

**Board of Trustees Meeting
January 8, 2018**

Time: 5:00 pm

Place: The Summit Preparatory School

Presiding: Alison Bauer

Board Members Present: Mark Sharp, Alison Bauer, Katie Thieman , Jeff Eiserman , Susan Miranti, Judy Thompson, Shirley Lawler, Anne Mason, Brian Scroggs

Ex Officio Board Members Present: Rob Gronniger, Katie Heet, Veronica Richardson

Administrative Faculty: Amy Maas

Meeting called to order at 5:05pm by Alison Bauer

Walnut Lawn Presentation – Architect Billy Kimmons

- Traffic study- Traffic should be fine. School should have no impact on traffic. City needs to agree to the study.
- Sun Solar update
 - Sun Solar will install a solar pavilion that will have possibilities for outdoor classroom
 - Exploring the possibility of Sun Solar updating lighting
 - Still working with Sun Solar to see what the final project and costs will be
- Schedule
 - Will issue drawings for bids this week - still time to fine-tune.
 - Five contractors have been selected to send drawings to for bids. This is not a bonded project, so we are soliciting private bids
 - Stu Stenger helping with bids to contractors
 - Bids are due back last week in January
 - Successful bidder will be insured and have contract compliance
- Finishing touches
 - Working with pricing specialist to meet budget
 - Looking at trimming costs- things we can do without in Phase 1
 - There is a wish-list of items that can be added to Phase 1, but are not within the current budget
- State of the School
 - There will be drawing for parents to look at and tours of the building
 - Billy will present the progress and plans for the remodel
- Building Committee
 - Will oversee budget of the project
 - Will make sure the project stays on tract

- Will meet weekly or bi-weekly if needed
- Construction Process
 - Title company will issue checks to contractor
 - Kristen will see invoices
 - Billy is the gatekeeper for change orders. He will validate changes. Change orders must be approved.

Status Reports

Consent Agenda

Alison Bauer suggested having a Consent Agenda at BOT meetings to conserve time

- All status reports due Thursday before BOT meetings and will be reviewed at exec meeting.
- Voting items will be shared with BOT before meetings. Members need to be prepared to vote at BOT meeting.

Status Reports- Reports were submitted and reviewed before the BOT meeting.

- Faculty Report – Katie Heet
- Head of School Report – Rob Gronniger
 - Admissions Report
 - Development Report
 - Campaignium update
- SPO Report – Veronica Richardson

Motion to accept a Consent Agenda of Status Reports at BTO meetings made by Mark Sharp. Shirley Lawler seconded the motion. Motion carried unanimously.

Motion to approve October minutes made by Anne Mason. Second by Shirley Lawler. Motion carried unanimously.

Motion to approve December minutes made by Anne Mason. Second by Jeff Eiserman. Motion carried unanimously.

Financial Report – Mark Sharp

- \$35,000 off of projected budget
 - Development money not keeping pace with projections
 - Zero money given for Annual Campaign. Annual campaign not started yet even though SPO was told it would start in December.
 - No year-end request in December. Zero year-end money given in December
 - No new RPI's in December
 - \$52,000 in account this year. Last year \$120,00 at this time.
 - Expenses are right in-line. We are off on fund raising.
 - \$100,00 Schneider Foundation

- \$62,000 given by 4-5 internal sources
- Mark Sharp met with Kristen and Vince Currao
 - \$60,000-\$80,000 are pledged and expected this month
 - All pledges are verbal at this time. None in writing.
 - Pledges should not be included in cash flow or budget projections unless there is a signed commitment.
 - Annual Campaign will begin in January. 100% of BOT gave last year and needs to give again this year.
 - \$200,000 in fund raising was put into this year's budget.
 - A weekly report will be given to Mark Sharp to monitor the cash flow and see what development money comes in.

Motion to accept a Consent Agenda of Status Reports at BOT meetings made by Mark Sharp. Shirley Lawler seconded the motion. Motion carried unanimously.

IRS Form 990 vote – BOT members have reviewed the IRS Form 990

Motion to approve the IRS Form 990 made by Jeff Eiserman. Second by Brian Scroggs. Motion carries unanimously.

2018-2019 Tuition and Financial Aid Discussion & Vote – Two Scenarios submitted for consideration

- Scenario 1 without Associate Head of School
- Scenario 2 with an Associate Head of School

Motion to approve 2018-2019 Scenario 2 with Associate Head of School made by Mark Sharp. Second by Anne Mason. Motion carries unanimously.

Current Business

Schneider Foundation – Judy Thompson

- A representative from the Schneider Foundation will be invited to the State of the School
- Photo opportunity will be scheduled in February when “ground breaking” for remodel occurs

State of the School

- Reviewed outline of the January 18, 2018 State of the School
- Tours will occur afterwards
- Rehearsal at 4:00 January 17th at the new building

New Business

HOS Survey

- Anne Mason will send out HOS survey tomorrow.

7:08 Motion to adjourn BOT meeting made by Shirley Lawler. Second by Brian Scroggs

Board moved to closed session to discuss personnel and finances. All voting members stayed in attendance.

Minutes submitted by Susan Miranti, Co-secretary

Upcoming Events

1/10 Late Start 9:30

1/15 No School – Martin Luther King Day

1/17 Tech rehearsal SOS 4 pm Walnut Lawn

1/18 SOS Walnut Lawn

1/25 SPO Meeting 9:00am

1/26 Daddy Daughter Dance 6:30-8:30 pm

1/26 Upper School Mixer 8:30-10:30 pm

2/2 No School Teacher work day / Mom and Son Bowling @ Andy B's 1-3:00 pm

2/15 7:45 am Strategic Planning Meeting

2/19 No School – President's Day

2/22 SPO Meeting 9:00 am