

The Summit Preparatory School Board of Trustees

October 25, 2021, 5:30 p.m.

Virtual due to COVID-19 Pandemic

## **Meeting Minutes – Edit to Post**

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Attendees:

Presiding: Dave Bishop, Chair

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

Ex Officio Members: Melissa Gelner and Katie Heet

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

Absent: Judy Thompson

Meeting called to order by Dave Bishop at 5:32p.

- Celebrations
  1. Emma (Farley) Souza got married over Fall Break and was celebrated with cupcakes with staff and faculty upon her return to school.
  2. Student Spotlight Series – Esports (Sean M., Henry C., and Zane K.) won their first tournament. Successful MS Cross Country meet with Grayson S. placing first out of 100 runners at the Clever Cross-Country Meet. Congratulations to Joe W., Molly L. and Will B. for a great Cross-Country season with PRs. The Springfield News-Leader is featuring Summit students Molly L. (aspiring chef) and Maren B. (aspiring pilot) in student spotlight articles.
  3. Raven Partners Match Realized – Thanks to Amy, Whitney, Kristin and Katie for their collaborative work to achieve this great achievement!
- Financial Report and Financial Statements were distributed prior to the meeting. Kristen Bright presented the Financial Report.
  - The Balance Sheet was current as of September 30, 2021, and showed a strong Cash/Cash Equivalent. The school is in a great financial position with assets holding strong and liabilities being reduced.
  - Budget versus Actual for September: Another great year for the start of the school year! Income was just under budget by \$364, and expenses were under budget by \$7,000.

MOTION: Dana Thomas moved to approve the Finance report as presented. Leah Blakey 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

- Job posting for one art instructor has been posted online and several applications have already been received.
- 2. Faculty Report – Emma Smith
- 3. Admissions Report, Attrition Report – Amy Maas
  - 144 enrolled, 131.3 FTE, 4 in the pipeline (2 lower school, 2 middle school). This is the lowest attrition rate for middle and high school students in years.
- 4. Development Report – Dr. Katie Heet
- 5. Marketing Report – Amy Maas
  - Maker Faire was a success with the help of Whitney W., Amy M., and Rob P.
- 6. Strategic Planning – Leah Blakey
- 7. Building and Grounds Report – Dana Thomas
- 8. Crisis and Risk Assessment – Ariel Sparrow

MOTION: Lindsey Tobin moved to approve the Consent Agenda as presented prior to the meeting. Kristen Bright seconded. Motion was approved.

#### OLD BUSINESS

- 4<sup>th</sup> Tier Financial Aid Rollout
  - Updates to the admissions handouts with new financial aid information are in progress. The admissions team is excited about this new offering.

#### NEW BUSINESS

- SPO Exec Team Resignation – Resignation was received by email on 9/24. Admin team has been moving forward with planned activities, meetings, and birthday celebrations.
- Annual Fund Giving – Board of Trustees are encouraged to financially participate in the annual campaign. Board participation goal is 100%.
- Innovation Lab – A generous donor has offered a matching grant of \$12,000-\$50,000 as a startup for the Innovation Lab.

#### APPROVAL OF MINUTES FROM SEPTEMBER 20, 2021, BOT MEETING

MOTION: Angela Teters made a motion to approve the September 20, 2021, BOT minutes as distributed. James Ballard seconded. Motion carries unanimously.

#### PUBLIC COMMENTS – Rachel Rothwell, Taralyn Anderson

#### HOUSEKEEPING

- Past Presidents Luncheon – Scheduled for November 3<sup>rd</sup>.
- Open House – Scheduled for November 1<sup>st</sup> and 2<sup>nd</sup>. All are encouraged to share the Facebook Invite for the event.

- Summit Family Business Directory – Submit your business information to be included in the new and improved directory.
- Updated Development Office Position posting

MOTION to adjourn the meeting was made by Charlie Rosenbury. James Ballard seconded. Motion was approved.

- Meeting adjourned at 6:22 p.m.

Meeting minutes respectfully submitted for approval by BOT Secretary, Rachel Gerken on November 8, 2021.