

The Summit Preparatory School Board of Trustees

November 18, 2019, 5:30 p.m.

Walnut Lawn Campus, Board Room

Meeting Minutes – BOARD APPROVED, EDIT TO POST

Attendees:

Presiding: Susan Miranti, Chair

Board Members: Mark Sharp, Judy Thompson, Dana Thomas, Dave Bishop, and Jennifer Newman

Ex Officio Members: Katie Heet

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

Additional Attendees: Anne Mason, Arlene Stenger, Evan Mason, Angie Workman, and Rachel Gerken

Board Members Absent: Missy Gelner, Kele Guyer, and Caleb Johnson

Meeting called to order by Susan Miranti at 5:49 p.m.

Celebration: Board Member Judy Thompson's 80th Birthday. Meal provided and sponsored by Infused Catering and Jill Barron. Cake provided by Shannon Wallace. Recognition given to Board Member Judy Thompson and a video was presented of Summit students singing Happy Birthday to Judy in Spanish.

Additional Celebration: GALA and Development Committee Members recognized for their contribution of time in making the GALA event a success. Awards of Recognition were given to: (1) Angie Workman, (2) Anne Mason, (3) Arlene Stenger, (4) Judy Thompson, (5) Vince Currao, and (6) Kristin Walker.

- Financial Report and Financial Statements were distributed prior to the meeting. Mark Sharp presented the Financial Report. The Financial Statements appear to show a surplus. However, it is a timing issue resulting from the receipt of the Schneider Foundation payment. As discussed at the last meeting, 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.
 - The school is close to budget with regard to FTE's.
 - GALA Event was better than budget. However, GALA expenses were over budget. The additional expenses in purchasing auction items increased revenue, but it resulted in a financial wash.
 - October, 2019 Financial Statement shows a surplus.
 - Strategic Planning Committee will address tuition cost, teacher raises, investment in upper school investing in personnel and upper school (faculty, courses, and student retention) in discussing 2020-2021 Budget Priorities.
- MOTION: Dave Bishop moved to accept the Financial Report and Financial statements. Jennifer Newman seconded. Motion carried.

CONSENT AGENDA (Status Reports)

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

1. Development Report – Vince Currao
2. Head of School Report – Dr. Katie Heet
3. Faculty Report – Emma Smith
4. SPO Report -Kele Guyer
5. Marketing Report – Missy Gelner

MOTION: Mark Sharp moved to approve the Consent Agenda, and Dana Thomas seconded motion. Motion approved.

- Brand Story Options for marketing the Summit were reviewed with Board members. Opinions were given with regard to Three (3) possible branding options. The Board overwhelmingly supported the Independent and Progressive branding options.
- APPROVAL OF MINUTES FROM OCTOBER, 2019 BOT MEETING
- October, 2019 Board Minutes were distributed before meeting.
- MOTION: Charlie Rosenbury made a motion to approve the October, 2019 BOT minutes as distributed. Dave Bishop seconded; Motion approved.

CURRENT BUSINESS

Strategic Planning Committee is scheduled to meet at 7:30 a.m. on Friday, November 22, 2019. Communication from this meeting will be disseminated to the Strategic Planning Committee, faculty and staff, and Board members.

- Dave Bishop made a Motion to Adjourn the open meeting and move to closed proceedings. Mark Sharp seconded. Adjournment to closed session at 6:43 p.m.

NEW BUSINESS (CLOSED SESSION)

- Discussed issue of collection of bad debt.
- Closed session portion of meeting was adjourned at 6:55 p.m.

Meeting minutes respectfully submitted for approval by BOT Secretary, Jennifer Newman on December 9, 2019