

The Summit Preparatory School Board of Trustees

September 16, 2019, 5:30 p.m.

Walnut Lawn Campus, Board Room

Meeting Minutes – BOARD APPROVED

Attendees:

Presiding: Susan Miranti, Chair

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

Ex Officio Members: Katie Heet

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

Additional Attendees: Billy Kimmons and Brad Beall of the Building and Grounds Committee

Board Members Absent: Mark Sharp, Caleb Johnson, and Kele Guyer

Meeting called to order by Susan Miranti at 5:36 p.m.

Celebration: Missy Gelner honored for being selected and named one of Springfield's Most Influential Women Honorees by the Springfield Business Journal. Board President Susan Miranti presented Missy with a flower bouquet in recognition of this honor.

Church Property Update: Meeting was held with John Youngblood to discuss the school purchasing the property. Financial position and other factors, such as the school's borrowing ability is unknown. The church has a new roof and new carpeting. The school has first right of refusal in purchasing the property, but this right of first refusal ends in September, 2020. Discussion was held about possibly purchasing an extension of the school's right of first refusal. Discussion that a tenant would likely be needed to cover the mortgage. Discussion that purchase of the church property would be potential growth for the school. The church has a driveway and we would not likely get another permit/easement for a driveway from the City. One thing to be aware of is there is a drainage system issue between the school and the church property. Discussion that new donors would need to be identified as opposed to using existing donor base for the church property. Want versus a need for the church property was discussed.

MOTION: Judy Thompson moved to appoint Dr. Heet and the administrative staff to have a meeting with Mr. Youngblood to continue discussions of negotiating the church property. Missy Gelner seconded the motion. Motion carried.

- Gala update by Vince Currao: Invitations were sent today to committee co-chairs. There will be 3 meetings held with subcommittee chairs. Invitations will be ready to be sent out in 1-2 days. Tickets can be purchased online for the Gala event. Electronic invitations will be sent out this week. The Gala is a Las Vegas theme. There will be a pre-party and an after-party will be held at Metropolitan Grill. A shuttlebus will be provided from the school to Metropolitan Grill and event goers can uber home from Metropolitan Grill.

- Financial Report and Financial Statements were distributed prior to the meeting.
- MOTION: Jennifer Newman moved to approve the Financial report as presented. Dana Thomas 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
 - Update made to reflect the school is currently at 144.9 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 update: There are 6 line items to repair the HVAC system. Each line item has an estimated cost of between \$3,000.00 - \$55,000.00. Workers will return on Friday to complete testing and balancing.
- MOTION: Missy Gelner moved to approve the Consent Agenda, and Judy Thompson seconded motion. Motion carried.

APPROVAL OF MINUTES FROM AUGUST BOT MEETING

- August, 2019 Board minutes were distributed before meeting.
- MOTION: Missy Gelner made a motion to approve August, 2019 Board minutes as distributed. Dave Bishop 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, who is an entrepreneur, was discussed.
- A meeting was held with the Nominating Committee and the proposed board candidate on August 30, 2019 and the proposed board candidate toured the school. The proposed board candidate has tech and IT experience that could be beneficial to the Board. This is an area of expertise that the board has not had previously. The Nominating Committee recommends this potential board candidate.
- MOTION: Missy Gelner made a motion to accept the proposed board candidate as a non-parent Board member. Dana Thomas seconded the approve August, 2019 Board minutes as distributed. Dave Bishop seconded. Motion carried.

- Strategic Planning Update by Missy Gelner. Missy updated the board with all of the progress from the spring and summer Strategic Planning accomplishments. The school's Strategic Plan was reviewed. The school's Mission Statement was reviewed and revised. The Strategic Plan and school's Mission Statement alongside the previous Mission Statement will now be presented to the faculty for approval at the October faculty meeting. A draft of the Strategic Plan is to be completed by November, 2019 and a graphic version of the Strategic Plan is to be available by December, 2019. Working groups within the Strategic Planning group have been assigned and writing assignments have been given to the groups.
- BOT Self-Evaluations: Best improvement by the Board is that the Board is not involved in the day-to-day operations of the school. Identified areas of improvement for the board are: more diversity, marketing, fundraising, donor appreciation, and challenging the board members to participate more.
- Board Roles and goal setting for Board members were discussed. Susan Miranti's goal includes participating more in school activities. Judy Thompson's goals included meeting with potential donors and increasing her participation in school events. Dana Thomas' goals include taking on the role of Ambassador for the school and increasing her participation in activities on campus. Emma Smith's goal includes having more faculty involvement in the Faculty Report presented to the Board each month. Jennifer Newman's goal included taking on the role of Ambassador for the school. Missy Gelner's goals included working with Marketing and listening more in the Board setting. Dr. Heet's goal included working collaboratively enlisting each board member's area of expertise.
- Dave Bishop made a Motion to Adjourn and Missy Gelner seconded. Adjournment: Meeting was adjourned at 7:13 p.m.

Meeting minutes respectfully submitted for approval by BOT Secretary, Jennifer Newman on September 22, 2019.