

The Summit Preparatory School Board of Trustees Meeting Minutes

Date: Monday, April 10, 2017

Time: 5:00 pm

Place: The Summit Preparatory School

Presiding: Alison Bauer, Vice President

Board Members Present: Alison Bauer, Max Buetow, Jeff Eiserman, Missy Gelner, Rob Gronniger, Shirley Lawler, Brian Scroggs, Mark Sharp

Board Members Absent: Anne Mason, Susan Miranti, Katie Thieman

Faculty Representative: Katie Heet

SPO Representative: Veronica Richardson

Administration Representatives: Kristin Walker, Amy Maas, Laura Hover Skiles

Meeting called to order at 5:10 pm by Alison Bauer.

Approval of Prior Minutes

March 2017 meeting minutes submitted in advance by Susan Miranti. **MOTION to approve March BOT meeting minutes made by Melissa Gelner, Seconded by Brian Scroggs. Motion carried unanimously.**

Head of School Report by Rob Gronniger

- Report was distributed prior to meeting.
- Current and 17-18 SY enrollment numbers are strong. Applicants for all grades PS – 10.
- LAD fair participation was high among all grades and The Summit boasted a strong performance in Lower and Upper School this year.
- MSU City Wide Science Fair participation included 15 middle school students.
- Drury President, Dr. Tim Cloyd, rescheduled his visit for April 6th. Discussion was fruitful in all regards. Drury expressed interest in a southside classroom location and in developing a shared equity agreement with The Summit to create classroom space for Drury.

Faculty Report by Katie Heet

- Report was distributed prior to meeting.
- Seven Summit students participated in the regional MCTM (math) contest. None qualified for state this year, but all enjoyed the contest.
- Four Summit students were selected among 23 finalists and 151 entries for the Springfield Bar Association 2017 Law Day poster celebrating the US Constitution 14th Amendment.
- Lower School LAD fair results were very exciting with approximately 100 students awarded for their writing work.

- Katie Heet had the opportunity to serve as a member of an ISACS Visiting Team (convened after a school has completed the ISACS self-study step for (re)accreditation). Visit teams are tasked with providing an objective, outside evaluation of member schools. Participating as a visiting team member gleaned insight into the accreditation process while inspiring plans for our own reaccreditation.

SPO Report by Veronica Richardson

- Report submitted in advance of meeting.
- On March 30th, SPO voted in favor of a SPO bylaw change to reflect 2 year terms for executive officers with 2 or 4 positions transitioning each year. Officer elections to be held 4/27.
- Miniature Golf tournament was a success.
- All BOT members are invited to a Volunteer Appreciation Breakfast on 4/21.

Marketing Report by Melissa Gelner

- Report distributed in advance of meeting.
- Open House initiatives have proven successful. Considering an additional event in May.
- Reviewed The Summit Difference, Ambassadors, Share your Story marketing initiatives.
- Committee working on update to Philosophy Statement in concert with reaccreditation schedule.

Finance Committee Report by Mark Sharp

- Reports and February financial statements distributed prior to meeting. The month of February is historically a tight cash flow month for the school. 2017 held this course.
- **MOTION made by Missy Gelner to approve February 2017 financial reports. Seconded by Brian Scroggs. Motion carried unanimously.**

Development Report by Laura Skiles

- Annual Campaign is \$4,300 off \$30,000 goal.
- Sponsorship Committee in development and seeking chairperson. Invited board members to participate.
- Auction/Gala booked for Oct 13, 2017 at the Darr Agricultural Center. Western "Lucky 13" theme. Casino to be present.

Strategic Planning Report by Max Buetow

- Transitioned focus area to building and facility needs.
- Strategic Planning and Building Committee hosting meeting on 4/14

Nominating Committee Report

- No report, no discussion.

Old Business

Property Facilities Report and Discussion (follow up to Property Task Force/Strat Plan Meeting)

- Chesterfield Village building not available for purchase per current owner.
- J Youngblood not planning to reduce list price on Walnut Lawn property.
- Important our realtor understands and represents our high level of interest in the Walnut Lawn property.
- Property once in consideration for private donation to The Summit has become inactive.

Board Members to Committee Assignments

- New members should serve on at least one BOT committee. All committee meetings are open for observation. Most committees meet once per month.
 - Mark Sharp to email Katie Thieman with financial committee duties, scope and meeting schedule.
 - Shirley Lawler has joined the strategic planning committee.
 - Brian Scroggs is evaluating the marketing committee. Brian to confirm desired committee in May.

Insurance Coverage

- Jeff Eisermann reported that the current Directors and Officers insurance policy carried by The Summit does not cover any financial liability.
- Jeff added that this format and coverage is very typical for D&O policies.

New Business

- Drury:Summit Joint Equity in Building – Group agreed to continue to discuss an arrangement for southside classroom space with Drury. Group expressed varied degrees of comfort with Drury:Summit shared equity position. Rob Gronniger to pursue more information from Drury.
- Alison Bauer and nominating committee requested nominations for executive committee 2017-18 slated officers. In addition, she requested any leads, nominations or self-nomination for BOT membership positions to be communicated to her.

**MOTION to adjourn at 6:12 pm was made by Brian Scroggs and seconded by Jeff Eiserman.
Motion carried.**

BOARD members moved into CLOSED SESSION for additional discussion.

Minutes submitted by Melissa Gelner, 04/26/2017.