

NORTHWEST ACADEMY  
115 WEST HURLBUT STREET  
CHARLEVOIX, MI 49720 (231) 547-9000

**Minutes for July 10, 2013 Annual Organizational Meeting of the Board of Education**

1. Call to Order 5:30 pm by President Seidel
2. Roll Call: Joe Seidel, Richard Hodgson, Kathy Hunter, Micheal Randall, Joni Olach, and Claire Rasmussen.  
Apologies: Anora O'Connor.
3. Approvals:
  - Agenda: motion to approve by Hodgson. Supported by Hunter. 6 Ayes, 0 No. Approved.
  - Minutes of 12<sup>th</sup> and 26<sup>th</sup> of June, 2013 meetings: Motion to approve by Hunter. Supported by Olach. 6 Ayes, 0 No. Approved.
  - Financial Report: Motion to accept with corrections as noted by Seidel. Supported by Hodgson. 6 Ayes, 0 No. Approved.
4. Swearing in of renewed term Board members: Kathy Hunter and Claire Rasmussen for Terms of Board Service: July 1, 2013 through June 30, 2016.
5. Nomination of Temporary Chairperson of the Board Officer Nominating Committee: Motion by Hodgson to nominate K. Hunter as temporary Chair, Supported by Randall. 6 Ayes, 0 No. Approved.
6. Election of Officers: Hunter nominated and made motion to elect the following slate of officers:  
President: Joseph Seidel; Vice President: Richard Hodgson; Secretary: Claire Rasmussen;  
Treasurer: Micheal Randall. Supported by Hodgson. 6 Ayes, 0 No. Approved.
7. Reorganizational Meeting Resolutions:
  - a. Resolution indicating the Board will comply with all laws, rules and regulations.  
The Board of Directors of Northwest Academy, a Public School Academy authorized pursuant to the application submitted to Saginaw Valley State University (SVSU), will comply with the provisions of Part 6a of the Michigan School Code and subject to the provision of Part 6a, will comply with all other state laws, rules, and regulations applicable to public bodies and with federal laws, rules, and regulations applicable to public bodies or school districts. Approved by Acclimation: 6 Ayes 0 No.
  - b. Resolution setting date, time and place of Regular Board Meetings for the 2013-2014 School Year and location of official posting for meeting notices. Meetings will be held 2nd Wednesday of every month through July 9, 2014, 5:30 pm in the classrooms of Northwest Academy. Notices of Meetings will be posted at the school building. Approved by Acclimation: 6 Ayes 0 No.
  - c. Resolution for designating depositories for various funds and authorized signature(s) for various funds and accounts:  
IT IS HEREBY RESOLVED, by the Northwest Academy Board of Directors, that the Northwest Academy General Fund will be deposited at the Charlevoix State Bank; and  
IT IS HEREBY RESOLVED, by the Northwest Academy Board of Directors that the Northwest Academy Student Activities Account will be deposited at the First Merit Bank; and
  - d. IT IS HEREBY RESOLVED, by the Northwest Academy Board of Directors, that Matt Saunders, Cindy Romero and Micheal Randall shall be the authorized signatures for Northwest Academy's various funds and accounts.  
Approved by Acclimation: 6 Ayes 0 No.
  - e. Resolution to Bond Treasurer and others designated by the Board:  
IT IS HEREBY RESOLVED, by the Northwest Academy Board of Directors that Micheal Randall shall be bonded to perform his responsibilities as School Treasurer for the 2013-2014 School Year. Approved by Acclimation: 6 Ayes 0 No.
  - f. Resolution Appointing CAO by name:  
IT IS HEREBY RESOLVED, by the Northwest Academy Board of Directors that Michael Randall shall be the Northwest Academy Chief Administrative Officer for the 2013 – 2014 school year. Approved by Acclimation: 6 Ayes 0 No.
  - g. Resolution Appointing Legal Counsel:  
IT IS HEREBY RESOLVED by the Northwest Academy Board of Directors that Dennis Cross shall be the Academy Legal Counsel for the 2013-2014 school year. Approved by Acclimation: 6 Ayes 0 No.

- h. Resolution appointing auditors:  
IT IS HEREBY RESOLVED, by the Northwest Academy Board of Directors that the accounting firm of Hill, Schroderus & Company shall be the auditors for the 2013 – 2014 school year. Approved by Acclimation: 6 Ayes 0 No.
- i. Resolution appointing the Freedom of Information Act Designee, Title VI, Title IX and 504 Designees, Sexual Harassment Designee and AHERA Plan Contact:  
RESOLVED, that the **Freedom of Information Act designee** for Northwest Academy for the 2013 – 2014 fiscal Year shall be Office Manager Leslie Herriman.  
RESOLVED, that the **Title VI designee** for Northwest Academy for the 2013 – 2014 Fiscal Year shall be School Leader, Matt Saunders.  
RESOLVED, that the **Title IX designee** for Northwest Academy for the 2013 – 2014 Fiscal Year shall be School Leader, Matt Saunders.  
RESOLVED, that the **504 designee** for Northwest Academy for the 2013 – 2014 Fiscal Year shall be the 504 Coordinator, Mary Jane Grunch.  
RESOLVED, that the **Sexual Harassment designee** for Northwest Academy for the 2013 – 2014 Fiscal Year shall be Cindy Romero.  
RESOLVED that the **AHERA Plan Contact** (asbestos) for Northwest academy for the 2013 -2014 fiscal year shall be the Plan Coordinator, James Marsh  
Approved by Acclimation: 6 Ayes 0 No.
- j. Resolution to adopt the school calendar for the ensuing year:  
IT IS HEREBY RESOLVED, by the Northwest Academy Board of Directors that the CHAR-EM Intermediate School District Common Calendar be adopted for the 2013-2014 school year.  
Approved by Acclimation: 6 Ayes 0 No.

8. Correspondence:

- a) SVSU provided an amendment to the NWA Charter school contract.
- b) SVSU sent a resolution of approval of Board Members Hunter & Rasmussen for renewed terms.
- c) Joe Rousseau (SVSU) issued a reminder of required transparency to all Board members.
- d) MI Dept of Ed – Mr. Saunders is certified as a school administrator pending results of July testing.

9. Administrators Report: M. Saunders

- Mr. Saunders reported on the recent student death, memorial service, and counseling/support available for students currently and when school resumes in the Fall.
- Meetings underway to explore education partnerships with home school groups.
- NWA will be using AAA Charlevoix taxi & shuttle for student transportation 2013-2014
- Mr. Saunders and Ms. Gohs have been selected to lead the I-22 Trig teacher professional development program for teachers within the Char-Em district.

10. Old Business/New Business:

- Improved options for school bookkeeping being explored. They include consideration of administration by a management firm and in house capability. The Board Finance committee will evaluate these yet this month and bring a recommendation forward.
- A quote has been received from General Insurance for an employee health insurance plan. The Personnel committee will meet and bring a recommendation forward.
- Marketing Committee update: Mr. Seidel updated the group on the school marketing activities underway. A Vendor's permit has been obtained for summer activities.
- Discussion on preparing for school audit this Fall: Motion by Rasmussen to engage Mr. Tim Beardsley to assist with preparing financial materials for the audit. Support by Hunter. 6 Ayes. 0 No. Approved.

11. Public Comment: None.

12. Adjournment: Motion to Adjourn at 6:19 pm by President Seidel, supported by Hunter. 6 Ayes, 0 No. Approved.

Respectfully Submitted,

Claire R. Rasmussen  
Secretary, Northwest Academy Board of Education