



**ST. ANDREW'S EPISCOPAL ACADEMY  
BOARD OF TRUSTEES**  
Thursday, March 30, 2017, 6:00 p.m. – 8:07 p.m.

**Minutes**

Members Present: Suzanne D. Barry, Susan Carver, Christina Fischer, Gregory Grudovich, Bishop Russell Jacobus, Michelle Lineal, Richard Stabile

Excused: Bill Stoddard, Susan Simonson

Guests: PTO Representatives; Mandi Evans-Chair, Lee Ann Black and Upper School Receptionist, Dawn Flynn

**I. Devotional: Michelle Lineal**

**Prayer: Christina Fischer**

**II. Consent Agenda: Christina Fischer moved to approve the Consent Agenda, Second by Richard Stabile**

**A. Bishop Russell Jacobus moved to amend the Consent Agenda, Second by Richard Stabile. The Motion passed unanimously for the following Amendments:**

**i. Remove Buildings and Grounds as there are no Minutes**

**ii. Executive Committee Minutes- item #1 should be changed to read- HOS Suzanne Barry reported that the FCIS revisit went exceedingly well and in June the result of the Probationary Review will be reviewed as to whether we will be coming off probation, but at this time it looks like we will be okay.**

**iii. Executive Committee Minutes – item #3, the first line of the indented paragraph should be changed to read –The Acting Head will send out the climate survey Friday, March 31, 2017 with a completion date of Wednesday, April 5, 2017.**

**III. Committee Reports**



- A. Finance: Susan Carver
  - i. **Susan Carver moved to approve the February financial reports, Second by Richard Stabile. Motion passed.**
  - ii. The draft budget for 2017-2018 is complete and will be finalized for approval in June. The 10 year financial forecast will be also be presented. The five year financial forecast was provided to FCIS.
- B. Buildings and Grounds – Greg Grudovich and Richard Stabile in Bill Stoddard’s absence
  - i. Door magnets were investigated. Steps were taken toward accepting a proposal to remedy the issues.
  - ii. Acting HOS previously shared with Executive Committee Development Committee and BOT (e.g. STEM, Engineering, 3D Printing, Living Shoreline Project)
  - iii. Gregory Grudovich will write a thank you to Robbie Creswell, SW Division Manager at Ft. Pierce Solid Waste Division for assisting with removal of debris and send to Sherry Lindgren to be put on letterhead and mailed.

**IV. Suspend Agenda – Christina Fischer moved to suspend the Agenda and proceed to Head of School Report number F.2., PTO proposed Bylaw Changes, also add to Committee Reports, section G. Bishop Jacobus. Second by Susan Carver. Motion passed.**

- A. Suzanne Barry asked Mandi Evans to speak on proposed PTO Bylaws, sections one and two.
  - i. Addition of **non-voting positions** shall be Teacher Representative of Upper School, Teacher Representative of Lower School, and School Representative.
  - ii. Any officer may serve in the same position in 1 year consecutive terms or until either they choose not to return for re-election or are voted out through the election process.
- B. Acting Head of Schools, Suzanne Barry recommends the BOT accept the PTO changes. **Bishop Russell Jacobus moved to accept the PTO changes, Second by Gregory Grudovich. The motion passed.**

**V. Return to Agenda - Richard Stabile moved to return to the regular agenda, Second by Bishop Russell Jacobus. The motion passed.**

- C. DEVELOPMENT – Christina Fischer
  - i. SAEA Annex at 317 SE 2<sup>nd</sup> St.
    - a. Michelle Lineal and Bill Stoddard went to Ft. Pierce Building and zoning who approved it for High School use. Michelle Lineal or Suzanne Barry to rewrite the



narrative for use.

- b. Floor plans need to be redone
- c. HVAC system needs to be addressed
- d. **Bishop Russell Jacobus made a motion based on the recommendation of the Development Committee that the projected feasibility of the project was not attainable and based on the recommendation of the Buildings and Grounds Committee, the Board determined we will not pursue the project at this time, Second by Gregory Grudovich. Motion passed.**

**V. Chair – Michelle Lineal**

- A. Contacted Peggy Calhoun regarding assistance with Development Person -should be a “homegrown”, Ft. Peirce person
- B. Christina Fisher will get a Development Committee list to Suzanne Barry
- B. Rector Search – New Rector, Reid T. McCormick will begin June 1<sup>st</sup> or before.

**VI. HOS**

- A. Florida Council of Independent Schools visit – We received positive feedback, they were “inspired” and they will get back to us in June
- B. Parent Climate Survey will go out tomorrow and we will have results by Wednesday. Board will receive survey results also.
- C. Teacher retention
- D. Fundraising
  - i. Annual Fund
  - ii. Capital Campaign (gymnasium)
  - iii. General campaign (students earmark)
- E. Enrollment
  - i. Number enrolled to date, 265
  - ii. Admissions Goal – get 5-8 students every 2 weeks (targeting certain grade levels)
- F. Upcoming events; field trips, Harbor Branch presentation, honor roll Assembly, internships with Manatee Program
- G. Salary Schedule; 2% increases/Step increases (attachment) along with 193 contract days, and increase from 173 to 180 student days
- H. Status report on Head of Schools Search
- I. Suzanne Barry will give Quarterly Report to Vestry at the 4/18/17 meeting. She will let the Senior Warden know about staffing possibilities that fit both church and Academy



- VII. **Rector**
- A. Positive change could go awry unless the BOT does the Following
    - i. Remember you are a Board of Directors, do not micro-manage
    - ii. Trust in Head of Schools
    - iii. Be a bit more involved in development
  - B. Executive Committee is doing a wonderful job of planning for the Board work and bringing the BOT what is needed
- VIII. Adjourn
- Richard Stabile moved to adjourn the meeting, Second by Susan Carver.  
Meeting adjourned with the Lord's Prayer at 8:07PM

Respectfully Submitted,  
Sherry Lindgren