

Board of Directors Organizational Meeting Template

(Academy Name)

(Date)

AGENDA

- I. Call to Order
- II. Roll Call
- III. Nominate temporary chairperson
- IV. Hearing of the Public (limited to agenda items)
- V. Business Items
 - a. Administer Oath of Office and sign affidavit
 - b. Approval of Agenda
 - c. Nomination and election of Officers
 - President
 - Vice President
 - Secretary
 - Treasurer
 - d. Ratify Articles of Incorporation
 - e. Approval of Bylaws
 - f. Resolution indicating Board will comply with all applicable laws and regulations
 - g. Resolution designating the person responsible for posting regularly-scheduled and special Board Meeting notices
 - h. Resolution designating public places to post calendar and individual meeting notices of regularly-scheduled and special board meeting notices
 - i. Resolution setting date, time and place of regular board meetings and annual budget hearing
 - j. Adoption of Resolution Designating Depositories for Academy Funds and authorized signatures for funds and accounts
 - k. Adoption of Resolution to bond Board Treasurer and others as designated by the Board

- l. Adoption of Resolution Designating Principal Print Media Source
 - m. Adoption of Resolution Designating Board Members and Personnel Eligible to Sign Academy Checks
 - n. Adoption of Resolution Designating Personnel Authorized to Negotiate and
 - o. Implement Contracts with Service Providers (Vendors)
 - p. Adoption of 2012-2013 School Year Calendar
 - q. Appointment of Title IX, Title VI and Section 504 contact, Freedom of Information coordinator, and Civil Rights representative
 - r. Appointment of Sexual Harassment contact
 - s. Appointment of AHERA contact
 - t. Appointment of Homeless Children and Youth Liaison
 - u. Appointment of Legal Counsel
 - v. Appointment of External Auditor
 - w. Appointment of Chief Administrative Officer
 - x. Appointment of Recording Secretary (if applicable)
 - y. Appointment of Automatic Clearing House/Electronic Transfer Officer (ACH/ETO)
- VI. Hearing of the Public (related to non-agenda items)
- VII. Motion to Adjourn to Regular Meeting

Individuals wishing to address the Board of Directors are asked 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 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 _____ Charter School, located at _____, Detroit, 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.)