

APPROVED



Summit Academy Charter School

Minutes

2017 - 2018 Annual Meeting

Date and Time

Wednesday October 25, 2017 at 6:00 PM

Location

36 5th Avenue

Trustees Present

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

Trustees Absent

B. Melson, R. Guarini

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