

The Summit Preparatory School Board of Trustees

January 18, 2022, 5:30 p.m.

Virtual due to COVID-19 Pandemic

Meeting Minutes - Draft

Attendees:

Presiding: Dave Bishop, Chair

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

Ex Officio Members: Melissa Gelner and Katie Heet

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

Absent: Kristen Bright

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

- Celebrations
 1. The Middle School Lego Robotics team qualified for state and were awarded Best Robot Design. Their staff sponsor is Mr. Rob Powers.
 2. Fall 2021 PSAT Success - The ninth and tenth grade students achieved readiness in Reading, Writing and English and are on track for Math by their junior year.
 3. Claire Workman (2017) graduated from OSU with honors and is pursuing a Masters in Cell and Molecular Biology.
 4. The second admissions/enrollment goal for the year was met before the second semester started.
 5. Emma Smith led 13 brave 7th and 8th grade students to participate in the History Bowl. They answered 130 questions about history and took 3rd place.
 6. Summit Board of Trustee, Lindsey Tobin, was featured in Springfield Business Journal's 40 under 40.

- Financial Report and Financial Statements were emailed in full after the meeting. Kristin Walker presented a portion of the Financial Report at the meeting.
 - The Balance Sheet was current as of December 31, 2021, and showed a strong Cash/Cash Equivalent. As compared to the balance sheet from last year, cash is up \$114,000.
 - Budget versus Actual for December: Income is up \$15,468 and expenses are below budget by \$3,763. Net income was above budget by \$19231.
 - YTD Budget versus Actual: Program Income is above budget by \$75,000 and Contributions are above budget by \$1,200. Net income is above budget by \$294,000.

MOTION: Lindsay Tobin moved to approve the Finance report as emailed. Rachel Gerken seconded. Motion was approved through an email vote on January 21, 2022.

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
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

- 2022/23 Budget Discussion
 - Proposal
 - Tuition Rates 22-23
 - Preliminary budget
 - The Finance Committee proposed a preliminary budget to the board. This recommendation was a feasible way to move forward in a way that is consistent with the mission of the Summit while also the best way to retain staff and students. Even though it results in a deficit for a few years, this option is in the best interest for the future of The Summit.
 - Preliminary notes

MOTION: Leah Blakey made a motion to approve the 2022-2023 preliminary budget with a net income of (\$271,872.49). Rachel Gerken seconded. Motion was approved with eight affirmative votes and one negative vote.

MOTION: Rachel Gerken made a motion to approve a 3% tuition increase and no Growth Fund for the 2022-2023 school year. Lindsay Tobin seconded. Motion was approved.

MOTION: James Ballard made a motion to change the sliding-scale tiers from 20%, 40%, 60% off to 30%, 50%, 70% off. Lindsey Tobin seconded. Motion was approved.

NEW BUSINESS

- State of the Summit (rehearsal 1/25 @ 4:30p)
- Parent Satisfaction Survey Timing – This year’s survey will be done at the end of the academic school year.
- Leadership Springfield – Scheduled for January 20th, 2-3p. Moved from onsite to virtual due to current Covid status.
- Contract Renewals – Dr. Heet and Kristin Walker will be reviewing employee and student contracts. Approvals will happen at the February BOT meeting.
- Schneider Meeting Follow-up – Schneider family is interested in investing in marketing to increase enrollment potential. The areas of recommendation include professional print media (417 Magazine, Springfield Business Journal) and web presence. Future meeting has been scheduled for March 1st.
- Final SPO Plan – Will be presented during State of the Summit presentation.
- Board Sponsored Event during Teacher Appreciation Week (April 18-22) – Dave Bishop and Amy Maas will coordinate a date/time for a Board sponsored event during teacher appreciation week. Board members interested in helping can contact Dave directly.

APPROVAL OF MINUTES FROM DECEMBER 13, 2021, BOT MEETING

MOTION: Dana Thomas made a motion to approve the December 13, 2021, BOT minutes as distributed. Lindsay Tobin seconded. Motion was approved.

Meeting adjourned at 6:50 p.m.

Meeting minutes respectfully submitted for approval by BOT Secretary, Rachel Gerken on February 7, 2021.