

The Summit Preparatory School Board of Trustees Meeting  
Minutes – APPROVED 1/9/17

Date: Monday, December 12, 2016

Time: 5:00 pm

Place: The Summit Preparatory School

Presiding: Anne Mason, BOT President

Board Members Present: Alison Bauer, Jeff Eiserman, Missy Gelner, Rob Gronniger, Anne Mason, Veronica Richardson, Brian Scroggs, Mark Sharp, Katie Thieman

Board Members Absent: Max Buetow, Susan Miranti

Administrative/Faculty: Kristin Walker, Katie Heet, Amy Maas

Meeting called to order at 5:06 pm by Anne Mason.

Approval of Prior Minutes

Motion to approve November BOT meeting minutes made by Alison Bauer, Seconded by Jeff Eiserman. Motion carried.

Finance Committee Report by Mark Sharp

- Reviewed October Financials.
- Preliminary budget will be reviewed at the January BOT meeting
- Motion to approve financial report was made by Jeff Eiserman and seconded by Brian Scroggs. Motion carried.

Head of School Report by Rob Gronniger

- ISSACS Survey completed. Good response.
- Enrollment changes were reviewed.
- New connections established with the gifted program at Phelps and the instructor for gifted education at Drury.
- Possible pertussis cases being evaluated at the school. Working closely with the county health department. No positive cases reported to date.

Development Report by Rob Gronniger for Laura Skiles

- MSU students finished work on financial aid grant
- MSU students finished work on a piano lab request
- Music lab grant by Keech and Skiles in process for projector and lab equipment through CFO
- Strickland and Powers working on water ecology studies grant through Toshiba
- Annual campaign kicked off
- Daddy-Daughter dance, Upper School Mixer and Mom/Son Bowling/Laser Tag events upcoming in Jan and Feb 17.
- Developing plans for Give Ozarks day

- SPO working on professional development fund

#### Faculty Report by Katie Heet

- Report distributed in advance of the meeting.
- Report shared an update on the Parent Teacher Conference process, Jump Up days for PK-K, K-1, 2-3 and 5-6.
- In the Lower school, the Early Learners Screening day will be held on 1/28; winter parties 12/20.
- *All My Love, George* author, Darla Noble, visited the 5 grade and middle school
- Steam/Stem activities continue throughout all grades. An Hour of Coding was initiated last week.
- Upper School science labs at Drury are underway. Other program updates were also shared.

#### Marketing Report by Melissa Gelner

- Report distributed in advance of meeting.
- Report covered Ambassadors initiative, state of the school, admissions video, and early learners competitive analysis.
- Early learners review will be held at next marketing committee meeting, 12/15 at 3:45.

#### SPO Report by Veronica Richardson

- Report distributed in advance of meeting.
- Run was well organized and successful while attendance was lower than hoped. Event will move to Sept in 2017.
- Gala review meeting to be rescheduled

#### Strategic Planning Report submitted in writing by Max Buetow

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

#### Nominating Committee Report

- No report, no discussion.

#### Old Business

- Healthcare information gathered and disseminated to classroom. New digital format much improved for collection and dissemination.
  - Next steps are to complete offsite emergency bags for teachers

#### New Business

- Deeper Learning approach information was distributed and quickly reviewed. Group discussed need for clear philosophy from faculty team to help inform communication and marketing efforts. Rob to gain consensus from faculty on current draft and present to BOT by January 9 meeting or sooner.
- Head of School activity update against goals was sent just prior to meeting. Will discuss at January BOT meeting.
- Report distributed to capture terms for each board member. Discussion about

streamlining start/end dates for terms. Any term changes will be reviewed in concert with other bylaw updates and led by Anne Mason.

- State of the School Planning Discussion
  - Tentative content outline (Anne to complete detailed outline and share with BOT):
    - Strategic Plan
    - Summit difference
      - Evidence Presentation from Lower School and Upper School
      - Video or Slides from each section of the school (could emcee)
    - Admissions Summary – Word of Mouth Support
    - Future Tuition, Enrollment Goals
    - Facility Updates
  - Critical Dates:
    - January 5 Content Planning Meeting with all presenters 7:45-8:30
    - January 17 Presentation Rehearsal 3-5pm
    - January 19 State of the School Meeting 6pm

Motion to adjourn at 6:49 pm was made and seconded. Motion carried.

Minutes submitted by Melissa Gelner, 12/13/2016.