

The Summit Preparatory School Board of Trustees

February 18, 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, Mark Sharp, Judy Thompson, Charlie Rosenbury, and Jennifer Newman (partial – arrived at 5:42 p.m.)

Ex Officio Members: Katie Heet

Administration/Faculty: Emma Smith and Vince Currao

Additional Attendees: Anne Mason, Brad Beall, and Rachel Gerken

Board Members Absent: Dana Thomas, Dave Bishop, Caleb Johnson, and Kele Guyer

Meeting called to order by Susan Miranti at 5:40 p.m.

- First Annual STEM Summit Event at the Summit discussed. Anne Mason and Brad Beall are the project organizers and presented information to the Board. There are Two (2) events with Professor Patricia Reiff and Commander Trish Beckman: (1) Adults Only STEM Summit Reception and dinner on Friday, March 27, 2020 at Highland Springs Country Club, VIP at 6:00 p.m., General Admission at 6:40 p.m., Tickets starting at \$100.00 and (2) Student Workshop Sessions and a Street Faire with many STEM experts on Saturday, March 28, 2020 from 11:00 a.m. to 3:00 p.m. at the Summit for students in grades 4-12. Students may attend Two (2) 40-minute sessions, \$15.00 fee for students, must be accompanied by an adult; adult admission is \$5.00. The Saturday event is open to students community wide and the surrounding areas. Anne and Brad encouraged the Board members to give their friends and family invitations for the events/get them their friends' addresses so invitations can be mailed out.
- Vince Currao presented a comprehensive campaign draft proposal for a 3-5-year timeline. Vince also announced that a substantial STEM donation pledge has been made and will be announced soon.
- Financial Report and Financial Statements were distributed prior to the meeting. Mark Sharp presented the Financial Report. The school's financial position is twice as good as it was last year. We are approximately \$48,000 - \$50,000 behind on contributions, but approximately half of that amount is a timing issue on receiving the contributions.
 - The Audit Report was performed by Elliot, Robinson & Company, LLP. Audit Summary and the completed Form 990 was discussed. Segregation of duties was discussed, but it is difficult to avoid with a small school. Once the school personnel increases, the segregation of duties will not be the issue it is now.
- MOTION: Missy Gelner moved to accept the Form 990 Tax Exempt Filing for a Non-Profit Organization. Judy Thompson seconded. Motion carried.

- MOTION: Missy Gelner moved to approve the Financial report 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. Development Report – Vince Currao and Judy Thompson
2. Head of School Report – Dr. Katie Heet
3. Faculty Report – Emma Smith
4. Marketing Report – Amy Maas
5. Admissions Report – Amy Maas

MOTION: Missy Gelner moved to approve the Consent Agenda, and Judy Thompson seconded motion. Motion approved.

- APPROVAL OF MINUTES FROM JANUARY, 2020 BOT MEETING
- January, 2020 Board Minutes were distributed before meeting.
- MOTION: Judy Thompson made a motion to approve the January, 2020 BOT minutes as distributed. Charlie Rosenbury seconded; Motion approved.

CURRENT BUSINESS

Strategic Planning Update presented by Missy Gelner:

- Updated Strategic Plan Summary was distributed. Priority B (Improve Program Offering), Priority #1 was revised from, “Create distinct MS and HS programs with focus on collaboration and enhanced program offering to meet student needs” to “Strengthen and support the Upper School program for increased collaboration, enhanced programming to meet student needs and enrollment growth.”
- Discussion that Priority E (Plan for Long Term Financial Success) should probably include wording of “Comprehensive Campaign.”
- MOTION: Mark Sharp moved to approve the Strategic Plan Summary. Judy Thompson seconded. Motion carried.

State of the Summit Debrief and Parent Feedback presented by Missy Gelner:

- Attendance was down at State of the Summit this year.
- Positive feedback with regard to the 30-minute social prior to the presentation.
- Surveys were distributed to families with regard to their thoughts on State of the Summit and those results were discussed.

NEW BUSINESS

- Head of School Evaluation by the Board of Trustees was discussed in terms of proceeding forward with the evaluation.
- Discussion of timing as to when to distribute Parent Survey to families.

- Teacher Contract discussion as to whether to proceed with issuing teacher contracts consistent with increases in the preliminary budget.
- MOTION: Mark Sharp made a motion to proceed with issuing teacher contracts consistent with increases in the preliminary budget. Missy Gelner seconded. Motion carried.
- Motion to adjourn made by Charlie Rosenbury and Mark Sharp seconded. Meeting adjourned at 7:14 p.m.

Meeting minutes respectfully submitted for approval by BOT Secretary, Jennifer Newman on February 23, 2020.