

# All Saints' Episcopal School

## Board of Trustees Meeting

November 16, 2023

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- I. Call To Order: by Board Chairman Kris Yarlett at 8:19am
- II. Invocation: Fr. Mark Holland
- III. Roll Call: **Present (11/16)**: Kris Yarlett, Steven Sorrell, Whitney Drees, Paul LeBel, Fr. Mark Holland, Mo. Gigi Sharp, Joey Barnard, Brittany Schulz, Ethyl Rhodes, Kathy Jones-Terry, Paige Munroe-Mattocks. **Absent/Excused**: John McClellan, Katherine Strate-Smith.
- IV. Approval of Minutes:
  - A. **Motion** to approve minutes Kathy Jones-Terry; 2<sup>nd</sup> Paige Munroe-Mattocks; **Motion carried.**
  - B. **Motion** to redact line item about tuition insurance for public minutes by Paul LeBel; 2<sup>nd</sup> Kathy Jones-Terry. **Motion carried.**
- V. Committee Reports:
  - A. Executive Committee (Chair Kris Yarlett)
    1. Saints Fund- would like 100% participation by board
    2. Moving ELC to church
      - a. Mike Price to work with fire marshal to see if they will approve use of church classrooms without installation of sprinkler system
      - b. Draw up plans to do renovations to church to meet fire code – estimate is \$22.5K
      - c. Possible plan is to move 2's to the church for the coming year, freeing up two classroom spaces
      - d. Douglas-Cherokee to donate bus to shuttle between campuses
      - e. **Motion** to approve Mike Price to move forward with plans by Mo. Gigi Sharp; 2<sup>nd</sup> Paul LeBel. **Motion carried.**
  - A. Finance Committee (Chair Joey Barnard)

1. General Finance Update
  2. Fiscal year review by Stewart and Wheeler and Form 990
    - a) **Motion** to approve Joey Barnard; 2<sup>nd</sup> Ethyl Rhodes. **Motion carried.**
  3. Delinquent accounts – have been sent to collections
- B. Institutional Advancement Committee (Chair Brittany Schulz)
1. Golf Tournament – October 20, 2023
    - a) Made \$6K more than last year
    - b) Had to turn away a few golfers due to golf cart availability; may plan for morning and afternoon flights in the future
  2. Saints Fund – \$36K in donations so far
    - a) 53% of staff, 25% Board Members have participated up to this point
    - b) Will start pushing parent participation once we have 100% staff and board participation
  3. Auction – April 13, 2024
- C. Governance Committee (Chair Paul LeBel)
1. Handbook Review – still underway
- D. Building & Grounds Committee (Chair Joey Barnard)
1. Fence updates
    - a) Funding for second phase of fence has been secured and plan is to install over Christmas break
    - b) Front gate latch mechanism to hopefully be installed within next two weeks (parts on backorder)
- E. Long Range Planning Committee (Chair Katherine Strate-Smith)
1. ICRA – still waiting on quote
  2. Pat Taylor visit – waiting on Pat to set visit date
    - a) He will visit school and provide a 2-hour Board workshop
- F. Religious Life Committee (Chair Fr. Mark Holland)

1. 5 baptisms completed during chapel last week and will offer another opportunity before Easter

II. Head of School Report:

A. Current enrollment remains the same (145)

B. Strategic plan for school

1. Send out SAIS survey to school community

C. TAIS conference - January 22-23, 2024 in Chattanooga for HOS and Trustees

III. Adjourn: **Motion** by Fr. Mark Holland, 2<sup>nd</sup> Mo. Gigi Sharp. **Motion carried** at 8:56 AM.

**The next ASES BOT meeting is December 21, 2023.**

Respectfully submitted,

Whitney Drees, Board Secretary