

The Summit Preparatory School Board of Trustees Meeting
Minutes – FINAL TO POST

Date: Monday, November 14, 2016

Time: 5:00 pm

Place: The Summit Preparatory School

Presiding: Anne Mason, BOT President

Board Members Present: Alison Bauer, Max Buetow, Jeff Eiserman, Missy Gelner, Rob Gronniger, Anne Mason, Susan Miranti, Veronica Richardson, Brian Scroggs, Katie Thieman

Board Members Absent: Mark Sharp

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

Meeting called to order at 5:07 pm by Alison Bauer.

The meeting began with introductions of board members. The group then reviewed status reports, submitted in writing prior to the meeting.

Approval of Prior Minutes

Motion to approve October BOT Meeting Minutes made by Jeff Eiserman, Seconded by Brian Scroggs. Motion carried.

Finance Committee Report by Kristin Walker for Mark Sharp

- Reviewed September Financials.
- Board reviewed cash flow projections
- Motion to approve financial report by Alison Bauer, seconded by Brian Scroggs. Motion carried.

Head of School Report by Rob Gronniger

- Current enrollment was reviewed.
- SEVP (Student Exchange) program qualifications met. Proceeding with process to attract additional students in 2017.
- Claire Workman signed 1st National Letter of Intent for The Summit as she will be attending Ok State Univ, a NCAA D1 School, to run cross country and track.
- Teacher observations are in process in compliance with the planned formal faculty review cycle.
- Graduation is scheduled for 5/16/17.
- Drury Marketing activities continue. High School Labs at Drury are in process.
- PSAT tests taken by Summit students in October.

Admissions Report by Amy Maas

- Admissions report reviewed by Amy.

- Opportunity identified to clarify specific admissions goals
- Upcoming middle school and high school jump up days.
- Working on building retention; reach out proactively to families considering alternate schools

Development Report by Laura Skiles

- Gala was held on November 3rd at Hickory Hills CC.
 - Event proceeds were reviewed.
 - Attendance down in 2016; expect to be better with more SPO involvement next year
- The school was declined for a Scholastic grant
- Annual Campaign kicking off next month (\$30K goal)
- MSU grant writing student working on piano lab upgrade grant and financial aid grants

Faculty Report by Katie Heet

- Concert (11/14) was profiled. Board invited to attend.
- Concept Based Curriculum Training by Kris Wiley was profiled.
- Parent communication resources available from ISACS were reviewed with Lower School teachers.
- First Trimester and Children's Progress (PK-2) reports have been issued. Most parent-teacher conferences were held last week.
- Activities in individual grades were covered via written report. Beginners Stuffed Animal Drive, 5th Grade Global Read Aloud and Halloween inspired science lessons, Spanish activities across several grades.
- Group appreciated content of Faculty Report. Discussed opportunity to share with wider audience. Consider repackaging for additional distribution. Will discuss at December Marketing Committee Meeting.

Marketing Report by Melissa Gelner

- Committee is working to outline Summit Ambassadors program (parent and student pathways), shared details for feedback.
- Committee is aiming to add an Open House to the January schedule.
- Preparing admissions video. Committee provided content direction. Admin team executing. Plan to release at State of the School.

SPO Report by Veronica Richardson

- Working hard on Gala support
- Processed flat screen television/monitor donation to Mrs. Murphy's Art classroom.

Nominating Committee Report by Alison Bauer

- Nominating committee introduced Dr. Shirley Lawler as a potential non-parent addition to the Summit Board. Alison profiled her credentials verbally.
- Alison Bauer moved to approve Dr. Shirley Lawler as a new Summit BOT member. Missy Gelner seconded the motion. Motion carried.

Old Business

- Front desk admin support – the administration team is looking at alternative sources for more regular front desk staffing. Recommendation forthcoming.
 - BOT emphasized need for stronger medical record keeping process and access point in case on an emergency. Group discussed automating data gathering and record keeping using current student record system.
 - Consider need to update/change school policy to reflect processing with HPPAA style best practices.
- SAVE Event – postponed until next Spring
- Employee handbook – delayed until next board meeting due to length of the meeting

New Business

- Property – no report

Jeff Eiserman moved to adjourn at 6:25pm, Brian Scroggs seconded the motion. Motion carried.

Minutes submitted by Melissa Gelner, 12/7/2016.