

The Summit Preparatory School Board of Trustees Meeting

Date: Monday, September 12, 2016

Time: 5:00 pm

Place: The Summit Preparatory School

Presiding: Anne Mason, BOT President

Board Members Present: Alison Bauer, Max Buetow (partial), Missy Gelner, Rob Gronniger, Rob Gronniger, Anne Mason, Susan Miranti, Veronica Richardson, Mark Sharp

Board Members Absent: Jeff Eiserman

Administrative/Faculty: Kristin Walker, Katie Heet

Meeting called to order at 5:07 pm by Anne Mason

The meeting began with review of status reports, submitted in writing prior to the meeting.

Faculty Report by Katie Heet

- See attached report.
- Group discussed interest in upper school content within faculty reports.

SPO Report by Veronica Richardson

- See attached report
- Group discussed parent concerns over Front Desk consistency, communication.
- SPO will host the Run for the Summit, Dec 3, with the All Star Band, Book Fair, Pancakes
- SPO will also host a mini golf tournament on April 8th at Fun Acre mini golf course.

Head of School Report by Rob Gronniger

- Summit's State of the School event will be held at the Library Center on January 19th.

Approval of Minutes.

Motion to approve July 2016 BOT and Annual Meeting minutes was made and seconded. Motion carried.

Approval of August 2016 minutes was postponed due to lack of quorum within those that attended August meeting. Will revisit in October.

Finance Committee Report by Mark Sharp

Reviewed revised budget sent to BOT on 9/12 and recommended for approval of the proposed for the 16/17 budget. Budget represents FTE growth to 114.5. **Motion was made and seconded to approve the revised budget as presented by Mark Sharp. Motion carried.**

Nominating Committee Report

By Mark Sharp and Allison Bauer speaking on behalf of the Nominating Committee. Katie Thieman was presented as a non-parent board member. Biographical information was distributed before the meeting. Discussion.

Motion to accept nomination of Katie Thieman was made and seconded. Motion carried.

(Max Buetow joined meeting at approximately 5:30.)

The second candidate discussed as a nominee for a parent board member was Brian Scroggs, parent of a Summit 4th and 6th grader. Biographical information was distributed before the meeting. Discussion. **Motion was made to accept the nomination of Brian Scroggs, motion was seconded. Motion carried.**

Invitations to the new members will be contacted as follows.

- Katie Thieman by Max Buetow
- Brian Scroggs by Mark Sharp

The Nominating Committee remains open to candidates for one non-parent board member position. Suggestions should be sent to Alison Bauer.

Employee Handbook Change

Rob Gronniger recommended a change to section 8.3 of the employee handbook. Highlight indicates new language.

8.3 Faculty Paid Time Off (PTO) Benefits (proposed 9/2016)

Regular full time faculty have 8 PTO days which can be used as sick days (for themselves, spouse, or their children) or personal days (for funerals, appointments, business, or jury duty). PTO can accrue up to 5 days and be used during the following school year. After that time, the days are lost and cannot be used. Every effort should be made to request time off in advance. PTO days must be approved by the Head of School in order to avoid absences that overlap with co-workers PTO requests. In addition to PTO benefits, faculty will be off work on days when the school is closed for major holidays and school breaks as indicated in the annual academic calendar. **Requesting paid time off days which extend long weekends or scheduled holiday breaks is greatly discouraged.** Excessive absences will be addressed with the Head of School.

Motion to accept change to the employee handbook as recommended was made and was seconded. Motion carried.

Financial Report (continued)

Mark Sharp reviewed prepared financials through July 31st which were distributed prior to the meeting. **Motion to approve the financial report was made and seconded. Motion carried.**

ADDITIONAL OLD BUSINESS:

- Strategic Plan Publishing: Amy Maas gathering images. Missy Gelner completed update coordination for input to Marissa Renfroe. Set goal to complete and update by 9/23.
- Welcome Reception for Drury President: Max updated group on conversations with Drury. Anne to follow up with Judy Thompson on next steps. Consider offering gift basket with Gala tickets to the new Drury President, Tim Cloyd.

NEW BUSINESS:

- Rescheduled Executive Committee Meeting time to 7:45am on the Thursday immediately before board meeting.
- Gala plans were reviewed by Laura Skiles and Amy Maas. November 4th at Hickory Hills CC, 80s Theme. Special appeal topic under development. Working to address teachers request for reading material and financial aid funding.

UPCOMING EVENTS:

- Board Faculty Social at Prima's September 15 4:00-6:00 p.m.
- Strategic Planning Committee September 16 at 7:30 a.m.
- Finance Committee Meeting October 3 at 11:30a.m.
- Executive Committee Meeting October 6 at 7:45 a.m.
- Board Meeting Monday, October 10 at 5:00 p.m.
- Summit Gala Friday, November 4, 2016 at Hickory Hills
- SAVE Youth Volunteer Fair Saturday, November 12, 2016

Motion was made to adjourn at 6:35pm, motion was seconded. Motion carried.

Minutes submitted by Melissa Gelner, 10/3/2016.