

# THREE OAKS PUBLIC SCHOOL ACADEMY

Board of Directors  
Regular and Annual Organization Meeting  
1212 Kingsley  
Muskegon, MI 49442  
Teacher Collaboration Room  
August 14, 2018  
6:00 PM

## MISSION

We are a community school of excellence that provides an opportunity for all Muskegon area children to be engaged and empowered learners.

## VISION

Three Oaks Public School Academy will educate and inspire all students to ethical, well-prepared and confident citizens who lead in our community and fulfill their dreams.

## PROPOSED MEETING MINUTES

### 1. Call to Order

Lynn Young, Board President, called the meeting to order at 6:00 p.m.

### 2. Roll Call

Present: President Lynn Young, Treasurer James Crocker, and Trustee Ashley Williams

Absent: Trustee Stephanie Langston

Choice: Laura Moellering, Sarah Wildey, Monecia Vasbinder, and Jared Meldrum

Bay Mills Community College: None

### **3. Approval of Agenda**

Moved by Member Ashley Williams, supported by Member James Crocker, to approve the Agenda as submitted. Motion Approved – 3 Ayes, 0 Nays

### **4. Public Comment (Limited to Agenda Items Only)**

None

### **5. Bay Mills Community College Comments**

None

### **6. Correspondence**

None

### **7. Approval of Regular Meeting Minutes of July 10, 2018**

Moved by Member Ashley Williams, supported by Member James Crocker, to approve the Regular Board Meeting minutes of July 10, 2018. Motion Approved – 3 Ayes, 0 Nays

### **8. Organizational Meeting**

#### **a. Election of Officers**

- i. President**
- ii. Vice President**
- iii. Secretary**
- iv. Treasurer**

It was moved by Member James Crocker and supported by Member Ashley Williams to approve Resolution 8A Election of Officers with the following officers:

President: Lynn Young

Vice President: Ashley Williams

Secretary: Stephanie Langston

Treasurer: James Crocker

Motion Approved – 3 Ayes, 0 Nays

- b. Adoption of Resolution Stating Board Compliance with Laws, Rules and Regulations.**
- c. Adoption of Resolution Designating the Person Responsible for Posting Regularly Scheduled and Special Board Meeting Date Notice for the Academy Board.**
- 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**
- e. Adoption of Resolution Designating Depository for Academy Funds.**
- f. Adoption of Resolution Designating Principal Print Media Source.**
- g. Adoption of Resolution Designating Board Members and Personnel Eligible to Sign Academy Checks.**
- h. Adoption of Resolution Designating Personnel Authorized to Negotiate and Implement Contracts with Service Providers (vendors).**
- i. Adoption of 2018-2019 School Year Calendar**
- j. Appointment of Title IX, Freedom of Information, and Civil Rights Coordinators.**
- k. Appointment (or Reappointment) of Legal Counsel.**
- l. Appointment (or Reappointment) of External Auditor.**
- m. Appointment (or Reappointment) of Chief Administrative Officer.**
- n. Appointment (or Reappointment) of Electronic Transfer Officer.**
- o. Appointment (or Reappointment) of Reimbursement of Recurring Costs.**
- p. Adoption of Resolution Concerning Contact Persons for Sexual Harassment, Section 504 Requests, Asbestos Hazard Emergency Response Act (AHERA), Playground Safety Act and Family Educational Rights and Privacy Act (FERPA)**
- q. Adoption of Resolution Naming Board Committees**

It was moved by *Member Ashley Williams, supported by Member James Crocker*, to approve Resolutions 8B-8Q as written.

Motion Approved – 3 Ayes, 0 Nays

## **9. Business Items**

### **a. Approval of Unaudited July 2018 Monthly Financials**

*Member James Crocker reported that there was not much on the financial report because it is the 1<sup>st</sup> month of the year.*

*It was moved by Member Ashley Williams, supported by Member James Crocker, to approve the Monthly Financial Report for July 2018. Motion Approved – 3 Ayes, 0 Nays*

### **b. Approval of NCSI Spring Board Policy Updates**

*Moved by Member James Crocker, supported by Member Ashley Williams, to approve the NCSI Spring 2018 Board Policy Updates. Motion Approved – 3 Ayes, 0 Nays*

## **10. Business Manager Reports**

### **a. School Leader Report**

- Carnival went great. 500+ people in attendance.
- Staff hiring underway
- Lots of building projects
- Enrollment – need 21 more kindergartners. 346 total enrolled.

### **b. Area Superintendent Report**

Laura Moellering shared grant info for safety and security.

Sarah Wildey talked about efforts to get a new board member and provided an update on the building projects underway.

## **11. Extended Public Comment**

None

**12. Closed Session (if Requested)**

None

**13. Reconfirmation of Next Board Meeting Date: Board Regular Meeting**

**September 11, 2018 at 6:00 p.m. in the Portable.**

**14. Adjournment**

*Member Ashley Williams moved to adjourn the meeting at 6:39 PM. It was supported by Member James Crocker Motion Approved – 3 Ayes, 0 Nays*

**Certification by Secretary**

I certify that, to the best of my knowledge, the foregoing minutes of the August 14, 2018 Meeting of the Board of Directors are accurate and correct.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

Minutes prepared by: Laura Moellering

**Individuals wishing to address the Board of Directors under Items 4 and 11 above are requested to sign in with the Board Secretary prior to the start of the meeting. Individual comments are limited to no more than three (3) minutes each and a total time allowance not to exceed thirty (30) minutes. The Board will not verbally respond to public comments but may follow up in the most appropriate and time-effective manner.**

**Complaints or concerns regarding Board members or school employees associated with the Academy shall first be addressed in writing and delivered to the Board President at least five (5) days prior to the Board meeting or such complaints or concerns shall not be heard by the Board. The Board will not verbally respond to public comments but may follow up in the most appropriate and time-effective manner.**

**Proposed minutes of this meeting will be available for public inspection at the Office of the Principal, eight (8) business days after the meeting. Approved minutes are available within five (5) business days after the meeting at which they are approved (in accordance with Open Meetings Act, Public Act 267.)**

**Any individual with a disability who needs special accommodations is encouraged to contact Principal Monecia Vasbinder at 231-767-3365 in advance of the Board meeting to make arrangements.**

Three Oaks Public School Academy  
Board of Directors  
RESOLUTION

8. A. Election of Officers

Moved by J. Crocker and supported by A. Williams that the Board approve the following Resolution:

Whereas, the Academy Board has determined, by a majority vote, to elect officers of the Academy Board as described in Article VII, Section 2, of the Bylaws contained in the Contract between Authorizer and Three Oaks Public School Academy.

Now Therefore Be It Resolved, that the Academy Board hereby elects the following individuals to the respective offices as indicated below for the period of August 14, 2018, through August 30, 2019, or until the next annual organizational meeting of the Academy Board, whichever is the latter.

Lynn Young, President  
Ashley Williams, Vice President  
Stephanie Langston, Secretary  
James Crocker, Treasurer

I hereby certify that the foregoing resolution was duly adopted by the Three Oaks Public School Academy Board of Directors at its meeting held on August 14, 2018.

By: [Signature]  
Secretary of the Board

Three Oaks Public School Academy  
Board of Directors  
RESOLUTION

Moved by A. Williams and supported by J. Crocker that the Board approve the following Resolution:

8. B. BOARD COMPLIANCE WITH LAWS, RULES, AND REGULATIONS

Whereas, Three Oaks Public School Academy is a public school academy chartered by Authorizer under the laws of the State of Michigan;

Whereas, Three Oaks Public School Academy Board of Directors recognizes its responsibility to comply with the laws, rules, and regulations governing public school academies; and

Whereas, Three Oaks Public Academy Board of Directors wishes to be in full compliance with laws, rules, and regulations governing public school academies; now, therefore, be it

*Resolved*, That Three Oaks Public Academy Board of Directors confirms its responsibility and commitment to be in full compliance 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 public school academies and with federal laws, rules, and regulations applicable to public bodies or school districts; and

*Resolved*, that the Three Oaks Public School Academy Board of Directors publicly states its intent for its employees, contractors, and vendors to be in full compliance with the laws, rules, and regulations that govern business with the Academy.

I hereby certify that the foregoing resolution was adopted by the Three Oaks Public School Academy's Board of Directors at its meeting held on August 14, 2018.

By. 

Secretary of the Board



Three Oaks Public School Academy  
Board of Directors  
RESOLUTION

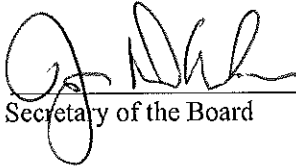
8. C. Adoption of Resolution Designating the Person Responsible for Posting Regularly-Scheduled and Special Meeting Date Notices for the Academy Board

Moved by A. Williams and supported by J. Crocker that the Board approve the following Resolution:

Whereas, the Academy Board has determined, by a majority vote, that the Board Secretary or Secretary's Designee is responsible for posting all regularly-scheduled and special meeting date notices for and on behalf of Three Oaks Public School Academy's Board of Directors.

Now Therefore Be It Resolved, that the Board Secretary or Secretary's Designee is responsible for posting all regularly scheduled and special meeting date notices for and on behalf of Three Oaks Public School Academy.

I hereby certify that the foregoing resolution was duly adopted by the Three Oaks Public School Academy's Board of Directors at its meeting held on August 14, 2018.

By:  \_\_\_\_\_  
Secretary of the Board

Three Oaks Public School Academy  
Board of Directors  
RESOLUTION

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

Moved by A. Williams and supported by J. Crocker that the Board approve the following Resolution:

Whereas, the Bylaws of Three Oaks Public School Academy call for the Board of Directors to establish the Date, Time, and Place of Regular Meetings and Location of Official Posting for Meeting Notices;

Whereas, the Academy Board has determined, by a majority vote, that the Board Secretary or Secretary's Designee is responsible for posting all regularly-scheduled and special meeting date notices for and on behalf of Three Oaks Public School Academy's Board of Directors in an area that is visible to the public on a 24-hour basis; and,

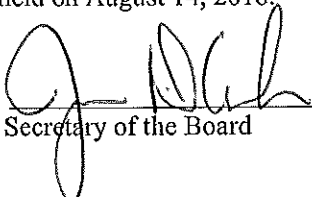
Whereas, the Academy Board of Directors has determined that the most appropriate place to post notices of meetings is on the front entrance to the Academy located at the outdoor public bulletin board; and,

Whereas, the annual calendar of meeting notices shall be posted no later than ten (10) days after which the annual meeting calendar is approved and individual notices of the regularly-scheduled meetings shall be posted no later than ten (10) days prior to each meeting and special meeting notices shall be posted no later than eighteen (18) hours prior to each meeting.

Now Therefore Be It Resolved, that the Academy Board approves the Board of Directors Meeting Calendar (attached) that establishes the Second Tuesday of each month.

Now Therefore Be It Further Resolved, that the Board Secretary or Secretary's Designee is responsible for posting all regularly scheduled and special meeting date notices for and on behalf of Three Oaks Public School Academy in accordance with the terms specified above.

I hereby certify that the foregoing resolution was duly adopted by the Three Oaks Public School Academy's Board of Directors at its meeting held on August 14, 2018.

By:   
Secretary of the Board

Three Oaks Public School Academy  
Board of Directors  
RESOLUTION

8. E. Adoption of Resolution Designating Depository for Academy Funds

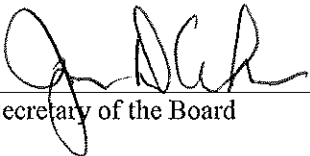
Moved by A. Williams and supported by J. Crocker that the Board approve the following Resolution:

Whereas, the Academy Board has determined, by a majority vote, that Talmer Bank shall serve as the main depository for funds generated by and on behalf of Three Oaks Public School Academy.

Now Therefore Be It Resolved, that Talmer Bank shall serve as the main depository for funds generated by and on behalf of Three Oaks Public School Academy.

I hereby certify that the foregoing resolution was duly adopted by the Three Oaks Public School Academy's Board of Directors at its meeting held on August 14, 2018.

By:

  
Secretary of the Board

Three Oaks Public School Academy  
Board of Directors  
RESOLUTION

8. F. Adoption of Resolution Designating Principal Print Media Source

Moved by A. Williams and supported by J. Crocker that the Board approves the following Resolution:

Whereas, the Revised School Code, Section 308.1267 – Competitive Bidding – requires “that public school academies advertise for bids for school construction, additions, repairs, and renovations;” and,

Whereas, the Revised School Code, Section 308.1204a – Annual Educational Report – also provides that “...the board shall prepare and submit to the state board not later than September 1 each year, and shall provide that each school in the school district distributes to the public at an open meeting not later than October 15 each year, an annual educational report.,” and,

Whereas, the State School Aid Act of 1997 (as amended) requires that “a local unit shall hold a public hearing on its proposed budget. The local unit shall give notice of the hearing by publication in a newspaper of general circulation within the local unit at least 6 days before the hearing. The notice shall include the time and place of the hearing and shall state the place where a copy of the budget is available for public inspection;” and,

Whereas, a “local unit” is defined by “Budget Hearing of Local Governments,” MCL 141.411 to 141.415 as “a county, township, city, village, authority or school district empowered by the constitution or by law to prepare budgets of estimated expenditures and revenues.,” and,

Whereas, Schedule 7, Section f, of the Contract between Authorizer and Three Oaks Public School Academy requires that written public notice be given to parents and students notifying them of open enrollment dates and procedures; and,

Whereas, the most effective method of written communiqué is advertisement in local and area newspapers; and,

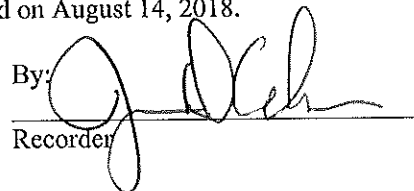
Whereas, the Board of Directors is desirous of designating a principal print media source.

Now, Therefore, Be It Resolved, that the principal print media source identified by the Board of Directors will be Muskegon Chronicle, located in Muskegon, Michigan.

Be It Further Resolved, that written advertisements for open enrollment are not limited to local or area newspapers and may include the use of flyers and brochures provided that, at a minimum, advertisements be conducted through the principal print media source.

I hereby certify that the foregoing resolution was duly adopted by the Three Oaks Public School Academy’s Board of Directors at its meeting held on August 14, 2018.

By:

  
Recorder

Three Oaks Public School Academy  
Board of Directors  
RESOLUTION

8. G. Adoption of Resolution Designating Board Members and Personnel Eligible to Sign Academy Checks with Electronic Signatures

Moved by A. Williams and supported by J. Crocker that the Board approves the following Resolution:

Resolved, that Chemical Bank and Trust be and it is hereby, designated a depository of Three Oaks Public School Academy and that funds so deposited may be withdrawn upon a check, draft, note, or order of the Academy.

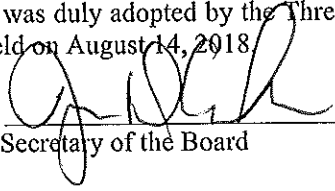
Resolved further, that all checks, drafts, notes, or orders drawn against an account established at said Bank be signed by any 2 of the following Board members, Ashley Williams, Lynn Young, Stephanie Langston, and James Crocker and that no checks, drafts, notes, or orders drawn against said Bank shall be valid unless so signed.

Resolved further, that the Board of Directors authorizes the use of electronic signatures through the Specialized Data Systems by the Board Treasurer and one designated Board member for the review, approval, and payment of bills, expenses, obligations, and liabilities of the Academy; signing of blank checks is expressly forbidden.

Resolved further, that said Bank is hereby authorized and directed to honor and pay any checks, drafts, notes, or orders so drawn.

Resolved further, that this Resolution shall continue in force and said Bank may consider the facts concerning the holders of said offices, respectively, and their signatures to be as set forth in the certificate of the Secretary or the Chief Administrative Officer, accompanying a copy of this Resolution when delivered to said Bank or in any similar subsequent certificate, until written notice to the contract is duly served on said Bank.

I hereby certify that the foregoing resolution was duly adopted by the Three Oaks Public School Academy Board of Directors at its meeting held on August 14, 2018.

By:   
Secretary of the Board

Three Oaks Public School Academy  
Board of Directors  
RESOLUTION

8. H. Adoption of Resolution Designating Personnel Authorized to Negotiate and Implement Contracts with Service Providers

Moved by A. Williams and supported by J. Crocker that the Board approves the following Resolution:

Whereas, the Academy Board has determined, by a majority vote, that Laura Moellering shall have full authority of the Academy Board, individually and/or jointly, to negotiate and implement contracts with service providers for and on behalf of Three Oaks Public School Academy provided that the contract does not exceed the state approved bid amount; and,


Whereas, the Academy Board has determined, by a majority vote, that copies of all service provider contracts shall be furnished to the individual members of the Board of Directors after the contract has been executed; and,

Whereas, contracts in the amount in excess of the state prescribed bid amount shall be approved by a majority vote of the Board of Directors prior to executing said contracts; and,

Whereas, contracts in the amount in excess of the state prescribed amount shall be subject to competitive bid in accordance with Sections 1267 and 1274 of the Revised School Code.

Now Therefore Be It Resolved, that Laura Moellering is hereby authorized to negotiate and implement contracts with service providers for and on behalf of Three Oaks Public School Academy in accordance with the terms and conditions of this Resolution.

I hereby certify that the foregoing resolution was duly adopted by the Three Oaks Public School Academy's Board of Directors at its meeting held on August 14, 2018.

By:   
Secretary of the Board

Three Oaks Public School Academy  
Board of Directors  
RESOLUTION

8. I. Adoption of 2018-2019 School Year Calendar

Moved by A. Williams and supported by J. Crockett that the Board approve the following Resolution:

Whereas, the Academy Board has determined, by a majority vote, to establish and adopt an academic year calendar, to apply from September 4, 2018, to June 14, 2019; and,

Whereas, in accordance with the Contract between Authorizer and Three Oaks Public School Academy, "Three Oaks Public School Academy will provide 180 days of instruction and 1,098 regular instructional hours for students in Kindergarten through Grade 5.

Now Therefore Be It Resolved, that the Board of Directors of Three Oaks Public School Academy hereby approves the establishment of an academic year calendar consisting of not fewer than 180 days of instruction and 1,098 instructional hours.

Be It Further Resolved, that said academic year calendar shall be published and posted in a conspicuous place that is available for 7-day, 24-hour public inspection and may be included in other publications (e.g., Student/Parent Handbook) as is deemed appropriate by the Three Oaks Public School Academy's Board of Directors.

I hereby certify that the foregoing resolution was duly adopted by the Three Oaks Public School Academy's Board of Directors at its meeting held on August 14, 2018.

By: 

Secretary of the Board

Three Oaks Public School Academy  
Board of Directors  
RESOLUTION

8. J. Appointment of Title IX, Freedom of Information, and Civil Rights Coordinators

Moved by A. Williams and supported by J. Crocker that the Board approve the following Resolution:

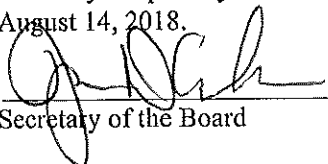
Whereas, the Academy Board has determined, by a majority vote, to appoint an individual(s) to represent Three Oaks Public School Academy's Board of Directors as a Title IX Coordinator, a Freedom of Information Coordinator, and a Civil Rights Coordinator, to receive complaints, questions, concerns, and other issues and to perform other appropriate duties related to the relevant matter, including but not limited to, maintaining a written comprehensive report of occurrences; and,

Whereas, it shall be the responsibility of the Title IX Coordinator, the Freedom of Information Coordinator, and the Civil Rights Coordinator, to inform the President of the Board of Directors of Three Oaks School Academy when complaints, questions, concerns, or other issues related to each relevant matter occurs.

Now Therefore Be It Resolved, that the Three Oaks Public School Academy's Board of Directors hereby appoints the following individual(s) to serve in the role of Title IX Coordinator, Freedom of Information Coordinator, and Civil Rights Coordinator.

          Laura Moellering           Title IX Coordinator  
          Laura Moellering           Freedom of Information Coordinator  
          Laura Moellering           Civil Rights Coordinator

I hereby certify that the foregoing resolution was duly adopted by the Three Oaks Public Academy's Board of Directors at its meeting held on August 14, 2018.

By:   
Secretary of the Board



Three Oaks Public School Academy  
Board of Directors  
RESOLUTION

8. K. Appointment of Legal Counsel

Moved by A. Williams and supported by J. Crocker that the Board approve the following Resolution:

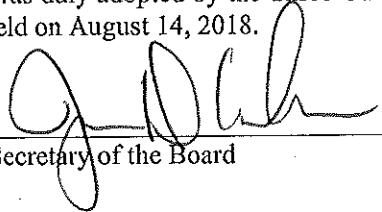
Whereas, the Academy Board has determined, by a majority vote, to retain the legal services of Clark Hill PLC ; and,

Whereas, the President of the Three Oaks Public School Academy's Board of Directors is hereby authorized by the Academy Board to negotiate a written contract with the legal firm of Clark Hill PLC to provide legal services to the Academy's Board of Directors.

Now Therefore Be It Resolved, that the Three Oaks Public School Academy's Board of Directors hereby appoints the legal firm of Clark Hill PLC to represent the Board of Directors of Three Oaks Public School Academy on related legal issues in accordance with the terms and conditions set forth in the written contract between the two parties.

I hereby certify that the foregoing resolution was duly adopted by the Three Oaks Public School Academy's Board of Directors at its meeting held on August 14, 2018.

By:

  
Secretary of the Board

Three Oaks Public School Academy  
Board of Directors  
RESOLUTION

8. L. Appointment of External Auditor

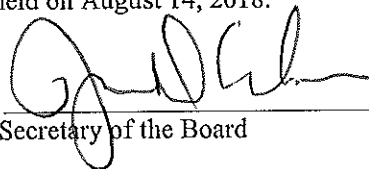
Moved by A. Williams and supported by J. Crocker that the Board approve the following Resolution:

Whereas, the Academy Board has determined, by a majority vote, to retain the services of the auditing firm of Maner Costerisan, whose primary address is 2425 E Grand River Avenue #1, Lansing, MI 48912; and,

Whereas, the President of the Three Oak Public School Academy's Board of Directors, or her designee, is hereby authorized by the Academy Board to negotiate a written contract with the auditing firm of Maner Costerisan to provide certain financial services to the Academy's Board of Directors.

Now Therefore Be It Resolved, that the Three Oaks Public School Academy's Board of Directors hereby appoints the auditing firm of Maner Costerisan to provide services to the Board of Directors of Benton Harbor Charter School Academy on certain financial matters in accordance with the terms and conditions set forth in the written contract between the two parties.

I hereby certify that the foregoing resolution was duly adopted by the Three Oaks Public School Academy's Board of Directors at its meeting held on August 14, 2018.

By:   
Secretary of the Board

Three Oaks Public School Academy  
Board of Directors  
RESOLUTION

8. M. Appointment of Chief Administrative Officer

Moved by A. Williams and supported by J. Crocker that the Board approves the following Resolution:

WHEREAS, the Uniform Budget and Accounting Act, Public Act 493 of 2000, requires the Academy to designate a Chief Administrative Officer ("CAO") 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.

NOW, THEREFORE, BE IT RESOLVED, that James Crocker shall be the CAO and shall have final responsibility for the preparation and presentation of the recommended budget, as well as control of the budget throughout the year.

BE IT FURTHER RESOLVED, that the 2018-2019 timeline for budget preparation and approval shall be as follows:

|                       |  |
|-----------------------|--|
| May 2019              | CAO to present proposed 2019-2020 budget to the Board              |
| Before June 30, 2019: | Public Hearing on the proposed 2019-2020 budget;<br>Board adopts   |
| By June 30, 2019:     | Annual Budget due in Charter Schools Office & State<br>of Michigan |

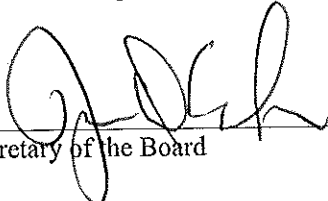
BE IT FURTHER RESOLVED, that the CAO shall include in the proposed budget the following information:

FY 2017-2018 Actual Budget Results  
FY 2018-2019 FY results – projected to year-end June 30, 2019  
FY 2019-2020 (July 1, 2019 to June 30, 2020) proposed budget  
Other data relating to fiscal conditions considered appropriate by the CAO

BE IT FURTHER RESOLVED, that the annual budget to be adopted no later than June 30, 2019, shall utilize a general appropriation resolution.

BE IT FURTHER RESOLVED, that the Board must approval all budget amendments before expenditures exceed the budget.

I certify that the foregoing resolution was adopted by the Academy Board at a duly noticed open meeting held on August 14, 2018, at which a quorum was present.

By:   
Secretary of the Board

Three Oaks Public School Academy  
Board of Directors  
RESOLUTION

8. N. Appointment of Automatic Clearing House/Electronic Transfer Officer (ETO)

Moved by A. Williams supported by J. Crocker that the Board approves the following Resolution:

Whereas, the Academy Board has determined, by a majority vote, that Laura Moellering shall serve as the Electronic Transfer Officer (ETO) for Three Oaks Public School Academy.

Now Therefore Be It Resolved, that Laura Moellering, and the Academy Board Treasurer, are authorized agents to complete electronic transactions on behalf of the Academy's governing board.

Be It Further Resolved, that an officer or employee designated by the Treasurer or ETO is responsible for the local unit's ACH agreements, including payment approval, accounting, reporting, and generally overseeing compliance with the ACH policy; and,

Be It Further Resolved, that the officer or employee responsible for disbursement of funds shall submit to the governing board a monthly written report documenting and detailing the goods or services purchased, the cost of the goods or services purchased, and the department levels serviced by payment.

Be It Further Resolved, that James Crocker, acting as Chief Administrative Officer, and the Board Treasurer, are authorized agents to gain web-based access to Chemical Bank and Trust accounts for General Fund and School Service Funds, i.e., Student Activities Fund, Lunch Fund, Debt Service Fund, and other Trust and Agency Funds established by the Board.

I hereby certify that the foregoing resolution was duly adopted by the Three Oaks Public School Academy's Board of Directors at its meeting held on August 14, 2018.

By: 

Secretary of the Board

Three Oaks Public School Academy  
Board of Directors  
RESOLUTION

8. O. Reimbursement of Recurring Operating Costs

It was moved by Member A. Williams and supported by Member J. Crocker to adopt the following resolution regarding reimbursement of Choice Schools Associates of recurring operating costs:

WHEREAS, Three Oaks Public School Academy Board of Directors has appointed James Crocker as its Chief Administrative Officer with the responsibility for preparation and administration of the school operating budget;

WHEREAS, the Academy Board wishes to make payments for goods and services in a timely manner, so as to avoid late payment penalties and to benefit from early payment discounts when funds are available.

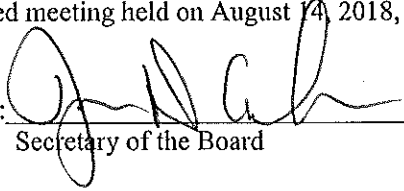
NOW, THEREFORE, BE IT RESOLVED, that the Academy Board approves payment to Choice Schools Associates for expenditures for recurring costs included in the Board approved school operating budget and school service fund budgets in a timely manner, including but not limited to such expenditures as the following:

- Contracts for goods, services, and equipment
- Utilities and other maintenance and operations expenses
- Membership dues and fees
- General operating expenses, including materials, supplies, and marketing
- Professional development
- Employee reimbursements for approved out of pocket purchases

BE IT FURTHER RESOLVED, that the Board approves one month advance payment for payroll and benefits as projected by Choice Schools Associates based on Board approved expenditures for salaries and benefits in the school operating budget and pending the annual audit;

BE IT FURTHER RESOLVED, that the Board must grant prior approval of obligations of Academy funds not included in the Board approved school budgets.

I certify that the foregoing resolution was adopted by majority vote of the Three Oaks Public School Academy Board of Directors at a duly noticed meeting held on August 14, 2018, at which a quorum was present.

By:   
Its: Secretary of the Board

Three Oaks Public School Academy  
Board of Directors  
RESOLUTION

8. P. Contact Persons for Sexual Harassment, Section 504 Requests, Asbestos Hazard Emergency Response Act (AHERA), Playground Safety Act, and Family Educational Records and Privacy Act (FERPA)

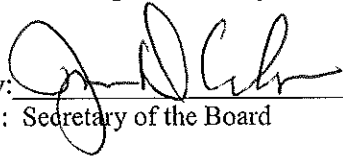
It was moved by Member A. Williams and supported by Member J. Crocker to adopt the following resolution regarding contact persons for sexual harassment, Section 504 Requests, Asbestos Hazard Emergency Response Act (AHERA), Playground Safety Act, and FERPA (Student Records):

Whereas, Three Oaks Public School Academy Board of Directors wishes to confirm its commitment to comply with the intent of the law concerning Sexual Harassment, Section 504, Asbestos Hazard Emergency Response Act, Playground Safety Act, and FERPA;

Whereas, The Board expects its employees, contractors, and vendors to comply with all federal, state, and local regulations; now, therefore, be it

*Resolved*, That Three Oaks Public Academy Board of Directors designates Laura Moellering as the contact person for matters concerning Sexual Harassment, Title IX, Section 504, AHERA, Playground Safety, and FERPA.

I certify that the foregoing resolution was adopted by majority vote of the Three Oaks Public School Academy Board of Directors at a duly noticed meeting held on August 14, 2018, at which a quorum was present.

By:   
Its: Secretary of the Board

Three Oaks Public School  
Board of Directors  
RESOLUTION

8. Q. RESOLUTION REGARDING NAMING COMMITTEES

It was moved by Member A. Williams and supported by Member J. Crocker to adopt the following resolution regarding naming committees:

1. For the Academy to discharge its functions efficiently, it is necessary for the Board of Directors to designate one or more committees.

2. The Academy, hereby resolves as follows.

**NOW THEREFORE BE IT RESOLVED:**

1. The following committees of the Board are hereby instituted, and shall be constituted as set forth below:

Committee Name:

Members:


Discipline Committee

*One Board Member*

School Improvement Committee

2. All resolutions that conflict with this resolution are hereby rescinded.

The undersigned duly qualified and acting Secretary of the Board of Directors of Three Oaks Public School Academy, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board at a regular meeting held on August 14, 2018, the original of which is a part of the Board's minutes and further certifies that notice of the meeting was given to the public pursuant to the provisions of the Open Meetings Act, 1976 PA 267, as amended.

  
Secretary, Board of Directors