

**Mt. Clemens Montessori Academy Board of Directors
Organizational and Regular Meeting**

~~Proposed Minutes~~
Approved

Date: August 15, 2019

Time: 5:30 P.M.

Place: Mt. Clemens Montessori Academy
1070 Hampton, Mt. Clemens, MI 48043

I. Meeting called to order at 5:30 p.m. by Megan Blenkhorn

II. Roll Call

| | Present | Absent |
|---------------------------------|------------------|-------------------|
| Nicole Morgia, President | <u> X </u> | <u> </u> |
| Megan Blenkhorn, Vice President | <u> X </u> | <u> </u> |
| Teresa Shiner, Treasurer | <u> X </u> | <u> </u> |
| Jodie Sherwood, Member | <u> X </u> | <u> </u> |

Others: Cathy Murlick, Dawn Marshall, Allie Siebert, Desiree McNeil, Allison Rousseau, Jennifer Rump, Stephanie James, Siham Tazzi, Lynn Tubben

III. Approval of Agenda

Motion by Megan Blenkhorn seconded by Teresa Shiner to approve the agenda as presented.

Motion passed unanimously.

IV. Approval of Minutes

a. June 20, 2019 Regular Meeting Minutes

Motion by Megan Blenkhorn seconded by Teresa Shiner to approve the June 20, 2019 Meeting Minutes.

Motion passed unanimously.

V. Annual Meeting Business

a. Declare All Offices Vacant

Motion by Megan Blenkhorn seconded by Teresa Shiner to approve all offices vacant.
Motion passed unanimously.

b. Election of Officers

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Board Member- Vacant

Motion by Teresa Shiner seconded by Megan Blenkhorn to elect Nicole Morgia for Board President.

Motion passed unanimously.

Motion by Teresa Shiner seconded by Jodie Sherwood to elect Megan Blenkhorn for Board Vice President.

Motion passed unanimously

Motion by Teresa Shiner seconded by Megan Blenkhorn to elect Jodie Sherwood for Board Secretary.

Motion passed unanimously

Motion by Megan Blenkhorn seconded by Jodie Sherwood to elect Teresa Shiner for Board Treasurer.

Motion passed unanimously

c. Approval of 2019-2020 Annual Organizational Items

1. Designation of Depository and Signatories
 - **Comerica Bank, Board Vice President and Board Treasurer**
2. Authorization of Facsimile Signatures
 - **Board Vice President and Board Treasurer**
3. Designation of Newspaper of Record
 - **Macomb Daily**
4. Designation of Place and Person for Posting
 - **Visible Area and School Leader**
5. Appointment of Title IX and Sexual Harassment, Title VI and Civil Rights, Freedom of Information Coordinator and Section 504 Representative
 - **School Leader and Tony Pendleton**
6. Appointment of Homeless Children and Youth Liaison
 - **Casey Rakowski**
7. Appointment of Legal Counsel
 - **Dana Abrahams, Clark Hill**
8. Appointment of Auditor
 - **Plante & Moran**
9. Designation of Registered Agent
 - **Board President**
10. Appointment of CAO
 - **Board Treasurer**
11. Appointment of Anti-Harassment Coordinators
 - **Casey Rakowski & Allie Siebert**
12. Appointment of Automatic Clearing House (ACH)/Electronic Transfer of Funds (ETF) Officers
 - **Board Treasurer and CS Partners**
13. Appointment of Asbestos Designee

- **Todd Dryer**
- 14. Authorization of Treasurer to Invest Funds
 - **Board Treasurer**
- 15. Authorization of Erate
 - **School Leader**
- 16. Appointment of OK2Say
 - **School Leader**
- 17. Appointment of School Safety Commission Liaison
 - **School Leader**

Motion by Megan Blenkhorn seconded by Teresa Shiner to approve the Annual Organizational Items 1 through 17. Motion passed unanimously

VI. Board Correspondence

- a. Plante Moran Letter
- b. MDE Letter- BMCC
- c. Resignation Letter- Philomena Rosnik
 - Board of Directors is looking for a Community Member to fill vacancy.
 - M. Blenkhorn has a person in mind. Will look into it.
- d. Vendor Account Memo
 - MCMA is switching over to ReqLogic.

VII. Facilities Committee

- a. Partners in Architecture Proposal
 - Standing Agenda Item for September
- b. Jarvis Vanity Quote
 - C. Rakowski presented the Jarvis Vanity Quote
 - The Board would like to know the Park Purchasing status before moving forward.
 - The Board would like to have a few other bids from other reputable companies.

Motion by Megan Blenkhorn seconded by Jodie Sherwood to approve additional bids for Option #1 and a breakdown into itemized pricing for all items listed in Option #1. Motion passed unanimously.

VIII. Discussion Items

- None

IX. Public Comment (Agenda Items Only)

- L. Tubben addressed the Board and thanked them for the painting changes in the building. She also commented that half days are a hardship for Teacher Assistants and inquired if Teacher Assistants would be considered to receive compensation.

X. CS Partners Report

a. Director of School Leadership/ CSP Report

1. Bullying Report

- S. Fields presented the CSP Report and Bullying Report

b. School Leader's Report

- C. Rakowski presented the School Leader Report
- A. Siebert will present the MCMA App at the September Meeting
- 308 Enrollment
- MCMA will expand its Social Media Platform to Twitter, Facebook and Instagram
- Part Time in house custodian has been hired. MCMA will need to lease custodial equipment.

c. Authorizer Report

- None

XI. Financial Report

a. July Financial Statements

- S. Fields presented the July Financial Statements.

Motion by Teresa Shiner seconded by Megan Blenkhorn to accept the July financials as presented.

Motion passed unanimously.

XII. Old Business

- None

XIII. New Business

a. Approval of REMIND App

Motion by Jodie Sherwood seconded by Megan Blenkhorn to approve the REMIND App and MCMA App for one year. Motion passed unanimously.

b. Approval of the Updated 2019-2020 School/Preschool Calendar

Motion by Megan Blenkhorn seconded by Teresa Shiner to approve the Updated 2019-2020 School/Preschool Calendar.

Motion passed unanimously.

c. Approval of Student Activity Account Resolution

Motion by Megan Blenkhorn seconded by Teresa Shiner to approve Student Activity Account Resolution.

Motion passed unanimously.

d. Designation for EDU Staff and Custodial Contracts

Motion by Megan Blenkhorn seconded by Teresa Shiner to appoint Jodie Sherwood to sign and negotiate EDU Staff, Charter Tech Contract and Custodial Contracts. All contracts must be reviewed by Jodie Sherwood before presented to the Board.

Motion passed unanimously.

e. Board Vacancy

XIV. Board Comment

- None

XV. Extended Public Comment

- None

Next Board meeting scheduled for September 19, 2019 at 5:30 p.m.

XVI. Adjournment

Motion by Teresa Shiner, seconded by Megan Blenkhorn to adjourn the meeting at 6:47p.m.

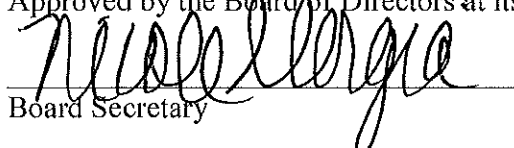
Motion passed unanimously.

Proposed minutes respectfully submitted,

Cathy Murlick
Board Designee

8.15.2019
Date

Approved by the Board of Directors at its September 12, 2019 meeting.


Board Secretary

9/12/19
Date

Minutes available at: Mt. Clemens Montessori Academy, 1070 Hampton, Mt. Clemens, MI 48043. This meeting is a meeting of the Board of Directors in public for the purpose of conducting the Academy's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in the agenda.