

The Summit Preparatory School Board of Trustees

March 23, 2020, 5:30 p.m.

Webinar/Teleconference due to COVID-19 pandemic

### **Meeting Minutes – BOARD APPROVED**

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Attendees:

Presiding: Susan Miranti, Chair

Board Members: Missy Gelner, Mark Sharp, Judy Thompson, Dave Bishop, Dana Thomas, Charlie Rosenbury, and Jennifer Newman

Ex Officio Members: Katie Heet

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

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

Board Members Absent: Caleb Johnson and Kele Guyer

Meeting called to order by Susan Miranti at 5:33 p.m.

- Celebration – The Administration team, teachers, and staff were recognized and celebrated for dealing with the unusual and unprecedented circumstances of COVID-19. They have a schedule configured and will begin distance learning with students tomorrow.
- Briefly discussed that some states have already cancelled their schools for the remaining part of the school year. Summit will consider moving their ERB testing for 3<sup>rd</sup> through 8<sup>th</sup> grades from Spring of 2020 to the Fall of 2020.
- Financial Report and Financial Statements were distributed prior to the meeting. Mark Sharp presented the Financial Report. The school's liabilities are increased compared to this time last year, but this is more due to payables and is a timing issue. Revenue for tuition is slightly lower than where we were this time last year.
  - Budget versus Actual: The school is \$2,200.00 better than budget for February program income. With regard to Business and Individual contributions, there was a significant contribution at the end of February, 2020 (approximately \$20,000.00) so contributions are off approximately \$47,000.00 Year-to Date as opposed to what is shown on the Financial Budget versus Actuals. The school is better than budget by \$12,000.00 on the budget and better than budget by \$9,000.00 with regard to expenses for February, 2020. The school is off budget for the year by \$58,886.76. However, after consideration of the \$20,000.00 contribution, this means that the school is only off budget by approximately \$40,000.00. The school has made several investments this year, so the revenue for Year-to Date is less due to the investments. The Audit Report was performed by Elliot, Robinson & Company, LLP.

- MOTION: Dave Bishop moved to approve the Financial report as presented. Judy Thompson 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 – Amy Maas
  6. Admissions Report – Amy Maas
- Development Report - Vince Currao discussed professional fundraising after events such as 9/11, the Great Recession, and COVID-19 and discussed that we must keep our academic standards as high as possible during this time. The school is fortunate that they hosted their big fundraiser (GALA) in the fall, as some independent schools host their large fundraisers in the spring.
    - Judy Thompson weighed in on fundraising during a time like this with COVID-19. Judy suggested that it is important to check in with contributors but do not push for an answer or financial contribution from pledges during this time. A time like this can be overwhelming and we need to assure contributors that this too will pass. We need to show our love for the Summit community and not push for monetary donations right now.
  - Head of School Report
    - Some HVAC repairs for this week are postponed.
    - Maintenance Cleaning Position is currently on hold.
    - Track repairs are paused.
    - STEM event is cancelled/postponed.
    - Garden Committee Grants – there is a delay in getting everything submitted.
    - Programming for next year – no final decisions are being made because of current distance learning situation.
    - Positions for 1<sup>st</sup> and 5<sup>th</sup> grade – 2<sup>nd</sup> round interviews for both positions are being conducted this week via video conferencing.
    - Fun Zone is on hold.
    - ACT preparations are on hold.
    - LAUNCH Partnership meeting scheduled for March 25, 2020 has been cancelled.
    - Camp Raven is on hold.

- 4<sup>th</sup> Update on Corona Virus is being sent from the Head of School today.
  - Comments from Board members giving heartfelt thanks to Dr. Heet and her team for making preparations for dealing with COVID-19 so quickly ahead of the curve and keeping the Summit community safe.
  - Missy Gelner offered to help Dr. Heet and staff in light of the current circumstances of needed.
  - Dr. Heet made the recommendation to contact the Task Force and Crisis Management Team to discuss imminent issues.
  - Discussed supporting students and their families and developing an educational plan through distance learning and discussed daily meeting opportunities for students with their respective teachers.
- Faculty Report – Emma Smith commented she was thankful for the faculty support during this time.
  - Marketing Report
    - Amy discussed that the STEM event was a big marketing focus and now the STEM event has been cancelled and/or postponed.
    - Distance Learning article with regard to The Summit as in the Springfield News-Leader. The Summit was the first to discuss this issue.
    - More website updates are planned.
    - Discussion as to how the school being closed will affect prospective students from touring the school. Zoom platform and online meetings will be held with prospective students similar to what is done with interviewing prospective international students.
    - Discussion held as to whether businesses affected by COVID-19 will potentially affect enrollment.

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

- APPROVAL OF MINUTES FROM FEBRUARY 2020 BOT MEETING
- January, 2020 Board Minutes were distributed before meeting.
- MOTION: Dave Bishop made a motion to approve the February, 2020 BOT minutes as distributed. Mark Sharp seconded; Motion approved.

## CURRENT BUSINESS

Strategic Planning Update presented by Missy Gelner:

- Strategic Planning meeting scheduled for March 23, 2020 has been cancelled so the staff can focus on distance learning.
- Strategic Planning is currently on hold.
- Susan Miranti will re-submit the link for Head of School Evaluation to Board members to complete if they have not already completed. Board members to compete Head of School Evaluation prior to the April, 2020 Board of Trustees meeting.
- Discussion of Parent Survey. The Board recommended delaying the Parent Survey to mid-April because of the current environment changes.
- Head of School to send distance learning e-mail this week.
- STEM Event – Decision was made by co-chairs Anne Mason and Brad Beall to cancel and postpone the event.

## NEW BUSINESS

- Discussion of COVID-19 and Distance Learning.
- Discussion of open BOT positions. Mark Sharp commented that there is a potential family touring the school, and the mother may be a potential good candidate for a BOT position in the future. Discussed she would have to apply for a Board position and go through the same process as other potential board candidates.
- Jerry Yarnell, husband of Ms. Crystal Yarnell, Summit 3<sup>rd</sup> grade teacher, passed away recently. The Board sent flowers for the funeral service. A Go fund Me page has been set up for Ms. Yarnell and her daughter, Grace. HOS and staff believe that the best donation to help Ms. Yarnell would be contributing to the Go Fund Me page. Susan Miranti will e-mail the link for the Go Fund Me address to the Board members.

MOTION to adjourn made by Dana Thomas and Dave Bishop seconded. Meeting adjourned at approximately 7:22 p.m.

Meeting minutes respectfully submitted for approval by BOT Secretary, Jennifer Newman on March 25, 2020.