

**Board of Trustees Meeting  
November 13, 2017**

Time: 5:05 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

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

Board Members Absent: Brian Scroggs

Administrative Faculty: Amy Maas

Students: Evan Mason, Alan Ramsey

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

Approval of Minutes

**No approval of October 10 Board Minutes - none were submitted by co-secretary Brian Scroggs**

**Status Reports**

Architect Report - Billy Kimmons & Nick Beishier

- President Alison Bauer is BOT contact with architect
- Billy Kimmons will come to each board meeting to give updates
- Drawings will be completed in January and issued to the city
- Three competitive bids to contractors will be issued January 8<sup>th</sup>
- Bids due back January 30<sup>th</sup>
- June 30<sup>th</sup> is the target date for completion with a July move-in
- June 4<sup>th</sup> summer school will have space at new campus
- \$610,000 is the budget for remodel
- May need to hire someone to help with cost-analysis
- Space Needs packet was shared
  - Active learning factors
  - Shared concepts/ideas
  - 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> space options to consider
  - HVAC system is a large cost
  - 2-3% slope of upper floor may be usable in certain areas
- Time frame for completion is critical

### Faculty Report – Katie Heet

Report was distributed prior to the meeting

- ISACS Self-study is going well

### Head of School Report – Rob Gronniger

Report was distributed prior to the meeting

- 159 students enrolled 115.2 FTE
- SAVE event (volunteer event)
  - no students outside of The Summit attended
  - Looking at ways to promote it next year
    - Possibly share with National Honor Societies and Student Councils at local high schools
  - 20 students from The Summit attended
- Drury evening classes will meet at The Summit beginning with spring semester. Suggested \$25 per student as fee
- MOSA – will participate with MOSA working to improve safety in schools
- Hosted PSAT testing – 11 students participated
- 5<sup>th</sup> grade and 8<sup>th</sup> grade Jump-Up Days scheduled
- High school students will go to University of Arkansas and Crystal Bridges Nov. 30

### Development –

Report was distributed before the meeting

- Campaignium information was sent to BOT 30 minutes before the BOT meeting
- November 14<sup>th</sup> meeting with Campaignium scheduled
- Development Committee
  - Review of vision for the development committee presented last month by Vince Currao – two board members who would make calls and visits with possible donors to break the ice
  - Judy Thompson shared that typically in a private setting BOT very supportive of development officers. They will help with top donors and do whatever development officer needs. Judy said she would be on committee, but would not chair or ask for donations
  - There has never been the expectation for of fund raising for Summit Board of Trustee members
  - There are often Foundation Committees where top donors, parents, business members help direct activities and come up with ideas
  - Key parents and board members rotate on and off of committee
  - Possibility of adding development/foundation committee meeting before board meetings on Mondays with key parents. This idea will be shared with Vince Currao to get his input

### Admissions –

Report distributed before meeting

- Interest in 2018-2019 strong
- One student in high school left for a larger school – Question about contract. Should student pay entire contract? Contract was not paid in full, but full payment should be forthcoming.

#### SPO Report – Veronica Richardson

Report distributed before meeting

- \$4,326.57 gross sales of book fair
- Gala \$70,073.25 gross - \$53,649.14 after expenses

#### Financial Report – Mark Sharp

Report distributed before meeting

- Budget vs actual
  - October was a good month because of Gala
  - Total revenue favorable by \$9,000
  - \$18,000 in the black
- Year to date – 1<sup>st</sup> Quarter
  - \$6,000 under budget
  - All positive compared to other years \$70,000 in the black
- Vince Currao brought in \$60,000
- Cash flow good to date
- Fund development monies yellow highlighted in report to show what cash flow would be without fund development
- SPO budget – Ellen and Mark are working out a combination report that includes Scrips and class funds altogether.

**Motion made to accept the Financial Report – Anne Mason, Second Shirley Lawler. Motion carried unanimously.**

### **Current Business**

#### Schneider Foundation update – Judy Thompson

- Alison Bauer and Billy Kimmons are to meet with Monty Schneider to give him an update on the building

#### Nominating Committee – Jeff Eiserman

- Nominating committee will meet to discuss possible additions to the BOT in 2018

#### Board Self Evaluation – Anne Mason

- Look at results/data and discussion will occur at next month's BOT meeting.

### **New Business**

Board moved to **Closed Session** at 6:20 to discuss 2018-2019 Tuition/financial discussion. Judy Thompson left meeting at 6:20.

Minutes submitted by Susan Miranti, co-secretary

### **Upcoming Events**

- **11/20-11/24 Thanksgiving Break No School**
- **11/30 SPO Meeting 9:00am**
- **12/13 Late start 9:30**
- **12/20 Class winter parties 10:30 am. Early release 11:30 am**
- **12/21 – 1/2/18 Winter Break (students)**
- **01/02/18 – Teacher Workday**
- **01/03/18 – Students return to class**
- **01/10/18 Late Start**
- **01/15/18 No School MLK Day**
- **01/19/18 Daddy Daughter Dance 6:30-8:30pm**
- **01/19/18 Upper School Mixer 8:30-10:30**