08/09/2016