

Board of Trustees Meeting  
October 10, 2016

Date: October 10, 2015

Time: 5:05 pm

Place: The Summit Preparatory School

Presiding: Anne Mason

Board Members Present: Anne Mason, Veronica Richardson, Jeff Eiserman, Mark Sharp, Alison Bauer, Susan Miranti, Max Buetow, Brian Scroggs

Board Members Absent: Missy Gelner, Katie Thieman

Administrative Faculty: Rob Gronniger, Kristin Walker, Amy Maas, Laura Hover Skiles

Summit Consultant: Judy Thompson

### **Meeting called to order at 5:05pm by Anne Mason**

#### Approval of Minutes

**Motion by Mark Sharp to approve August 2016 Board Meeting minutes, second by Jeff Eiserman. Motion carried unanimously.**

**Motion by Max Buetow to approve September 2016 Board Meeting minutes, second by Alison Bauer. Motion carried unanimously.**

#### Finance Committee Report by Mark Sharp and Kristen Walker

Mark Sharp and Kristen Walker reviewed prepared financials for August 2016 and September 2016 which were distributed prior to the meeting.

**Motion to approve financial report by Alison Bauer and second by Max Buetow. Motion carried unanimously.**

#### Head of School Report by Rob Gronniger

- Report distributed before meeting covering current enrollment at 138, participation in GOCSO, ISACS Survey in place and will open Nov. 14th, attended CPO 25th anniversary luncheon and Faculty-Staff Social Event.
- The Summit sent 6 students to the Ozarks Spanish League competition. Summit students took 2<sup>nd</sup> place in Spanish culture and 3<sup>rd</sup> place in poetry.

#### Faculty Report by Katie Heet

Report distributed before meeting covering

- Lower school focus on 6+1 Writing Traits
- Review of Lower School admission materials

- Kindergarten trip to Library Center, Urban Communities Sept. 26<sup>th</sup>
- Faculty participation in Mental Health First Aid training
- 1<sup>st</sup> – 5<sup>th</sup> grade STEM
- 51% of 3rd – 6<sup>th</sup> grade Summit students qualify for Duke TIP Talent Search
- Upper School summaries of units

#### Marketing Report submitted by Missy Gelner

- Committee met Sept 28th established the goals
  - 1) Engage more students in the admissions process,
  - 2) Support retention of current students
  - 3) Support development of additional funding.
- Committee will work to support efforts from Laura and Amy, rather than add to the already busy to do list
- Ongoing marketing committee meetings are held from 3:45-4:45 pm on the 3rd Wednesday of the month in The Summit admin offices.

#### Development Report by Laura Hover Skiles

- Two MSU students working on grants (\$20,000 financial aid, \$4,000 piano lab upgrade)
- Gala update
- Annual campaign kickoff after Thanksgiving
- Daddy/daughter dance Jan. 27<sup>th</sup> 2017
- Mom/son Laser Tag Feb 23<sup>rd</sup> 2017
- A few parents have voiced concern that faculty/staff/volunteers do not know where epi pen, inhalers, glucagon shots are located. Volunteers are entering data, updating health information and immunizations.

Max Buetow will furnish an example of nondisclosure/confidentiality agreement that Cox uses  
 Mark Sharp will explore nondisclosure/confidentiality agreement that hospice services uses

#### SPO Report by Veronica Richardson

- Gala: In cooperation with the Head of School and Director of Development, SPO has agreed to coordinate the silent auction portion of the Gala. SPO has a team of eleven parents helping in securing silent auction items for the event.
- Run for The Summit: Registration is now open for the run ([thesummitprep.org/run](http://thesummitprep.org/run)). The Run Committee is working hard right now to secure sponsorships for the event, and have several applications for donations submitted and are awaiting response.

## **Old Business**

- The social held by the board for the faculty/staff of The Summit went well. Only 4 were not able to attend.
- Nominating Committee – no update
- Update on internships with MSU
  - one student is looking into a grant for financial aid and another at updating the piano music lab
  - board emphasized that grants focusing on facilities should be explored because of the need for a new building
- Possible grant sponsorships for the Summit Run were discussed
  - Kum and Go
  - Prime trucking (Brian will talk with contact at Prime Trucking)
- Strategic Plan published. Letter was sent out to parents. Board discussed ways to recognize Marissa Renfroe for her work on the strategic plan. Veronica Richardson will email information on Marissa Renfroe’s favorites.
- Gala update – no additional information

## **New Business**

- Admissions 138 students
- Health Forms/emergency procedures – board discussed how health information can be entered and what forms might be used. Mark Sharp and Anne Mason will check on forms.
- Property/facilities Committee - no update
- Review of Employee Handbook (recommendations for revision)
  - Section 1.2 – Update Mission Statement
  - Section 1.4 Organizational Chart
    - eliminate lower school curriculum coordinator
    - make sure employee handbook has correct alignment of organization with receptionist, Fun Zone, and Facilities Coordinator reporting to Head of Operations and Finance throughout employee handbook.
  - Section 2.4 – eliminate this section
  - Section 3 – no changes

- Section 4.3 – “No confidential information shall be kept on Google Docs, but rather printed and stored in a secure location in the school office.”

### **Upcoming Events**

Property Committee Meeting Tuesday, October 18 at 7:30 a.m.  
Marketing Committee Wednesday, October 19, 2016  
Strategic Planning Committee October 21 at 7:30 a.m.  
Summit Gala Friday, November 4, 2016 at Hickory Hills  
Executive Committee Meeting Thursday, November 10 at 7:45 a.m.  
SAVE Youth Volunteer Fair Saturday, November 12 10:00 a.m. – 1:00 p.m.  
Board Meeting Monday, November 14 at 5:00p.m.  
Fall Music Concert Tuesday, November 15 at 6:30 p.m.  
Summit Ugly Sweater Run Saturday, December 3, 2016  
Daddy/Daughter Dance, January 27, 2017  
Mom/Son Laser Tag, February 23, 2017

**Jeff Eiserman motioned to adjourn at 6:05pm, Mark Sharp seconded the motion. Motion carried unanimously.**

Minutes submitted by Susan Miranti, October 11, 2016