

The Summit Preparatory School Board of Trustees

August 19, 2019, 5:30 p.m.

Walnut Lawn Campus, Board Room

### **Meeting Minutes – FINAL BOARD APPROVED, Edited to Post**

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Attendees:

Presiding: Susan Miranti, Chair

Board Members: Missy Gelner, Dana Thomas, Dave Bishop, and Jennifer Newman

Ex Officio Members: Katie Heet, Kele Geyer, and Kristin Walker

Administration/Faculty: Kristin Walker, Emma Smith, and Amy Maas

Board Members Absent: Mark Sharp, Caleb Johnson, and Judy Thompson

Meeting called to order by Susan Miranti at 5:38 p.m.

#### FINANCIAL REPORT

- Kristin Walker gave detailed Financial Report and reviewed Financial Statements.
- Balance sheet and Budget v. Actual was reviewed.
- We are in the same financial position at the end of this fiscal year as we were last year.
- No incidental expenses for July, 2019.
- Summer camp enrollment was down this year.
- There was also a loss in Gala income this year.
- Building expenses were decreased.
- Decrease in administrative expenses.
- Overall in a positive place with finances in being over in income and under in expenses.
- Cash flow is projected to be tight from October, 2019 through February, 2020.
- Update for Beginner's Tuition: no sliding scale offered to families.
  
- MOTION: Missy Gelner moved to approve the Financial report as presented. Dave Bishop seconded. Motion carried.

#### CONSENT AGENDA (Status Reports)

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

1. Head of School Report – Dr. Katie Heet
  - Added a beginner student.
  - Currently at 142.4 FTE
2. Faculty Report – Emma Smith
3. Development Report – Vince Currao
4. SPO Report -Kele Guyer
5. Marketing Report
6. Building and Grounds Report – (HVAC Report from Dr. Heet)

- HVAC is only operating at 50% capacity
- Ordered other parts to fix remaining issues.
- MOTION: Missy Gelner moved to approve the Consent Agenda, and Dana Thomas seconded motion. Motion carried.

#### PRIOR MINUTES

- July, 2019 Board Retreat Minutes were distributed before meeting.
- MOTION: Dave Bishop made a motion to approve July, 2019 Board Retreat minutes as distributed. Missy Gelner seconded, Motion carried.

#### CURRENT BUSINESS

- Nominating Committee-non-parent board member is needed to fill Peggy Lind's position on the Board. Potential Nominating candidate, an entrepreneur, was discussed.
- A meeting has been scheduled for the Nominating Committee to meet with the potential nominating candidate on August 30, 2019 and for the candidate to tour the school following the meeting. The potential candidate has tech experience that could be beneficial to the Board.
- Progressive Education – Discussed what progressive education is and is not. Discussed that progressive education is student-driven and individualized. Discussed the meaning of “preparatory school.”
- Marketing-Missy Gelner suggested polling external members of the community prior to developing a marketing plan.
- Board and Administrative Staff Committee Assignments for 2019-2020: Procedure is that if there is communication with administrative staff through committee meetings, Dr. Heet is to be carbon copied (cc'd) on all e-mail communications. Susan Miranti as Board Chair does not need to be carbon copied (cc'd) on day-to-day operations. However, she is to be included on all e-mail correspondence with important information. Susan needs to be included on e-mail communications with the committee agenda and minutes.
- Board of Trustees Self-Evaluation Studies discussion is to be postponed to the next Board meeting.
- Church Property – There is a meeting scheduled with John Youngblood, Dr. Heet, Vince Currao, and Kristin Walker tomorrow.

#### NEW BUSINESS

- STEM Event – tentative dates of March 27, 2020 and March 28, 2020. Astrophysicist Patricia Rieff scheduled to be keynote speaker. This may be considered a possible fundraising event/community building event for the school. No further details on the event as of this date.
- Discussed SPO Board of Trustees Liaison. Anne Mason to possibly continue to serve through December, 2019 and then will need a parent volunteer beginning in January, 2020.
- September 13, 2019: School Picnic, lunch and recess outside. This will be a student-centered event in honor of the school's 15<sup>th</sup> year celebration. Future events will also take place throughout the school year to celebrate the school's 15 years. A lobby reveal event is also planned for a later date.

- Susan Miranti made a Motion to Adjourn and Missy Gelner seconded. Adjournment: Meeting was adjourned at 6:39 p.m.

Meeting minutes respectfully submitted for approval by BOT Secretary, Jennifer Newman on September 11, 2019.