

The Summit Preparatory School Board of Trustees

May 18, 2020, 5:30 p.m.

Webinar/Teleconference due to COVID-19 pandemic

Meeting Minutes – EDIT TO POST

Attendees:

Presiding: Susan Miranti, Chair

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

Ex Officio Members: Katie Heet

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

Additional Attendees: Ms. Rhonda Lersch (partial for Celebration); Evan Mason (partial for Celebration), and Rachel Gerken

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

Meeting called to order by Susan Miranti at 5:34 p.m.

- Celebration – Ms. Rhonda Lersch was recognized and celebrated for her 40 years in education. Ms. Lersch is retiring as The Summit's 5th grade teacher. However, Ms. Lersch intends to remain involved and connected to The Summit. The Summit's graduating Seniors: Evan Mason, Faith Guyer, Hannah Nayar, and McKenzie Blakey were recognized. Evan Mason was present for the Celebration and spoke about his summer plans for teaching tennis lessons and volunteering at the Ronald McDonald House Charities of the Ozarks. Evan discussed his plans for attending Baylor University in the fall. Evan will be majoring in neuroscience and taking Pre-Med prerequisites with the intention of attending medical school. He spoke about the highlights of The Summit including individualized education, emphasis on public speaking beginning in early elementary school, and a small school community.
- Financial Report and Financial Statements were distributed prior to the meeting. Mark Sharp and Kristin Walker presented the Financial Report.
 - The Balance Sheet was current as of April 30, 2020 and showed Cash/Cash Equivalent to be approximately \$173,000.00 more than April 30, of 2019. However, this is taking into account the recently approved PPP Loan. Without the PPP Loan, the school would be in a cash position of \$130,000.00 less than April 30, 2019.
 - Declined Enrollment for next school year is consistent with national norms due to COVID-19. The Finance Committee is considering revising the budget for the 2020-2021 school year.
 - The school is moving to a new billing system. The school has been using QuickBooks and is in the process of converting to the FACTS System. There will be some issues when comparing last year to current now currently, as the FACTS system records anything to be billed, but QuickBooks does not list in Accounts Receivable until an item becomes billable. As the school is in transition in billing

systems, the deferred tuition for 2020-2021 is overstated in the Accounts Receivable.

- Revised Budget:
 - The school is off in contributions by about \$19,000.00.
 - The school is \$19,000.00 under budget with regard to revenue.
 - The school is in the red by about \$7,000.00.
 - There is an approximate 16% decrease in the Full Time Equivalency (FTE) for the 2020-2021 school year. The Revised Budget will reflect the FTE's changing from 146 to 126 for the 2020-2021 school year.
 - Discussion of whether COVID-19 will affect the Schneider Foundation contribution. Judy Thompson does not anticipate a change in the amount of the Schneider Foundation contribution to the Summit.

MOTION: Jennifer Newman moved to approve the Financial report as presented. Dana Thomas seconded. Motion approved.

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 announced that \$8,000.00 was raised in the Annual Campaign for the Raven Fund, which surpassed the school's goal of \$2,000.00. Vince appreciates the support of the Board in making their contributions to the Annual Campaign for the Raven Fund.
 - Head of School (HOS) Report—outlined the Math programming updates for the 2020-2021 academic year. The ISACS Accreditation Review Committee (ARC) met on April 28, 2020 and notified the school on May 5, 2020 that, **“The school’s Reaction Report was accepted, and the school continues as a member in good standing with full accreditation.”**
 - Marketing Report
 - Amy Maas announced that the school’s website is continuing to be updated; success in distance learning for smaller school’s is highlighted on the school’s website; and the website will feature Summit alumni successes. The Marketing committee is working to develop virtual tours - Crystal Yarnell is assisting with this.

MOTION: Judy Thompson moved to approve the Consent Agenda, and Jennifer Newman seconded the motion. Motion carries unanimously.

- APPROVAL OF MINUTES FROM APRIL, 2020 BOT MEETING
- April, 2020 Board Minutes were distributed before meeting.

MOTION: Judy Thompson made a motion to approve the April, 2020 BOT minutes as distributed. Missy Gelner seconded; Motion carries unanimously.

CURRENT BUSINESS

Strategic Planning – Update from Missy Gelner.

- Summer committee meetings will be scheduled.
- In June, there will be an update of items that the Strategic Planning Committee intends to focus on moving forward.
- Discussions will be held as to implementation of a published Strategic Plan.

Parent Survey:

- The Parent Survey will be sent out next week.
- State of the Schools subject items will be removed from the Survey due to the timing of the survey being sent out and the fact that State of the School feedback was received in a separate questionnaire following the event.
- Additional questions will be included this year to focus on distance learning. However, the scope of the survey is for the entire 2019-2020 academic school year and not only distance learning.

NEW BUSINESS

Board of Trustees (BOT) Organizational Documents – Missy Gelner

- Board of Trustees (BOT) Organizational Documents were reviewed.
- These documents reviewed included: (1) Board of Confidentiality Policy; (2) Summit Board of Trustees Confidentiality Agreement; (3) Trustee Commitment Statement; and (4) Summit Preparatory School Board of Trustees Conflict of Interest Statement.
- With regard to the Board of Confidentiality Policy, the change was proposed that it is not necessary to record minutes for Executive meetings, as the Executive meeting is held for Board preparation. Therefore, it is not a separate meeting containing new information so it was proposed that no separate Executive minutes will be recorded or maintained in the future.
- With regard to the Trustee Commitment Statement, a proposed change was suggested for Section #3 that Board members serve on at least one committee or task force. However, it is recommended that Board members serve on Two (2) committees/task forces.
- With regard to the Summit Preparatory School Board of Trustees Conflict of Interest Statement, a proposed change was suggested to add Section/Paragraph #5 – “How Conflicts of Interest are to be Addressed.” This proposed Section was recommended so there is guidance for procedures to be followed if a conflict of interest should arise with a

Board member to determine what appropriate action, if any, should be taken by the Board.

MOTION: Mark Sharp made a motion to approve the BOT Organizational Documents and the proposed changes. Judy Thompson seconded; Motion carried unanimously

Nominating Committee – Missy Gelner

- BOT Term Report was distributed prior to the meeting.
- Discussion of when Board members' term limits end and how to maintain on a schedule of rotating term limits for Board members.

CLOSED SESSION

- The board went into a closed session to discuss Two (2) potential Board candidates.

Meeting adjourned at 7:01 p.m.

Meeting minutes respectfully submitted for approval by BOT Secretary, Jennifer Newman on May 18, 2020.