

**Summit Academy Board of Directors
Summit Academy School
30100 Olmstead, Flat Rock, MI 48134
Special Meeting
Monday, October 21, 2019
6:30 p.m.**

AGENDA MINUTES

APPROVED

- I. Call Meeting to Order: 6:38pm**
- II. Roll Call:**
Present: President Garnepudi, Secretary Edwards, Director Vining
Excused: Vice President Duyck, Treasurer Pardoe
- III. Approval of Minutes from the Regular meeting of September 9, 2019**

The Minutes from the Regular meeting on September 9, 2019 are approved as presented.
Motion by Director Vining, supported by Secretary Edwards. Motion carried unanimously.
- IV. Approval of Special Meeting Agenda for October 21, 2019**
-President Garnepudi asked to move the Superintendent's Evaluation after Authorizers comments.

The Special meeting agenda for October 21, 2019 is approved as presented.
Motion by Director Vining, supported by Secretary Edwards. Motion carried unanimously
- V. Public Comment – NONE**
-Jessica Kull introduced Amy Mazzola, instructional coach, to the Board.
- VI. Auditor Draft Presentation**
-Tim Crosson from Yeo and Yeo reviewed with the Board.
-Tim thanked Provision for getting all documents needed to complete the audit to Yeo and Yeo.
-The board discussed the Fund Balance percentage.
-President Garnepudi asked for comparisons of other charter schools' fund balance percentages.

The Final Audit presented by Yeo and Yeo is accepted as presented.
Motion by Director Vining, supported by Secretary Edwards. Motion carried unanimously
- VII. Old Business**
 - A. Strategic Plan & Monthly Leadership Report**
-Jessica Kull reviewed the September/October Leadership report with the Board.

Our mission is to nurture and inspire our school community and facilitate quality educational opportunities in a safe learning environment, enabling students to reach their maximum potential.

B. Student Recruitment and Retention

-Leann Hedke stated she met with the summer team on the Plus/Delta of the summer open houses and will have a report from the Board at the next meeting.

-Leann shared some of the ideas the team created to recruit and retain new families.

C. YMCA Program & Extracurricular activities Update

-Jessica Kull stated she will meet with Stephanie from the YMCA to discuss ways to restructure our program.

-Jessica stated on November 7th the afterschool clubs will begin.

-Jessica expressed interest in having an afterschool coordinator to help with the clubs.

D. Academic Improvement Plan – Root Analysis

-Secretary Edwards asked if we received our 30-day goals.

-Jessica Kull stated by October 31st.

-Jessica stated she reviewed scores with Laura and her concerns.

-The board and administration reviewed the staff retention list.

-Jessica stated Laura is coming to review on the 25th.

E. Committee Discussions

-Finance Committee

-Jason Hamstra reviewed the conference calls with the Finance committee.

-Jason discussed a possible change to our checks after speaking with Comerica.

-The Board discussed Comerica's stop payment and the check process.

-Jason Hamstra discussed the state budget and the Governor's veto for additional funding for Charter schools

-Jason stated the Finance committee is looking into adding a full-time social worker

-Jason stated the School safety grant invoices will be reviewed and aligned with grant.

-President Garnepudi thanked Treasurer Pardoe, Vice President Duyck, Jason Hamstra and Felicia Williams for working together on the finance committee and making the budget a priority.

Governance

-Director Vining stated she had nothing to present today. She stated she is working on board development discussion and structuring the sessions for the current board.

-Ed Roth stated a best practice is board development each meeting lasting about 10-15 minutes to discuss the culture of the board. How the board members fit together and where they believe to be?

-Ed stated a continued review of the charter contract is important.

Insert → Academic

-Secretary Edwards stated he is looking forward to an engaging discussion with Alicia Jenkins and Jessica Kull in the next couple weeks.

VIII. New Business

- A. Re-enrollment Dates for 2020-21 (January 9, 2020 – March 1, 2020)
-Leann Hedke reviewed with the Board.

The Re-enrollment Dates of January 9, 2020 – March 1, 2020 are approved as presented.

**Motion by Director Vining, supported by Secretary Edwards.
Motion carried unanimously.**

- B. Open Enrollment Dates for 2020-21 (February 4, 2020 – February 20, 2020)
-Leann Hedke reviewed with the Board.
-Leann reminded the Board this is a Central Michigan University requirement.

The Open Enrollment Dates of February 4, 2020 – February 20, 2020 are approved as presented.

**Motion by Director Vining, supported by Secretary Edwards.
Motion carried unanimously.**

- C. VPN Utilization
-Jason Hamstra reviewed with the Board.
-Jason stated the Academy does not currently utilize VPN which can expose the Academy to Cyber threats.

The Board approves VPN Utilization as presented.

**Motion by Director Vining, supported by Secretary Edwards.
Motion carried unanimously.**

- D. Presentation by Partner Solutions
-Amy Zastrow from Partner Solutions reviewed with the Board.
- E. Contract Amendment No. 6
-Leann Hedke reviewed with the Board.

The Contract Amendment No. 6 is approved as presented.

**Motion by Director Vining, supported by Secretary Edwards.
Motion carried unanimously.**

IX. Consideration of Bills/Receipts/Financial Report

- A. Approval of the Consideration of Bills/Receipts/Financial Reports.
-Felicia Williams reviewed with the Board.
-Jason Hamstra stated the financial high percentage line items are being reviewed by the finance committee and will be adjusted with a Budget amendment.

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-Felicia shared a new Dashboard sheet and asked the board if they would like it every month.

-The Board responded yes.

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

Motion by Director Vining, supported by Secretary Edwards.

Motion carried unanimously.

B. 1st Quarter Financials for US Bank

-Leann reminded the Board this is a requirement for the Bonds.

The US Bank First Quarter Financials are approved as presented.

Motion by Director Vining, supported by Secretary Edwards.

Motion carried unanimously.

X. Public Comment – None

XI. Board Comment

-Director Vining stated great progress is being made. Thank you for your hard work.

-Secretary Edwards thanked everyone and stated he is pleased with the effect.

-President Garnepudi reviewed the Board work session. He stated it was a productive conversation, figuring out how each of us fit in the board and work better as a team. He stated many conversations of how to find a better flow and find a better and stronger place for the best student experience. He stated building the best team possible with laying a great foundation. Alex stated this is a team effort, only way to get there is together. He thanked for board and administration for the exciting things to come.

-Alex thanked Orlando Castellon and Ed Roth for setting up a meeting with another board member for himself and Kari Pardoe.

-Jason Hamstra asked the board if they need anything specific from administration.

-President Garnepudi said they are still learning and finding better ways to be present. He stated Board members being present brings more to the table. We will need help from everyone.

XII. Correspondence

-CMU Fiscal Year Report

XIII. Authorizer Comment

-Ed Roth shared with the board that school safety can be discussed in a closed session according to the Open Meetings Act revision.

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**Motion by President Garnepudi, supported by Secretary Edwards to go into closed session for the Superintendent Evaluation as requested by Leann Hedke.
Motion carried unanimously.**

Roll Call:

Present: President Garnepudi, Secretary Edwards, Director Vining.

Excused: Vice President Duyck, Treasurer Pardoe

The Board went into closed session at 8:43pm.

Motion to reconvene the open meeting made by Director Vining, supported by Secretary Edwards at 9:52pm.

Motion carried unanimously.

Roll Call:

Present: President Garnepudi, Secretary Edwards, Director Vining.

Excused: Vice President Duyck, Treasurer Pardoe

The Board reconvened the open meeting at 9:52pm.

Motion by Director Vining supported by Secretary Edwards to find Superintendent Leann Hedke as Minimally Effective in her evaluation.

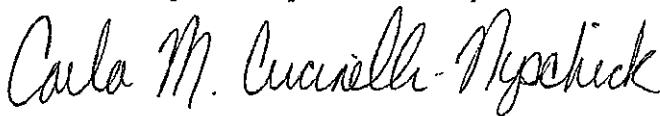
Motion carried unanimously.

XIV. Adjournment

Motion by Director Vining, supported by Secretary Edwards to adjourn the Regular meeting at 9:53pm.

Motion carried unanimously.

Minutes Respectfully Submitted,



**Carla M. Cucinella-Nyschick
Executive Assistant Administrator**

**Approved by the Summit Academy Board at their December 2,
2019 Meeting.**

Secretary: [Signature] Date: 12/2/19