

The Summit Preparatory School Board of Trustees

January 13, 2020, 5:30 p.m.

Walnut Lawn Campus, Board Room

Meeting Minutes – BOARD APPROVED, EDIT TO POST

Attendees:

Presiding: Susan Miranti, Chair

Board Members: Missy Gelner, Judy Thompson, Dana Thomas, Dave Bishop, Caleb Johnson Kele Guyer, and Jennifer Newman (partial – arrived at 5:40 p.m.), Charlie Rosenbury (partial – arrived at 5:51 p.m.)

Ex Officio Members: Katie Heet

Administration/Faculty: Emma Smith and Amy Maas

Additional Attendees: Rachel Gerken

Board Members Absent: Mark Sharp

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

- Financial Report and Financial Statements were distributed prior to the meeting. 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 by \$18,000.00. However, GALA expenses were over budget by \$8,000.00.
 - 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
 - Summit’s 1st Alumni Reunion scheduled for January 10, 2020 was postponed
 - Digital Board Presentation for State of the Summit
 - Discussed Springfield Public Schools (SPS) LAUNCH partnership opportunity

3. Faculty Report – Emma Smith
 - Dr. Heet is seeking input for how to best disseminate information to the school
4. No written SPO Report, but SPO President Kele Guyer reported that:
 - There was a nice gathering of approximately 40 people at the SPO Slide Into 2nd Semester Celebration
 - Cookie Shine looked great and was appreciated by the faculty
 - Barnes and Noble Book Fair was successful
 - Potential SINGO (BINGO with songs) event was discussed
5. Marketing Report – Amy Maas
 - Survey will be sent to all parents soon.
6. Admissions Report – Amy Maas

MOTION: Dave Bishop moved to approve the Consent Agenda, and Jennifer Newman seconded motion. Motion approved.

- APPROVAL OF MINUTES FROM DECEMBER, 2019 BOT MEETING
- December, 2019 Board Minutes were distributed before meeting.
- MOTION: Dana Thompson made a motion to approve the December, 2019 BOT minutes as distributed. Dave Bishop seconded; Motion approved.

CURRENT BUSINESS

Strategic Planning Updates:

- Board approved the school's updated Mission Statement at the December, 2019 BOT meeting
- Board also approved the proposed Strategic Plan and reviewed the 6 outlined Priorities at the December, 2019 BOT meeting.
- Strategic Planning is working to refine the 6 outlined priorities
- Strategic Planning anticipates seeking Board approval of the 6 outlined priorities at the February, 2020 BOT meeting
- Strategic Planning intends to present the top-line detail of each of the proposed 6 priorities at the State of the School presentation
- Discussed bringing snacks/cupcakes to the State of the School for a social time from 5:30 p.m.-6:00 p.m. (prior to the presentation)
- Board members to arrive to State of the School at 5:15 p.m.
- Rehearsal for State of the School to be conducted at 3:30 p.m. on January 21, 2020
- Next Strategic Planning meeting to be held on January 28, 2020 at noon to work through the identified priorities
- Motion to adjourn made by Jennifer Newman and Dave Bishop and Missy Gelner seconded. Meeting adjourned at 6:19 p.m.

Meeting minutes respectfully submitted for approval by BOT Secretary, Jennifer Newman on February 11, 2020.