

The Summit Preparatory School Board of Trustees

December 13, 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, Ariel Sparrow, Angela Teters, Dana Thomas and Lindsay Tobin

Ex Officio Members: Melissa Gelner and Katie Heet

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

Absent: Kristen Bright, Charlie Rosenbury and Judy Thompson

Meeting called to order by Dave Bishop at 5:34p.

- Celebrations
 1. Ryleigh Renner (7th) received a top honor for piano performance at the Missouri Music Teachers Association (MMTA) State Honors Auditions at the University of Missouri in Columbia.
 2. Verity Gerhold (12th) received acceptance into Drury University.
 3. 5th Grade Jump Up Day was a success and gave the 5th grade students an opportunity to shadow the upper school classes for two hours. It allowed a preview to middle school for these students.
 4. The Parent Education Event, Adolescent Brain Development with Dr. Brandi Klepper was well received by the 15 families in attendance. Admin is in the process of looking into a Spring event with Dr. Klepper.
 5. Giving Tuesday, STEM Innovation Lab Launch – Amazing response with \$27,860 raised for phase one which totals \$55,720 with a generous donor match.
 6. The Summit Lego Robotics ten-person team earned third place and advanced to State. Congratulations!

- Financial Report and Financial Statements were distributed prior to the meeting. Kristin Walker presented the Financial Report.
 - The Balance Sheet was current as of November 30, 2021 and showed a strong Cash/Cash Equivalent. As compared to the balance sheet from last year, cash is up \$138,000.
 - Budget versus Actual for November: Income is up \$28,890 and expenses are below budget by \$5,537. Net income was above budget by \$34,427.
 - YTD Budget versus Actual: Program Income is above budget by \$62,000 and Contributions are above budget by \$50,000. Net income is above budget by \$118,000.

MOTION: Rachel Gerken 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
 - Dr. Heet met with 2 of 3 past SPO Presidents to discuss thoughts and best practices for SPO operations.
2. Faculty Report – Emma Smith
3. Admissions Report, Attrition Report – Amy Maas
 - As of the meeting, there are 144 students enrolled, 1 contract extended and 1 contract to be extended the following week. Goal is 148 students.
4. Development Report – Dr. Katie Heet
5. Marketing Report – Amy Maas
6. Strategic Planning – no report
7. Building and Grounds Report – no report
8. Crisis and Risk Assessment – no report

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

OLD BUSINESS

- Budget Discussion – 4-year projection model will be updated with scenarios A and B.

NEW BUSINESS

- Capital Improvements (Upper School) – Admin is requesting future capital improvements to include sound mitigation, 2 garage doors and math/STEM classroom spaces.

MOTION: James Ballard made a motion to approve one time spending of up to \$15,000 to purchase garage doors for middle/upper school space. Leah Blakey seconded. Motion was approved.

- Innovation Lab (Timing)
- State of the Summit – The Strategic Planning committee is working with the Admin team to create an agenda for the State of the Summit presentation on January 27th at 6p. All board members are encouraged to be present for the presentation.
- Ratify Special Vote – See below for motion approved through email on November 16, 2021.

MOTION: Dana Thomas on behalf of the Building and Grounds Committee recommended a motion to temporarily waive the following financial policies allowing the school to quickly secure an experienced general contractor for the

STEM Innovation Lab renovation. Motion was seconded by Angela Teters. Motion was approved.

1. Purchases over \$25,000 will undergo a competitive sealed bid procedure.
2. Competitive sealed bids should include 3 bids whenever possible.

MOTION: Angela Teters made a motion to ratify the email vote. James Ballard seconded. Motion was approved.

HOUSEKEEPING

- In-Person Board meetings delayed (travel conflict) – January board meeting to be held in person.

APPROVAL OF MINUTES FROM NOVEMBER 15, 2021, BOT MEETING

MOTION: Dana Thomas made a motion to approve the November 15, 2021, BOT minutes as distributed. Angela Teters seconded. Motion was approved.

Meeting adjourned at 6:41 p.m.

Meeting minutes respectfully submitted for approval by BOT Secretary, Rachel Gerken on January 13, 2021.