

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

Minutes for July 25, 2013 Special Meeting of the Board of Education

1. Call to Order 5:32 pm by President Seidel
2. Roll Call: Present: Joseph Seidel, Joni Olach, Micheal Randall, and Claire Rasmussen with a signed & today's dated proxy* by Kathy Hunter. Apologies: Richard Hodgson and Anora O'Connor.
3. Public Comment: None.
4. Board Personnel, Finance and Marketing Committee Reports:
 - a) Mr. Saunders presented a proposed health insurance resolution. Motion by Seidel to approve a resolution to change staff health insurance providers to Blue Cross Blue Shield. Support by Olach. 5 Ayes* 0 No. Approved
 - b) The personnel committee recommends a change in Human Resource management firm to manage payroll and benefits. Motion by Seidel to approve a resolution to establish HR services for payroll and benefits with Mr. Tim Beardsley. Support by Olach. 5 Ayes* 0 No. Approved
 - c) The Finance Committee recommends moving forward with the acquisition of the Specialized Data System (SDS) electronic school Bookkeeping program originally considered during the February Board meeting. Payment can be made in two installments with an initial total cost of \$10,400 and \$199 annual fee thereafter. Motion by Seidel to implement the recommendation to purchase and implement the SDS Bookkeeping program and web hosting system. Support by Randall. 5 Ayes* 0 No. Approved
 - d) The Personnel Committee is continuing their discussion of employee retirement options.
 - e) The marketing committee has explored several school marketing ideas and provided materials to the public during Venetian week under a vendor's license. Motion by Rasmussen to establish a standing Board committee on marketing. Support by Seidel. 5 Ayes* 0 No. Approved
 - f) Banners to advertise Open Enrollment may be obtained for \$194 each. Motion by Seidel to approve purchase of 1-2 banners. Support by Rasmussen. 5 Ayes* 0 No. Approved
5. Closed Session: Motion by Seidel to move into closed session at 5:56 p.m. to address personnel matters. Support by Rasmussen. 5 Ayes* 0 No. Approved
6. Open Board Session Resumed 6:34 p.m. Actions on Personnel Matters:
 - a) Motion by Seidel to establish a compensation and benefits schedule for NWA teaching personnel in coordination with the HR service provider. Support by Rasmussen. 5 Ayes* 0 No. Approved
 - b) Motion by Seidel to take bids for NWA IT services and determine a course of action. Support by Rasmussen. 5 Ayes* 0 No. Approved
7. Public Comment: none
8. Adjournment: Motion to adjourn at 6:35pm by Seidel, Support by Rasmussen.. 7 Ayes*, 0 No. Approved.

Respectfully Submitted,

Claire R. Rasmussen (Secretary) Northwest Academy Board of Education

*Signed voting proxy on file from Board Member Kathy Hunter dated July 25, 2013