

The Summit Preparatory School Board of Trustees

March 18, 2019, 5:30 pm

Walnut Lawn Campus, Board Room

Meeting Minutes - BOARD APPROVED, EDITED FOR WEB POST

Attendees:

Presiding: Mark Sharp, Chair

Board Members: Missy Gelner (arrived at 5:38), Peggy Lind, Susan Miranti, Jennifer Newman (arrived at 5:58), voting quorum was established after Jennifer Newman arrived, president Mark Sharp voting

Ex Officio Members: Katie Heet, Veronica Richardson

Administration: Rob Gronniger, Emma Smith, Kristin Walker

Board Members Absent: Caleb Johnson, Anne Mason, Brian Scroggs, Judy Thompson

Meeting called to order by Mark Sharp at 5:35pm

CONSENT AGENDA

The following reports were submitted to the board in advance of the meeting.

1. Head of School with Admissions Report
2. Head of School Emeritus Report
3. Development Report
4. Faculty Report
5. SPO Report
6. Marketing Report
7. Building and Grounds

MOTION: Susan Miranti made a motion to approve the consent agenda, Jennifer Newman seconded motion. Motion carried 5/5.

PRIOR MINUTES

- February 2019 minutes were distributed before meeting
- No changes to the minutes were voiced.
- MOTION: Susan Miranti made a motion to approve minutes as distributed. Jennifer Newman seconded motion. Motion carried 5/5.

FINANCIAL REPORT

- Balance Sheet and Budget to Actual reports were reviewed.
- School reported a positive budget to actual status for the current month and year to date.

- Cash position in operating account was also reported as positive.
- Audit RFP will be sent to Whitlock, KPM and Elliot Robinson.
 - Mark Sharp to provide template for Kristin Walker to customize for The Summit audit RFP.

MOTION: Susan Miranti made a motion to approve the financial report as presented and Peggy Lind seconded the motion. Motion carried 5/5.

CURRENT BUSINESS

- Parent Satisfaction Survey to Parents (Sharp)
 - Exec group agreed to delay sending the survey until late March.
- ISACS Visit Follow Up
 - Initial report was received and is being reviewed by administration. A hard copy of the report will be available via Dr Heet.
- Dr Heet continues correspondence with AdvancEd to understand full capacity of membership agreement and services. An AdvancEd certificate of membership was received at the school last week.

NEW BUSINESS

- Faculty Contracts
 - All faculty contracts were extended and all but one has been returned, accepted. One faculty contract due date was extended.
- Nominating Updates
 - Nominating committee has begun discussions with possible board officers and will continue to work on a possible slate for officers.
- SPO Financials Policies
 - Veronica will review SPO Financial Policy Revisions with Mark.
- Growth Opportunities
 - Dr Heet updated the board about recent conversations with preschool feeder school, Kids First. Dr Heet and Ms Maas have hosted leaders from Kids First and visited the Kids First facility. Conversations continue to explore ways to formalize a relationship with Kids First and have included a Kids First visit day at The Summit, formalizing a PK, K, or 1 feeder program and establishing a lease agreement for current or future property.
 - Church property immediately East of The Summit is still on the market, Summit maintains first right to purchase the property from John Youngblood. Building and Grounds will continue to monitor the situation.
- Risk Management
 - Group discussed the implementation of ALICE
 - Mr G working to find age appropriate methods to implement an armed intruder drill to create awareness without undue stress. Mr G asked for feedback from the Board on ALICE implementation.
 - Board members present voiced support to the administration team and their efforts to implement training in the most age-appropriate and content specific manner possible. Administration will work to communicate the plans well in advance with the faculty and the parent/student community.

- Strategic Plan Initiative for 19/20
 - Board is targeting completion of a strategic plan update by fall 2019. Target draft report will be reviewed at the July Board retreat. Max Buetow (former Summit board member) agreed to coach the process with Strategic Planning Committee chair, Jennifer Newman.
- Marketing Campaign Discussion
 - Board members reviewed marketing committee brainstorm notes and shared qualitative comments on options for marketing campaign themes presented. Meeting attendees voted for top 3 themes and vetoed themes incongruent with their perception of the school. By a simple count of votes, the following themes were ranked as the top three in order of preference:
 - i. *Deeper Learning for Peak Potential*
 - ii. *Growing Minds to Peak Potential*
 - iii. *The Peak of Education Opportunity*
 - Marketing committee will review feedback and determine next steps for validation and application of the theme to advertising strategy.
 - Marketing committee suggests integrating additional strategic identity work within the coming strategic planning process.
- Perception of the Board
 - Mark has met with several parents recently on varied topics. In one or two conversations, Mark received parent input that the board was too involved in day to day operations management at The Summit. The admin staff present at the meeting shared that they do not believe the board is presently over-involved in operations topics and cited the lean admin staffing requires some auxiliary help in topics typically covered by admin (finance, marketing, etc).
 - The board had a healthy discussion about the history and nature of perceived over-involvement by the board, the board's role in supporting the lean administration staff, and opportunities to better manage perception of board involvement ongoing.
- Outstanding Collections
 - Kristin Walker refreshed the board on a prior debt sent to collections. Collections has recommended that The Summit file suit to collect the outstanding debt. Amount and student/family situation were reviewed.
 - Board agreed to follow stated financial policy and to pursue collection via proposed lawsuit.

Susan Miranti made a motion to adjourn meeting at 6:57pm. Jennifer Newman seconded motion. Motion carried 5/5.

Additional note from March 7 Executive Committee conversation:

Current Business: Graduation Requirements

- Dr Heet reviewed upgrades to The Summit High School graduation requirements. Several updates are planned including 1 additional math credit and 1 additional science credit as well as a 1 newly added practical art credit, .5 personal finance credit, and .5 health and wellness credit. New credit requirements will be required for graduation beginning in May 2022.

- Executive Committee discussed execution plan and shared need for clear communication on these changes to all students/parents.
- Executive Committee supported the changes presented and view the updates as operations level work not needing a vote or further review by the Board.

Meeting minutes respectfully submitted for approval by BOT Secretary, Melissa Gelner, on 3/20/19.