

MISSION STATEMENT

*"To provide students and families a safe, nurturing and challenging educational experience that will foster the strength of character necessary to succeed in career and life."*

**Pontiac Academy for Excellence**  
196 Cesar E. Chavez  
Pontiac, MI. 48342  
Elementary Board Room

**Rescheduled Annual Organizational Meeting**  
**August 9, 2022**  
**4:30PM**

This meeting is open to all members of the public under Michigan's Open Meetings Act. Individuals requiring special assistance to attend the meeting should contact the district office at 248.745.9420 no later than 4:00 p.m. one business day prior to this meeting.

This meeting is a meeting of the Board of Directors in public for the purpose of conducting the School's business and is not to be considered a public community meeting. *There is a time for public participation during the meeting. It will only take place after the board minutes have been approved and will be limited to two (2) minutes.*

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## MINUTES

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- I. Call to Order and Roll Call by L. Mason 4:36 p.m.  
Present: Gladys Neal, Dorell Morrow, Dr. Elsie Babcock and Stephanie Smith  
Absent: None  
Others: Leona Group and SVSU
- I. Oaths of Office & Filing of Acceptance  
*NONE*
- II. Approval of Agenda
  - A. Motion was made by Gladys Neal to approve the Rescheduled Annual Organizational Meeting Agenda on August 9, 2022. Motion was supported by D. Morrow and passed unanimously.

### Business Items

- a. Election of Officers
  1. President  
*Motion was made by D. Morrow to elect G. Neal as the board president. Motion was supported by S. Smith and passed unanimously.*
  2. Vice President  
*Motion was made by G. Neal to elect D. Morrow as the vice president. Motion was supported by S. Smith and passed unanimously.*
  3. Secretary  
*Motion was made by G. Neal to elect S. Smith as the board secretary. Motion was supported by D. Morrow and passed unanimously.*
  4. Treasurer  
*Motion was made by G. Neal to elect E. Babcock as the board treasurer. Motion was supported by D. Morrow and passed unanimously.*
- b. Adoption of Calendar of Regularly Scheduled Meeting Dates and Time for Academy Board  
*Motion was made by Gladys Neal to approve the Calendar of Regularly Scheduled Meeting dates and time for the Academy Board. Motion was supported by S. Smith and passed unanimously.*

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c. Adoption of Resolution Designating the Persons Responsible for Posting Regularly Scheduled and Special Board Meeting Date Notices for the Academy Board

*Motion was made by Gladys Neal to approve the Resolution Designating Latricia Brown/School Leader or her designees for Posting Regularly Scheduled and Special Board Meeting Date Notices for the Academy Board. Motion was supported by S. Smith and passed unanimously.*

d. Adoption of Resolution Designating Public Places to Post Calendar and Individual Meeting Notices of Regularly Scheduled and Special Meeting Date Notices for the Academy Board

*Motion was made by Gladys Neal to approve the Resolution Designating Latricia Brown/School Leader or her designees for Posting Regularly Scheduled and Special Board Meeting Date Notices for the Academy Board. Motion was supported by S. Smith and passed unanimously.*

e. Adoption of Resolution Designating Depository for Academy Funds

*Motion was made by Gladys Neal to approve the Resolution Designating Citizens Bank as the Depository for the Academy Funds. Motion was supported by S. Smith and passed unanimously.*

f. Adoption of Resolution Designating Principal Print Media Source

*Motion was made by Gladys Neal to approve the Resolution Designating Principal Print Media Source. Motion was supported by S. Smith and passed unanimously.*

g. Adoption of Resolution Designating Board Members and Personnel Eligible to Sign Academy Checks

*Motion was made by Gladys Neal to approve the Resolution Designating Williams Coates, Melinda Benkovsky and Gladys Neal to Sign Academy Checks. Motion was supported by S. Smith and passed unanimously.*

h. Adoption of Resolution Designating Personnel Authorized to Negotiate and Implement Contracts with Service Providers (Vendors)

*Motion was made by Gladys Neal to approve the Resolution Designating Latricia Brown/School Leader and the Leona Group to Negotiate and Implement Contracts with Service Providers. Motion was supported by D. Morrow and passed unanimously.*

i. Appointment of Title VI & IX, Freedom of Information, McKinney-Vento Liaison, Asbestos Designee, Section 504 Coordinator and Sexual Harassment Contact

*Motion was made by Gladys Neal to approve the following Appointments:  
Michelle Thomas - the Title VI & IX Coordinator  
Latricia Brown - FOIA Coordinator, Section 504 Coordinator and the Sexual Harassment Contact person  
Latricia Brown or her designees - McKinney-Vento Liaison  
Tom Davis- Asbestos Designee  
Motion was supported by E. Babcock and passed unanimously.*

j. Appointment of Legal Counsel

*The board president asked for this to be moved to the Regular Board Meeting Agenda on August 9, 2022.*

k. Appointment of External Auditor

*Motion was made by Gladys Neal to approve the Appointment of Croskey Lanni as the External Auditor. Motion was supported by S. Smith and passed unanimously.*

l. Appointment of Chief Administrative Officer

*Motion was made by Gladys Neal to approve the Appointment of the Dr. Elsie Babcock as the Chief Administrative Officer. Motion was supported by D. Morrow and passed unanimously.*

m. Appointment of Recording Secretary

*Motion was made by Gladys Neal to approve the Appointment of Lori A. Mason as the Recording Secretary. Motion was supported by D. Morrow and passed unanimously.*

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n. Resolution Adopting the Rule of Order

*Motion was made by Gladys Neal to approve the Resolution Adopting the Rule of Order. Motion was supported by S. Smith and passed unanimously.*

o. Adoption of Resolution: Automatic Clearing House/Electronic Transfer Officer (ACH/ETO)

*Motion was made by Gladys Neal to approve the Adoption of the Resolution for Automatic Clearing House/Electronic Transfer Officer (ACH/ETO) as the Leona Group's Vice President: Finance. Motion was supported by S. Smith and passed unanimously.*

p. Adoption of Resolution: Comply with all Applicable Laws, Rules & Regulations

*Motion was made by Gladys Neal to approve the Adoption of Resolution to Comply with all Applicable Laws, Rules & Regulations. Motion was supported by S. Smith and passed unanimously.*

q. Appointment of Oversight Compliance Designee

*Motion was made by Gladys Neal to approve the Appointment of Michelle Maidlow as the Oversight Compliance Designee. Motion was supported by S. Smith and passed unanimously.*

r. Designation of School Safety Liaison

*Motion was made by Gladys Neal to approve Latrice Brown as the Designated School Safety Liaison. Motion was supported by S. Smith and passed unanimously.*

s. Adoption of Resolution Designating Board Members and Personnel Eligible to Sign Academy Checks for PNC Bank

*Motion was made by Gladys Neal to approve the Resolution Designating Gladys Neal, board president, Williams Coates, Managing Member and Melinda Benkovsky, Vice President. Motion was supported by E. Babcock and passed unanimously.*

B. Hearing of the Public

*None*

C. Adjournment

*Motion was made by Gladys Neal to adjourn the Rescheduled Annual Organizational Meeting at 5:07 p.m. The motion was supported by D. Morrow and passed unanimously.*

Respectfully submitted By: Lori A. Mason

Approved By: Mrs. Stephanie Smith 9-13-22