

APPROVED



## Summit Academy Charter School

### Minutes

2017 - 2018 Annual Meeting

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#### Date and Time

Wednesday October 25, 2017 at 6:00 PM

#### Location

36 5th Avenue

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#### Trustees Present

F. Mitchell, J. Bailin, M. Bernard, N. Campbell, N. Dominguez, Y. Houlder

#### Trustees Absent

B. Melson, R. Guarini

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#### I. Opening Items

##### A. Record Attendance and Guests

##### B. Call the Meeting to Order

F. Mitchell called a meeting of the board of trustees of Summit Academy Charter School to order on Wednesday Oct 25, 2017 at 6:12 PM.

##### C. Approve Minutes

Under staff concerns, indicate that board moved to executive session. Notes will be circulated to board members.

M. Bernard made a motion to approve minutes from the Board Meeting on 10-18-17  
Board Meeting on 10-18-17.

J. Bailin seconded the motion.

The board **VOTED** unanimously to approve the motion.

## II. Election of Board Officers

### A. Officer Nominations

Each nominee presentation to board prior to election.

- Yvette Houlder: Years of leadership, experience with troubleshooting
- Michael Bernard: Has been a part of the team since the school's inception. Began as a think partner and then board member.
- Floyd would like to nominate himself for the position of Board Secretary. Floyd had declined nomination for board treasurer.
- Floyd: previously treasurer and had success in managing monies; prepared for the rigor required to turn the ship around
- Nestor Dominguez: Interested in treasury position to gain a deeper understanding of the dynamics of the school. Has been in finance for a number of years. Has ideas around how to adjust reporting and management.

2017 - 2018 Board Officers

Chair: Michael Bernard

Vice Chair: Yvette Houlder

Treasurer: Nestor Dominguez

Secretary: Floyd Mitchell

## III. Document Approval

### A. 2017 - 2018 By-Laws

F. Mitchell made a motion to approve the by-laws for 2017 - 2018.

N. Dominguez seconded the motion.

The board **VOTED** unanimously to approve the motion.

### B. Financial Policies & Procedures

F. Mitchell made a motion to approve the financial policies and procedures for the 2017 - 2018 school year.

J. Bailin seconded the motion.

The board **VOTED** unanimously to approve the motion.

### C. Employee Handbook

F. Mitchell made a motion to approve the employee handbook for the 2017 - 2018 school year.

Y. Houlder seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### **D. Code of Ethics**

F. Mitchell made a motion to approve the code of ethics for the 2017 - 2018 school year.

J. Bailin seconded the motion.

The board **VOTED** unanimously to approve the motion.

### **IV. Finance**

#### **A. Budget Review & Revisions**

- New Treasurer to work with school leadership to reconcile revenue and expenses
- Board to communicate about bonuses moving forward
- Hiring is not strategic; must be revisited
  - May need to trim programming to fit the budget

#### **B. Post Audit Call**

- Summit has a clean audit
  - Board did not meet appropriate number of times.

### **V. Closing Items**

#### **A. Adjourn Meeting**

F. Mitchell made a motion to adjourn the meeting.

N. Dominguez seconded the motion.

The board **VOTED** unanimously to approve the motion.

F. Mitchell made a motion to adjourn the meeting.

N. Dominguez seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:07 PM.

Respectfully Submitted,  
N. Campbell