

The Summit Preparatory School Board of Trustees

October 21, 2019, 5:30 p.m.

Walnut Lawn Campus, Board Room

Meeting Minutes – EDIT TO POST

Attendees:

Presiding: Susan Miranti, Chair

Board Members: Missy Gelner (partial, arrived at 6:05), Judy Thompson, Caleb Johnson, Dana Thomas, and Jennifer Newman

Ex Officio Members: Katie Heet and Kele Guyer

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

Additional Attendees: Evan Mason (President of Student Council), Alexis Workman (Vice President of Student Council), Mrs. Marissa Bradley and Ms. Ellen Chindlund (SPO)

Board Members Absent: Mark Sharp and Dave Bishop

Meeting called to order by Susan Miranti at 5:35 p.m.

Celebration: Certificates of Recognition and Thank You Award were given in person to SPO President Kele Guyer, Mrs. Ellen Chindlund, Mrs. Marissa Bradley, Alexis Workman (Vice President of Student Council), Evan Mason (President of Student Council), and Emma Smith (Leadership Team), who were all in attendance. Additional awards for those not in attendance included Angela Teeters (Vice President of Lower School), Jaime Altrup (Vice President of Communications), Sarah Leighninger (Leadership Team), Shelley Beall (Vice President of Upper School), Phil Isley (SCRIP Coordinator), and Becky Breckner (Leadership Team).

Welcome new Board member Charlie Rosenbury.

APPROVAL OF MINUTES FROM SEPTEMBER, 2019 BOT MEETING

- September, 2019 Board Minutes were distributed before meeting.
- MOTION: Judy Thompson made a motion to approve September, 2019 BOT minutes as distributed. Dana Thomas seconded; Motion approved.
- Financial Report and Financial Statements were distributed prior to the meeting. Kristin Walker presented the Financial Report. Discussed the payment of the Schneider Foundation. Typically, payment from the Schneider Foundation is received by September, but due to the payment being submitted to the school's old address and a new check being issued to an incorrect address, there was a delay in the school receiving the check. Any notable difference in the Financial Statement is purely due to the timing of receipt of the Schneider Foundation payment. There was also an unexpected electrical expense incurred over Labor Day.

- Financial Policies from 2012 are in the process of being revised. Financial procedures are updated to accurately reflect the school policies.
 - Some changes to the Bylaws may be made after reviewing ISACS Financial recommendations. Previously any expenses exceeding \$10,000 required board approval. The Task Force recommended any expenditures over \$25,000 should require board approval. The school will continue to effectively communicate with the Board of Trustees but unless an expense exceeds \$25,000, it will not require board approval.
- MOTION: Jennifer Newman moved to approve the revisions to the Financial Policy as presented. Charlie Rosenbury 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
 2. Faculty Report – Emma Smith
 3. Development Report – Vince Currao
 - GALA Recap, event was well executed with a great group of volunteers. Total goal of \$56,800 was exceeded. Total revenue was \$56,877.00. Special appeal goal of \$20,000 was exceeded at \$21,5000. This is unrestricted funding for backyard upgrades, to include additional playground equipment, Wi-Fi into the backyard, and track repair and resurfacing. Follow-Up meeting to be held on Wednesday, October 23, 2019.
 4. SPO Report -Kele Guyer
 5. Marketing Report
- MOTION: Judy Thompson moved to approve the Consent Agenda, and Dana Thomas seconded motion. Motion approved.

CURRENT BUSINESS

Church Property Update: The lease with the potential tenant did not go through. We are in a holding pattern at the moment. John Youngblood wants The Summit to have the property.

Strategic Planning Update by Missy Gelner. Missy updated the Board with the upcoming planned meetings and individual tasking assigned for Strategic Planning. The school's Mission Statement is being reviewed. The goal is to have the Mission Statement completed by November or December, 2019.

- Missy Gelner made a Motion to Adjourn and Dana Thomas seconded. Adjournment to closed session at 6:26 p.m.

NEW BUSINESS (CLOSED SESSION)

- Discussed issue of collection of bad debt.
- Closed session portion of meeting was adjourned at 6:59 p.m.

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