

## **The Summit Preparatory School Board of Trustees Meeting Minutes**

**Date:** June 12, 2017

**Time:** 5:00 pm

**Place:** The Summit Preparatory School

**Presiding:** Anne Mason

**Board Members Present:** Alison Bauer, Max Buetow, Missy Gelner, Rob Gronniger, Shirley Lawler, Anne Mason, Susan Miranti, Brian Scroggs, Mark Sharp, Katie Thieman

**Board Members Absent:** Jeff Eiserman

**Faculty Representative:** Katie Heet

**SPO Representative:** Veronica Richardson

**Administration Representatives:** Kristin Walker, Amy Maas

**Meeting called to order at 5:05 pm by Anne Mason**

### **Approval of Prior Minutes**

**May 2017 meeting minutes submitted in advance by Susan Miranti. MOTION to approve May meeting minutes made by Alison Bauer, Seconded by Mark Sharp. Motion carried unanimously.**

### **Finance Committee Report by Mark Sharp**

- **May financial statements were distributed prior to meeting.**
- **May expenses beat budget, revenues fell short of budget.**
- **Finance continues to assess tuition remission rates.**
- **MOTION made by Shirley Lawler to approve May 2017 financial reports. Seconded by Brian Scroggs. Motion carried unanimously.**

### **Head of School Report by Rob Gronniger**

- **Report was distributed prior to meeting.**
- **Andy Gilla will be at The Summit to kick off ISACS accreditation. BOT members will entertain him over dinner on 8/8 and meet in the daytime on 8/9. Please share your availability with Anne and Rob.**

### **Faculty Report by Katie Heet**

- **Report was distributed prior to meeting.**
- **Board will be invited to participate in the self-study for the ISACS reaccreditation process. ISACS recommends 25 committee focus areas. Steering committee chaired by Sarah Leighninger and Katie Heet will chair the committee.**

### **SPO Report by Veronica Richardson**

- **Report submitted in advance of meeting.**
- **Board members discussed opportunity to improve the SPO teachers purse communication.**

- **2017-18 schedule for Teacher's Purse will be carefully scheduled to help increase awareness and related parent support.**
- **Brian Scroggs shared idea to calendarize fund development requests by target to help avoid too many asks and increase the success rate of varied development requests.**

#### **Marketing Report by Melissa Gelner**

- **Report distributed in advance of meeting.**
- **No discussion.**

#### **Development Report by Laura Skiles**

- **Report submitted prior to meeting.**
- **No discussion.**

#### **Strategic Planning Report by Max Buetow**

- **No report.**
- **Max asked all board members to update smart goals templates for the next strategic planning meeting.**
- **Max to confirm new meeting date.**

#### **Old Business**

- **Contract Update on Walnut Lawn Property (Ann Mason)**
  - **Property offer accepted at \$2.4 million. Contingencies presenting include financing and rezoning. Adding options to contract for purchase options on the adjoining church property for \$400K.**
  - **Rezoning requests already beginning, process being managed by Billy Kimmons.**
- **Presentation to Schneider Family (Ann Mason)**
  - **Proposal prepared for the Schneider family. Presentation was really received positively. Proposal asked for \$500K for down payment + \$125K financial aid support + \$200K ongoing for future financial aid.**
  - **Awaiting the Schneider foundation board vote. Financing completion date target is 7/31.**
  - **Key points of interest from Schneider Family/Foundation presentation: Drury connection is significant to the family; gifted education is also an important deliverable for the family; new facility choice was also very well received due to change from Chesterfield Village and new location within city. Children in family seemed very comfortable with presentation.**
- **Nominating Committee Report (Alison Bauer)**
  - **Alison Bauer presented a slate of officers for board vote**
    - **Chair: Alison Bauer**
    - **Vice Chair: Jeff Eiserman**
    - **Treasurer: Mark Sharp**
    - **Co-Secretary: Brian Scroggs, Susan Miranti**
  - **Slated members were asked to leave the room for discussion.**
  - **Shirley Lawler motioned to approve slate as presented, Katie Thieman seconded.**

- Slated members reentered the room to participate in the vote to achieve quorum. Vote carried unanimously.
- These positions will become effective in August 2017.
- Max Buetow will complete his term in July and will exit his position on the Board.

**New Business (Group Discussion)**

- **Date for Board Retreat**
  - Group discussed dates for the Board Retreat/July Board Meeting.
  - Finance will meet on 7/13 at 8:30 am.
  - Exec will be rescheduled based on the new retreat date.
- **Early Learner Program - (Beginners program).**
  - Program will be offered 17-18.
  - Task force will be organized by the finance committee.
- **Design proposal from Hood Rich Architecture**
  - Hood Rich letter of interest/commitment was distributed.
  - Based on the board policy to obtain 3 quotes for services if valued over \$10K, the Board is required to commence an RFP process. Ann to contact Billy Kimmons to explain and to seek input on his involvement in building committee and RFP process.
- **Development Budgeting/Job Description**
  - Development Director position, responsibilities and admin organization was discussed.
  - Administration team to assess approach to fulfill receptionist and development positions using an increased budget and present a recommendation for staffing and related salary to the finance committee.
- **Building Announcement**
  - Marketing committee will collaborate to draft a schedule for communication of key building. Marketing committee to share communication recommendations at the upcoming July board retreat.
- **Discussion of name change from The Summit Preparatory School to Summit Independent School**
  - Group discussion on removal of the preparatory term from school name.
  - Decision postponed to a future meeting.

**MOTION to adjourn at 7:08 pm was made by Mark Sharp, Brian Scroggs seconded. Motion carried.**

**Minutes submitted by Melissa Gelner, 6/12/2017**