

Board of Trustees Meeting
February 5, 2018
Board Approved, Edited for Online Post

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, Shirley Lawler, Anne Mason, Brian Scroggs

Board Members Absent: Judy Thompson (arrives at 5:42)

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

Administrative Faculty: Amy Maas

Meeting called to order at 5:00pm by Alison Bauer

Walnut Lawn Presentation – Architect Billy Kimmons

- All bids came back below budget
- Base Construction bid is the lowest on basic plans and 9 alternates. Billy is working with Base Constr. to adjust alternates and stay below \$610,000 budget. Alternates were itemized in case bids came back higher than the \$610,000 budget.
- Bids were aggressive because it's all indoor work and this is a slow period.
- Traffic study – Fire lane access to get a fire truck to the back of the building is required. A line item in the budget will be reserved for that.
- Money in the budget will be reserved for contingency items.
- Design committee will meet to determine what alternate design items can be added.
- Base Construction is vetted and has references.
- We can pull a demolition permit and get started before a building permit is granted.

Motion to authorize Alison Bauer and design committee to negotiate a contract with BASE for remodel up to \$610,000 made by Mark Sharp. Second by Brian Scroggs. Motion carried unanimously.

- Springfield Business Journal every 6 months features a design. Hood Rich would like to submit The Summit remodel design. A rendering of the interior would be used and would be in the SBJ in the next few weeks. A list of significant donors and financing will also be submitted.

Motion to authorize our project to be submitted to Springfield Business Journal as a featured design project made by Anne Mason. Second by Brian Scroggs. Motion carried unanimously.

- Sun Solar will have a proposal for the next board meeting.

Consent Agenda (Status Reports)

- Faculty Report – Katie Heet
- HOS – Rob Gronniger
 - Admissions report
 - Development report
 - Marketing report
 - SPO report

There were questions regarding the Campaignium campaign. We asked for exposure during enrollment on Facebook, Instagram, LinkedIn, and Twitter. It's important to Like and Share on FB. Ask parents to do it and share why it's important.

*Judy Thompson arrives 5:42

KY3 and KOLR piece will air this week

Motion to accept the consent agenda made by Anne Mason. Second by Brian Scroggs. Motion carried unanimously.

Motion to approve January minutes made by Jeff Eiserman. Second by Mark Sharp. Motion carried unanimously.

Financial Report – Mark Sharp

- Enrollment discounts were reviewed.

Motion to remove the 2% re-enrollment discount and increase the multiple-children discount from 3% to 4% made by Mark Sharp. Second by Anne Mason. Motion carried unanimously.

- No financial statements yet for January since it's so early in the month
- Tight cash flow last month. Development funds are important to make cash flow. Solutions to cash flow issues discussed:

- Increased donors/development funds
- Increased admissions
- Short-term loan

Motion made by Anne Mason and second by Susan Miranti that the Corporation (the School) is hereby authorized to enter into two separate promissory notes evidencing the Loans from two separate individual donors. Board President, Alison Bauer, and Head of School Rob Gronniger, are hereby authorized to sign the promissory notes for and on behalf and in the name of the Corporation, for the purpose of giving effect to this resolution, and confined to this specific resolution only. Motion carried with 2 abstaining.

- Exec Committee agreed to establish a Development Fund Committee. Mark Sharp as BOT treasure, Judy Thompson, Brian Scroggs, and Anne Mason will be participants. Committee will meet monthly.

- Mark Sharp shared importance of Board of Trustee members giving to Annual Campaign. Participation at any dollar level is significant to success of other donor requests.

Current Business

Schneider Foundation Update - Judy Thompson

- Invited Susie and Monty Schneider to the State of the School event. Both had previous commitments.
- Rob Gronniger has written a letter to the Schneider Foundation thanking them for their support.

State of the School – Alison Bauer

- We will get more feedback about the State of the School event after Parent Surveys are returned
- There was a lot of excitement

Nominating Committee – Jeff Eiserman

- No new information

New Business

Approval of Philosophy Statement – Rob Gronniger/Katie Heet

- Philosophy Statement presented at previous BOT meeting

Motion to approve philosophy statement made by Anne Mason. Second Shirley Lawler. Motion carried unanimously.

Initiate a Discussion of a Summit Name Change – Rob Gronniger

- Current name Summit Preparatory School
- Does “Preparatory” get in the way of perception?
- What does today’s preparatory school look like?
- Discussion followed with no decisions made about a name change at this time.

Strategic Planning Committee – Susan Miranti

- Strategic Planning Committee February 15 @ 7:45
 - Focus will be on marketing for new building this spring

Motion to adjourn made by Anne Mason. Second by Mark Sharp. Motion carried unanimously. Meeting adjourned at 6:37

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

Minutes submitted by Susan Miranti, Co-secretary