

**Summit Academy Board of Directors
Summit Academy School
30100 Olmstead, Flat Rock, MI 48134
Regular Meeting
Monday, July 8, 2019
6:30 p.m.**

AGENDA MINUTES

APPROVED

- I. Call Meeting to Order: 6:46 pm**
- II. Roll Call:**
Present: President Duyck, Vice President Garnepudi, Secretary Edwards, Treasurer Pardoe, Director Vining
- III. Approval of Minutes from the Regular meeting of June 3, 2019**

The Minutes from the Regular meeting on June 3, 2019 are approved as presented.
Motion by Secretary Edwards, supported by Director Vining.
Motion carried Unanimously.
- IV. Approval of Regular Meeting Agenda for July 8, 2019**
 - A. President Duyck asked to add the following items under New Business
 - C. Provision Contract
 - D. Playground
 - E. Board Strategy
The Agenda for the Regular Meeting on July 8, 2019 is approved as amended.
Motion by President Duyck, supported by Alex Garnepudi.
Motion carried Unanimously.
- V. Old Business**
 - A. Strategic Plan & Monthly Leadership Report
 - 1. Alicia Jenkins reviewed the June Leadership Report with the Board. Mrs. Jenkins informed the Board that the new principal, Jessica Kull, had been hired. Mrs. Kull is attending an Emerging Leaders professional development in Lansing this week. Mrs. Kull has begun interviews for open positions.
 - 2. The Board discussed the process and communication that had taken place during the hiring process for the new principal. The Board expressed

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concerns about the communication and timeline of the hiring process. The board stressed the importance of this transition.

3. Treasurer Pardoe stated that she was in communication with Superintendent Hedke about the onboarding process of the new school principal. The Board agreed that the onboarding process is critical.

4. Treasurer Garnepudi expressed his excitement about the new principal and stated that the Academy administration and Board need to foster and mentor the new principal.

5. The board discussed plans to complete an exit interview process with Dr. Chalfant.

6. The Board discussed plans to survey the school staff and provided a focus group opportunity for school staff to gather data to assist in the transition.

7. The Board discussed having a work session to strategize on (1) the strengths of the Board and the culture the Board wants to model, and (2) the needs of Academy administration and how the Board can assist to meet these needs.

B. Student Recruitment and Retention

1. Jason Hamstra reviewed with the Board.

2. The current enrollment is 246.

3. Treasurer Pardoe expressed concern in learning that enrollment had dropped to 246 students at the board meeting.

4. Mr. Hamstra stated the Academy was developing budgets for 240, 235, and 230 students.

4. Mr. Hamstra stated that the change in the principal position, change in instructional coach position, a teacher retirement, and a teacher resignation would help the budget.

C. YMCA Program & Extracurricular activities Update

1. Alicia Jenkins reviewed with the Board.

2. Mrs. Jenkins discussed the clubs that had been offered at the end of the 2018-2019 school year.

3. Mrs. Jenkins and Mrs. Kull have begun to discuss implementation for next year.

4. Treasurer Pardoe is sending examples of after school programs to the Academy administration.

D. Academic Improvement Plan – Root Analysis

1. Alicia Jenkins reviewed with the Board.

2. There is a meeting with CMU on August 5 to continue the AIP process.

3. The Academy is seeking continued feedback from CMU regarding the 30-60-90 day implementation.

E. Committee Discussions

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1. Secretary Edward discussed his meeting with Mrs. Jenkins concerning the Academic Improvement Plan and Educational Program Review.

F. 2019-20 Updated Calendar

-Jason Hamstra stated that the day off on April 13, 2020 was moved to May 22, 2019.

The 2019-20 Updated School Calendar is approved as presented.

Motion by Director Vining, supported by Secretary Edwards.

Motion carried Unanimously

VI. New Business

A. District Improvement Plan

1. Alicia Jenkins reviewed with the Board. Mrs. Jenkins explained the alignment between the District Improvement Plan, Strategic Plan, and Academic Improvement Plan

The District Improvement Plan is approved as presented.

Motion by Vice President Garnepudi, supported by Director Vining.

Motion carried Unanimously.

B. NCSI Spring Updates

1. This item was tabled until the August board meeting.

C. Provision Contract

1. Jason Hamstra reviewed with the board.

Motion to appoint Treasurer Pardoe to negotiate and initiate the contract with Provision for financial services contingent upon review by Dickinson-Wright and CMU approval.

Motion by Secretary Edwards, supported by Vice President Garnepudi.

Motion carried Unanimously.

VII. Consideration of Bills/Receipts/Financial Report

A. Approval of the Consideration of Bills/Receipts/Financial Reports.

1. Provision reviewed with the Board.

The Consideration of Bills/Receipts/Financials Reports are approved as presented.

Motion by Director Vining, supported by President Duyck.

Motion carried Unanimously.

B. 4th Quarter Financials for US Bank

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**The 4th Quarter Financials for US Bank are approved as presented.
Motion by President Duyck, supported by Vice President Garnepudi.
Motion carried Unanimously.**

VIII. Public Comment - None

IX. Board Comment

A. The Board commented that discussion at the board meeting was productive. There is work to be done which the board and the Academy leadership need to work together to accomplish.

X. Correspondence - None

XI. Authorizer Comment

A. Mr. Roth reviewed the CMU's Charter Contract 101

XII. Adjournment

**Motion to adjourn the Regular meeting at 8:56 pm.
Motion by Secretary Edwards, supported by President Duyck.
Motion carried Unanimously.**

Minutes Respectfully Submitted,



**Jason L. Hamstra
Administrator of Data and Reporting**

Approved by the Summit Academy Board at their
August 5, 2019 meeting.

Secretary:  Date: 8/5/19