

ST. ANDREW'S EPISCOPAL ACADEMY  
BOARD OF TRUSTEES  
Tuesday, December 15<sup>th</sup>, 2015 – 6:00 p.m. - 7:17 p.m.

Minutes

Members Present: Susan Carver, David Gates, Fr. John Liebler, Michelle Lineal, Alan McGregor, Shawn Merschdorf, Bill Stoddard, Horace Webb

Excused: Trina Angelone

**Devotional:**

A. **Scripture Reading:** Horace Webb

**Prayer:** Shawn Merschdorf

**Consent Agenda:** Michelle Lineal made a motion to accept the consent agenda. Second by Fr. John Liebler. Approved unanimously.

**I. Committee Report**

**A. Finance:** Susan Carver

- i. Monthly financials were presented
- ii. Received proposals for Property/ Casualty Insurance
- iii. Discussion regarding the 2015-16 budget, Board does not want to make a motion to increase.
- iv. Board would like to thank Chuck, Susan, and Richard for making sure, as promised, the church insurance was comparable

**B. Buildings and Grounds:** Bill Stoddard

- i. November: Received preliminary report from Cook & Menard
- ii. ADA compliance for Richeson House
- iii. Proposal for architecture
- iv. Recommend allocating \$15,000 from capital budget to allow Cook & Menard to perform services outlined in proposal
- v. December: Walk through with staff and Buildings and Grounds Committee
- vi. Two rooms on 1st floor
- vii. One on <sup>the</sup> 2nd floor
- viii. 55 student potential, need to be reviewed for regulations
- ix. PreK-3 and ½ day PreK-4 students, need for further discussion
- x. Need to order asbestos, mold, and lead paint survey

- xi. The Board charges Head of Schools to clarify:
  - a. The exact number of students to be moved
  - b. How many classrooms will be freed up by moving students
  - c. Will the number of students serviced at the Richeson House be cost neutralHead of Schools will mail electronically by January 15th

**C. Governance: Michelle Lineal**

- i. Amendment- Finance Policy
  - a. Including the Canons under the "Uniform Records" section

**Alan McGregor made a motion to accept the amending the Uniform Records section of the Finance Policy. Second by Bill Stoddard. Approved unanimously.**

**D. Trustees Committee Report: David Gates**

**Fr. John Liebler made a motion for the Board to recommend, to the vestry, the reelection of Michelle Lineal, Susan Carver, and David Gates as Board members. Second by Alan McGregor. Approved unanimously.**

**Shawn Merschdorf made a motion to recommend, to the Vestry, the election of Richard Stabile as a Board member. Second by David Gates. Approved unanimously.**

**II. Chair's Report: Michelle Lineal**

- A. Planning for Annual Meeting with Fr. John

**III. HOS Report: Trina Angelone**

- A. Bus Update not discussed. HOS was not present.

**The Board presented Horace Webb with a plaque, thanking him for his service on the Board of Trustees.**

**Susan Carver made a motion to adjourn the meeting. Second by Bill Stoddard. Approved unanimously.**

**IV. Closing Prayer: Fr. John Liebler**

**Respectfully Submitted,  
Lauren Lewis**