

**Summit Academy Board of Directors
Summit Academy School
30100 Olmstead, Flat Rock, MI 48134
Regular Meeting
Monday, January 13, 2020
6:30 p.m.**

AGENDA MINUTES

Approved

- I. Call Meeting to Order: 6:36pm**
- II. Roll Call:**
Present: President Garnepudi, Vice President Duyck, Secretary Edwards, Treasurer Pardoe, Director Vining
- III. Approval of Minutes from the regular meeting on December 2, 2019**
-Add Vice President Duyck to Roll Call

The Regular Meeting Minutes from December 2, 2019 are approved as amended.

**Motion by President Duyck, supported by Director Vining.
Motion carried unanimously.**

- IV. Approval of Regular Meeting Agenda for January 13, 2020**

The Regular Meeting Agenda for January 13, 2020 is approved as presented.

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

- V. Public Comment**

- Jason Hagler, a parent of Summit Academy student, reviewed his concerns about the 4th grade long term substitute.
- Mr. Hagler complimented Mrs. Kull for her hard work this year.

- VI. Old Business**

- A. Strategic Plan & Monthly Leadership Report
 - Jessica reviewed with the board.
 - Jessica talked about the 4th grade teaching position opening and what is happening to help accommodate the students and have them ready for 5th grade.
 - Jessica stated the focus on Math MTSS is exciting for the teachers.
 - President Garnepudi asked how the staff and students were transitioning from break.
 - Jessica stated the teachers were happy to be back and get the MTSS math program.
 - Jessica reviewed the upcoming dates of events with the staff.

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-President Garnepudi asked Jessica to bring in the PowerPoint created with enrollment data to present to the board.

B. Student Recruitment and Retention

-Leann Hedke reviewed with the board.

-Leann stated we have an Early Childhood fair in the works to assist in enrollment for Preschool and Kindergarten.

-Leann stated the plan for summer open houses and dates will be reviewed at the next Administration meeting with the marketing team.

C. YMCA Program & Extracurricular activities Update

-Jessica stated the students are currently still in the same afterschool clubs and enjoying them.

-Jessica stated she is working on researching grants to help with afterschool costs.

-Jessica stated the YMCA is in the process of restructuring and we are unsure how that will affect us.

-Alicia Jenkins stated the paperwork for an Early Literacy program grant for 3rd graders have been submitted.

-Treasurer Pardoe offered her assistance in researching additional afterschool programs or having conversations with the YMCA.

D. Academic Improvement Plan – Root Analysis

-Jessica stated the last couple visits with Laura Stabler have been cancelled. She stated they are working to get a couple dates on the calendar.

-Director Edwards would like to know when Laura Stabler will be in and he would like to have some face-to-face time with her.

-The Board discussed the academic improvement plan.

-Treasurer Pardoe asked Jessica to prepare a list of needs of how the board can support the staff to the February Board meeting.

E. Organizational Structure and Oversight

-President Garnepudi introduced Megan Brown from Central Michigan University.

-Ms. Brown thanked the board for starting the process stating, "Who are we and what do we want to be."

-Ms. Brown reviewed the three organization structural options for board which are Self-managed, Hybrid model and Full service

-Ms. Brown reminded the board this process must be complete by March 1, 2020 before reauthorization is presented to the CMU board. Ms. Brown suggested an interviewing process that would detail what an Educational Service Provider (ESP) could do for the Academy and help to define the partnership between the ESP and the Academy.

-Treasurer Pardoe asked Megan to share with the board the checklist, timeline, questions to ask.

-The board discussed their questions and concerns.

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- President Garnepudi left the meeting at 7:58pm returned at 8:01pm
- President Garnepudi reminded those present that this is a team effort and is not about the board. He stated this is about making the best outcome for our students and staff with little to no disruption.
- The Board compiled a list of future work sessions and special meetings to complete this process.
- The board discussed what is needed for vetting ESP's
- Vice President Duyck left at 8:29pm returned at 8:32pm.
- Director Vining left the meeting at 8:34pm returning on 8:36pm.
- Treasurer Pardoe volunteered to vet the ESP's from the list
- Jessica Kull volunteered to send a PowerPoint "What is Summit" to the board for use during ESP screening.
- Megan Brown reminded the Board to include legal counsel in decisions and contracts.

F. Committee Discussions - Tabled

VII. New Business

- A. Academy Emergency Operation Plan
 -Leann reviewed with the Board.

**The Academy Emergency Operation Plan is approved as presented.
 Motion by Director Vining, supported by Treasurer Pardoe.
 Motion carried unanimously.**

- B. Contract Review Process
 -Leann reviewed with the Board.

**The Contract Review Process was approved as presented.
 Motion by Treasurer Pardoe, supported by Vice President Duyck.
 Motion carried unanimously.**

- C. AER Review
 -Jason Hamstra reviewed with the Board.
 -Secretary Edwards stated changing "on" to "one" on the first page.

**The AER is approved as amended.
 Motion by Treasurer Pardoe, supported by Director Vining.
 Motion carried unanimously.**

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- D. Reauthorization Questionnaire
-Jason Hamstra reviewed with the Board.

**The Reauthorization Questionnaire is approved as presented.
Motion by Director Vining, supported by Secretary Edwards.
Motion carried unanimously.**

VIII. Consideration of Bills/Receipts/Financial Report

- A. Approval of the Consideration of Bills/Receipts/Financial Reports.
-Jason Hamstra reviewed with the Board.
-Jason reviewed the financial dashboard prepared by Provision.

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

**Motion by Treasurer Pardoe, supported by Vice President Duyck.
Motion carried unanimously.**

- B. Approval of the 2nd Quarter Financials- US Bank Letter
-Jason Hamstra reviewed with the board.

**The 2nd Quarter Financials for US Bank are approved as presented.
Motion by Director Vining, supported by Secretary Edwards.
Motion carried unanimously.**

IX. Public Comment - None

X. Board Comment

- Secretary Edwards thanked Mr. Hagler for coming and trusting the school administration. He thanked Megan Brown from CMU for presenting to the board.
- Director Vining thanked Mr. Hagler for coming and stated active involvement is appreciated.
- Vice President Duyck thanked everyone and stated a lot of work is ahead and working together is crucial.
- Treasurer Pardoe thanked everyone for helping in the process and how excited to find what the next step is for us. She thanked Jessica for her comments and suggestions during the meeting.
- President Garnepudi thanked everyone for their commitment around the table and excited to forge through the work.
- President Garnepudi stated Superintendent Leann Hedke has decided not to renew her contract with Summit Academy after June 30, 2020. He stated Leann and the board will be working closely together over the next six months to make this a smooth transition. He thanked Superintendent Leann for her service.
- President Garnepudi stated he would like all questions or inquires to come directly to him.

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Motion to approve that questions or inquiries regarding Superintendent transition will be directed to Board President Garnepudi.

**Motion by Treasurer Pardoe, supported by Director Vining.
Motion carried unanimously.**

-President Garnepudi would like to form a committee to compile the communication going to Summit staff and families.

Treasurer Pardoe nominated Director Vining to compile the communication with President Garnepudi to staff and families.

**Motion by Treasurer Pardoe, supported by President Garnepudi.
Motion carried unanimously.**

XI. Correspondence - None

XII. Authorizer Comment

-Ed Roth commended the team for the work they have done over the last few weeks to help move the program to the next chapter.

XIII. Adjournment

**Motion by Treasurer Pardoe, supported by Vice President Duyck to adjourn the Regular meeting at 9:17pm.
Motion carried unanimously.**

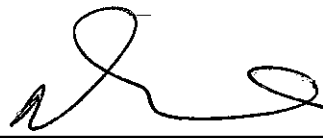
Minutes Respectfully Submitted,

Carla M. Cucinella-Nyschick

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

**Approved by the Summit Academy Board at their February 10,
2020 Meeting.**

Secretary:



Date:

2/10/2020

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