

The Summit Preparatory School Board of Trustees

September 20, 2021, 5:30 p.m.

Virtual due to COVID-19 Pandemic

Meeting Minutes – Edit to Post

Attendees:

Presiding: Dave Bishop, Chair

Board Members: James Ballard, Leah Blakey, Rachel Gerken, Charlie Rosenbury, Ariel Sparrow, Angela Teters, Dana Thomas, and Lindsay Tobin

Ex Officio Members: Melissa Gelner, Katie Heet and Rachel Rothwell

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

Absent: Judy Thompson, Kristen Bright

Meeting called to order by Dave Bishop at 5:35p.

- Celebrations
 1. Professional Development, Susan Miranti – Susan came in to do a SMART goals presentation with faculty to engage discussion on personal and professional goals.
 2. Student Council, 2021-2022 – This was the largest slate of candidates to run for Student Council officers. The officers elected include a president, vice-president, 3 high school representatives and 5 middle school representatives.
 3. SPO Summit Night at the Springfield Cardinals – A successful night was had with 99 tickets sold thus creating a great community building event.

- Financial Report and Financial Statements were distributed prior to the meeting. Kristin Walker presented the Financial Report.
 - The Balance Sheet was current as of August 31, 2021 and showed a strong Cash/Cash Equivalent. The school is in a great financial position.
 - Budget versus Actual Month to Date: Income is above budget, and expenses are below budget.

MOTION: Leah Blakey moved to approve the Finance report as presented. Dana Thomas 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. Faculty Report – Emma Smith
3. Admissions Report, Attrition Report – Amy Maas

4. Development Report – Dr. Katie Heet
 - A donor has pledged up to \$25,000 as a match for every \$5,000 level Raven Partner we receive by Oct. 31st.
5. Marketing Report – Amy Maas
6. Strategic Planning – Leah Blakey
7. Building and Grounds Report – Dana Thomas
8. Crisis and Risk Assessment – Ariel Sparrow
9. SPO – Rachel Rothwell

MOTION: Rachel Gerken moved to approve the Consent Agenda as presented prior to the meeting. James Ballard seconded. Motion was approved.

OLD BUSINESS

- Development Update
 - Great job to Katie, Kristin, Amy and Whitney for working together to keep the development projects moving forward. A new gala date has been set for March 4, 2022, at The Veridian. Raven Partners program has been updated and the development team has already secured a match offer as noted in the consent agenda notes.
- SPO Progress re Policies
 - Dave Bishop and Kristin Walker are working on guidelines and policies for SPO.
- NAIS Credentials for Board Member login
- Growth Fund
 - News of cutting growth fund in half for the 2021-22 school year was well received by the Summit community.
- PPP Loan Forgiveness
 - The application for forgiveness has been completed for the second PPP loan.

NEW BUSINESS

- 4th Tier Financial Aid
 - The Summit currently offers three tiers of financial aid through FACTS. The max discount is currently set at 40%. There has been a decline in students applying for and receiving financial aid. Currently, about 18-20% of the students receive financial aid. The national average for non-profit schools would be closer to 25-30% of students receiving some type of financial aid. Financial aid helps to promote socio-economic diversity within the school. 4th Tier Financial Aid was a direct request from the Admissions Office.

MOTION: Rachel Gerken made a motion to approve a 4th Tier Financial Aid level at a 60% discount retroactively applied to current families and to all new families moving forward. Lindsay Tobin seconded. Motion was approved.

APPROVAL OF MINUTES FROM AUGUST 23, 2021, BOT MEETING

MOTION: Dana Thomas made a motion to approve the August 23, 2021, BOT minutes as distributed. James Ballard seconded. Motion carries unanimously.

MOTION to adjourn the meeting was made by Leah Blakey. Charlie Rosenbury seconded. Motion was approved.

- Meeting adjourned at 6:46 p.m.

Meeting minutes respectfully submitted for approval by BOT Secretary, Rachel Gerken on October 20, 2021.