

ST. ANDREW'S EPISCOPAL ACADEMY
BOARD OF TRUSTEES
Tuesday, December 15th, 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 ^{the} 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**