

The Summit Preparatory School Board of Trustees

October 19, 2020, 5:30 p.m.

Webinar/Teleconference due to COVID-19 pandemic

Meeting Minutes – EDIT TO POST

Attendees:

Presiding: Missy Gelner, Chair

Board Members: Judy Thompson Dave Bishop, Dana Thomas, Charlie Rosenbury, Kristen Bright, Rachel Gerken, and Jennifer Newman

Ex Officio Members: Katie Heet and Brittney Kaegel

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

Absent: Susan Miranti

Meeting called to order by Missy Gelner at 5:35 p.m.

- Celebrations
 1. All Board members were in attendance at the September meeting! This is the first time that all members have been in attendance since May, 2019;
 2. The Substitute Teachers List, which consists of: Rachel Kowalczyk, Julie Anderson, Brooke Larson, Sarah Shadwick (Pulliam), Sarah Anderson, Karen Stoner, Craig Arnold, Anya Jones, and Andrea Johnson. This is a great list, and we are so thankful for our substitute teachers, who are much needed this year. A chocolate bar from Askinosie Chocolate and a note from the Board will be given to everyone on the Substitute Teacher List;
 3. Dana Thomas and Rob Powers delivered a presentation about the Native Landscaping Initiative on October 14, 2020 at the Missouri Department of Conservation Partners Roundtable in a session titled “Ecosystem Services and Unusual Partnerships.” The Summit’s presentation focused on cultural services provided by the native plantings and on integration of the landscaping into the Summit’s STEM curriculum; and
 4. Ms. Kristin Walker for her extra efforts with the Economic Injury Disaster Loans (EIDL) and for submitting the Paycheck Protection Program (PPP) Loan Forgiveness application.
- Financial Report and Financial Statements were distributed prior to the meeting. Kristen Bright presented the Financial Report.
 - The Balance Sheet was current as of October 8, 2020 and showed a positive Cash/Cash Equivalent. The loans the school has received have helped with having a positive cash balance. The Accounts Receivable has decreased and cash flow has increased. The expenses are holding tight, and there have not been many changes with regard to the finances in the last month.
 - Meetings are being held with regard to tuition and financial analysis of the school
 - Budget versus Actual Year to Date: The Development Committee reported receiving a substantial contribution, and these contributions have placed the

school in a great place. Revenue is currently above budget, and expenses are below budget. Net income is above budget, which is an excellent start for the year. The school is under budget with regard to auxiliary programs. The deficit is due to not operating after school clubs, summer programs, and few in attendance with Fun Zone.

- The school is in a positive financial position.

MOTION: Dave Bishop moved to approve the Finance report as presented. Rachel Gerken seconded. Motion was approved.

CONSENT AGENDA (Status Reports)

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

1. Head of School Report – Dr. Katie Heet
 2. Development Report – Vince Currao
 3. Faculty Report – Emma Smith
 4. SPO Report – Brittney Kaegel (no written report- verbal report was provided)
 5. Marketing Report – Amy Maas
 6. Admissions Report – Amy Maas
 7. Building and Grounds Report
- Development Report: Friday, October 30, 2020 is the GALA virtual auction/event. The Development committee stressed the importance of Board participation with the GALA event. With the GALA being held virtually, there has been less time invested in planning the event and less expense associated with hosting the event. The school is still in a position to accept donations for services or products.

MOTION: Dana Thomas moved to approve the Consent Agenda as presented. Judy Thompson -seconded. Motion was approved.

CURRENT BUSINESS

- Strategic Plan to Action presented by Charlie Rosenbury.
 - Finance Committee – long-term financial planning is being discussed to meet the long-term committee goals with growth fund, enrollment, and COVID-19 recovery. These are all issues being considered prior to the 2021-2022 school year budgeting decisions.
 - With regard to financial planning and tuition models, Amy Maas, Susan Miranti, and Charlie Rosenbury are working to assess competitive benchmarks in the area with respect to schools competing with The Summit and are analyzing data with regard to various school admissions' processes in area schools and data in other areas.
 - The strategic plan is a long-term process.

- Discussion was held with regard to the Youngblood property located at 216 Walnut Lawn. The school's right of first refusal will be expiring soon. Mr. Youngblood said no action was needed with regard to extending or signing any formal documents to extend the school's right of first refusal, as Mr. Youngblood has confirmed an oral agreement with regard to the school's right of first refusal for the property located at 216 Walnut Lawn. Mr. Youngblood has been a big supporter of the school and will come to the school first if he should receive an offer on the 2016 Want Lawn property. However, if Mr. Youngblood received an offer on the 216 Walnut Lawn property, the school would have to take quick action if they were interested in purchasing the property once an offer was received from another party. A fence is being installed on the Youngblood property, which will affect the school's carline. The possibility exists of paving a driveway between the church and school properties to provide additional access for carline.

NEW BUSINESS

- Under the direction of the board executive committee, the Head of School Contract was completed between the Summit and Dr. Heet with a Three (3) year extension. The current Head of School contract will expire on July 31, 2024.
- Improvements are being made to improve the admissions process. A new Admissions promotional video has been created to assist with these efforts. Ms. Amy Maas and Ms. Whitney Wiese are working leading the admissions improvement efforts.
- APPROVAL OF MINUTES FROM SEPTEMBER, 2020 BOT MEETING

MOTION: Dave Bishop made a motion to approve the September, 2020 BOT minutes as distributed. Judy Thompson seconded; Motion carries unanimously.

Housekeeping Items:

- Board Management Software and a Google Access Drive was discussed. It appears that the Google Access Drive is the most feasible and practical option at this time for storing board materials with safe security measures in a user-friendly manner. The Board is looking to distribute meeting materials through the board e-mail addresses as opposed to using personal e-mail addresses.
- Past Board Chair with prior Board Chairs and Head of School event, "Lunch and Learn" has been scheduled for November 11, 2020 at Twin Oaks Country Club. This is the first year for the event and could possibly be a continuing event in the future to maintain connection with current and past board chairs.

MOTION to adjourn meeting was made by Dana Thomas. Jennifer Newman seconded.

- Meeting adjourned at 6:31 p.m.

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