

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

Date: Monday, February 13, 2016

Time: 5:00 pm

Place: The Summit Preparatory School

Presiding: Anne Mason, BOT President

Board Members Present: Alison Bauer, Max Buetow, Missy Gelner, Rob Gronniger, Shirley Lawler, Anne Mason, Susan Miranti, Veronica Richardson, Brian Scroggs, Mark Sharp, Katie Thieman

Board Members Absent: Jeff Eiserman

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

Meeting called to order at 5:06 pm by Anne Mason.

Approval of Prior Minutes

- January minutes submitted in advance by Susan Miranti.
- **MOTION to approve January BOT meeting minutes made by Melissa Gelner, Seconded by Shirley Lawler. Motion carried.**

Finance Committee Report by Mark Sharp

- Reviewed December and January financials.
- Cash position was reviewed. Organization is under budget on expenses and income.
- Tax form 990 was presented for review and will be voted on for approval next month.
- **MOTION to approve Dec/Jan financial report was made by Max Buetow and seconded by Brian Scroggs. Motion carried.**

Head of School Report by Rob Gronniger

- Report was distributed prior to meeting.
- Secured March 1st meeting with Drury President Tim Cloyd.
- ISSACS reaccreditation visit is scheduled for August 9th. Andy Gilla will be visiting The Summit. At least some board members are asked to be present for an August 8th Social and August 9th morning meeting. Philosophy statement in development and will be reviewed with the board and faculty for consensus. Community survey response summary ppt will be sent for discussion at next board meeting.
- Drury Lab Experiences continue – Feb 8th session was focused on organic chemistry.
- Rotary Club Breakfast event honoring Claire Workman was a wonderful showcase of Claire and The Summit.
- Perpetual enrollment contracts have been reviewed and Admin and BOT President are

satisfied with the final version. Extending to families on 2/14.

- Professional Development sessions continue with Dr Kris Wiley and Dr Brandi Klepper leading sessions in February. Additional sessions through GOSCD have been attended covering literacy, science, curriculum, technology, growth mind set and dyslexia.
- Formal teacher observations will all be completed by the end of February. Teacher contracts go out 2/28.

Faculty Report by Katie Heet

- Report was distributed prior to meeting.
- Faculty wanted to extend a special thank you to SPO and especially Ann Howard for huge efforts to make the recent Faculty Appreciation week special and an overwhelming success.
- 5&6th grade math competitors performed very well in recent competition with several individual winners and a 2nd place team finish.
- Lower school STEM sessions have been popular. Profession Powers joining each class once per week. Sessions are sparking creativity and enthusiasm for science.
- January Early Learners visit days were well attended. Second visit day scheduled for Feb 21.
- Lower School celebrated 100th day of school last month.
- Trimester end conferences and assessments in progress.

Development Report by Laura Skiles

- CFO classroom innovation grant (\$2500) awarded to The Summit music program for completion of a digital piano lab. Still in need of PCs with Windows 7 or above.
- Mrs. Strickland and Prof. Powers continue work on water ecology studies grant through Toshiba
- Daddy-Daughter dance, Upper School Mixer and Mom/Son Bowling/Laser Tag events completed with fairly good attendance in late Jan and early Feb 17.
- Developing plans for Give Ozarks Day to benefit classroom reading materials and MS/HS anthologies.
- Auction/Gala booked for Oct 13, 2017 at the Darr Agricultural Center. Casino to be present.
- New "One Ask" form in development with SPO collaboration.

SPO Report by Veronica Richardson

- Report submitted in advance of meeting.
- Growth fund raffle cancelled due to lack of participation, purchases to date were refunded.
- SPO plans to support the gala by managing the class projects and silent auction items.

Strategic Planning Report by Max Buetow

- Transitioned focus area from Drury Relationship to Marketing and creating awareness for the school. Showcasing school through varied tactics and firming up content of our identity statement are in progress.
- Next focus area will be building and facility needs.

Marketing Report by Melissa Gelner

- Report distributed in advance of meeting.
- Ambassadors off to good start.
- Open house events underway. February 1, March 4, March 7. Important to extend invitations. Asked for board members help in inviting potential families/students as well as professionals in the area that may benefit from attending to help create awareness.
- Missy Gelner asked for feedback (via Google Doc) to The Summit Difference description and supporting content before next board meeting.
- Brian Scroggs recommended refreshing communication on the Summer at the Summit Camps as a recruitment tool.

Nominating Committee Report

- No report, no discussion.

Old Business

Enrollment Contracts:

- Contract with automatic reenrollment revisions was approved by legal counsel to the school as well as reviewed by ISSACS
- Contracts will be issued to returning families on February 14th and will be due March 3rd.

Thank-A-Thon:

- Concept was revisited and generally accepted by BOT.
- Development office to supply names, phone, address of sponsors. BOT to divide list and make calls to say thank you for the varied range of financial and time/talent support to the school.
- Anne to coordinate date and specific volunteer activities

Annual Campaign

- Annual campaign update was provided and Board encouraged to support campaign in any amount.
- Grandparent request to be mailed next week.

New Business

Faculty / Staff evaluation of HOS

- 19/25 evaluations submitted after several reminders. Believe some may have had error in submission.
- Final request to complete survey from Mr. Gronniger going out this week.

Mid Year Enrollment Tuition Assistance Discussion

- Board discussed tuition floor for midyear enrollments.
- **MOTION: Susan Miranti made a motion to begin using the \$2200 tuition floor for tuition**

assistance, previously approved for 17-18 school year, for new incoming families beginning immediately, 2/13/17. Brian Scroggs seconded the motion. The motion carried.

Class Composition Tuition Assistance Discussion

- Finance Committee Chair, Mark Sharp, presented information and a model/tool to support discussion of Tuition Assistance targets designed to assure the long term financial health of the school.
- Board discussed the application and possible outcomes of applying the model.
- Board agreed that the situation would be evaluated on a class by class AND whole school basis with a target of 30% of students receiving some tuition assistance.
- **MOTION: Max Buetow made a motion to establish a Tuition Assistance Trigger Point (% of a class receiving tuition assistance) at which a small group (members to be determined by finance council) will be alerted. Each case will be evaluated independently and consensus will be reached before enrollment contract(s) with tuition assistance offers are extended after trigger point has been reached for a class. Brian Scroggs seconded the motion. The motion carried.**

Parent Satisfaction Survey and State of the School Feedback/Suggestion Form

- Parent Satisfaction Survey combined with State of the School Survey.
- Both surveys will be sent out when State of the School video has been posted for viewing.
- Anticipated completion by 2/17. If not, will send for those present and again when video is available.

Facilities Committee Update

- Coordinating joint meeting of strategic planning and facilities committee to help outline path to new property with land, building, donation and financing considerations.

MOTION to adjourn at 6:58 pm was made by and seconded. Motion carried.

BOARD members moved into CLOSED SESSION for additional discussion.

Minutes submitted by Melissa Gelner, 2/19/2017.