



**GEIST MONTESSORI ACADEMY
BOARD OF DIRECTORS'
MEETING AGENDA**

Meeting Location

GMA North Campus, 13942 E 96th St. McCordsville, IN 46055

**Tuesday , December 18, 2018
6:00pm**

BOARD MEMBERS

Kirby Durham, President
Kania Lottie, Vice President
Bob McGauley, Treasurer

Verena Burrows, Secretary
Carman Malone, At-Large Member
Nick Wright, At-Large Member

STAFF

Dr. Susan Fries, Executive Director
Nik Giant, Associate Director
Karinda Holland, Controller
Molly Gregory, Director of Special Education

GUEST

Rex Miller, CPA Partner – Donovan CPA Group

INSTRUCTIONS FOR PRESENTATIONS TO THE BOARD BY PARENTS AND CITIZENS

The Geist Montessori Academy ("School") welcomes your participation at the School's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the School in public. We are pleased that you are in attendance and hope that you will visit these meetings often. Your participation assures us of continuing community interest in our School. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided.

1. Agendas are available to all audience members at the door to the meeting.
2. "Oral Communications" is set aside for members of the audience to raise issues that are not specifically on the agenda. However, due to public meeting laws, the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen-requested item.
3. Citizens may request that a topic related to school business be placed on a future agenda. Once such an item is properly agendized and publicly noticed, the Board can respond, interact, and act upon the item.

4. When addressing the Board, speakers are requested to state their name and adhere to the time limits set forth.

1. Consent Agenda, K. Durham – called to order @ 6:10 p.m.
 - Welcome and Introductions- role call K.Durham, C. Malone, B. McGauley, N. Wright, V. Burrows
 - Approval of November and December 5 minutes- Carman motions to approve November and December 5 minutes, Kirby seconds. The Board votes in the affirmative.
 - Board Member Vote – Uriah Ellis. Kirby motions to vote U. Ellis join our board. Verena seconds. The board votes in the affirmative.
2. 2017-18 Donovan Audit, R. Miller
 - Presentation
Donovan completed their audit in October. The audit results were clean.
Minimum control Standards- Rex Miller recommends that the Board adopt a resolution to align with SBOE Compliance, staff needs training if they are handling cash (field trips, payments, etc).
Recommendations- timely deposits, reimbursement of state sales tax, signed contracts for all full-time employees
3. Committee Reviews
 - Executive Directors Report, S. Fries
Attendance remains steady. No staff changes. We will be applying for a grant in January. Our current enrollment number is 376. Community outreach: PTO Pancake breakfast, Middle School had a toy/clothing drive. We are having a heating issue that will cost approximately \$2600 to repair. Nick will look at our lease to see if the Landlord has any responsibility to help us with these costs. We have not repaired this unit in the past. Artic Cooling is the vendor that we have used in the past.
 - Finance Committee Report, B. McGauley, K. Holland

Bob reports that we are under budget for all except, special education. We have added a new teacher.

Follow up with vendors- Karinda reports all is up to date with payments with vendors. Revenue from Giving Tuesday was \$975. This will be reported in Dec's P&L.

Bob asked Ice Miller to issue an invoice to bring our account current. Karinda will make this payment in the amount of \$20,000. Nick motions that the Board sign a Resolution to Approve the Agreement with Patterson Horth, agreeing to the amount of \$5,791,526, with a fund name of "Building Fund." Bob seconds, the board votes in the affirmative. Board members sign the resolution. The Board needs to sign a Resolution Appropriating Money for Construction of a School Building and Other Structures. Nick motions that we sign the Resolution. Bob seconds and the Board votes in the affirmative. All Board members present signed the Resolution. Nick motions that we approve the AIA Doc A132 -2009, Kirby seconds and the vote is in the affirmative (note- Bob had stepped away to talk to Rex Miller). Kirby signs the form. Mike Boger requests the board make a designation who will sign the First Financial documents. It was determined by the Board that the Executive Director will be designated to sign all bank related documentation. Kirby signed an acknowledgement for First Financial that the land is on a flood plane.

- Facilities Committee Report, N. Wright,
Nick was able to get the town to concede the sheet piling condition.

4. Action Items, K. Durham

- Board engagement in PTO events. Kirby recommends that 2 Board members come to each event.
- Board Member Search

5. Informational Items

None

6. Public Comment

No Public Comment

7. Adjourn- 7:27 pm