

The Summit Preparatory School Board of Trustees

November 15, 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, 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 and Kristin Walker

Absent: Kristen Bright and Judy Thompson

Meeting called to order by Dave Bishop at 5:33p.

- Celebrations
  1. MS STUCO Fall Social – Record number of students elected! This will be the first social post-Covid and the students are planning the theme, menu and playlist.
  2. MS student Anna Shippert was awarded as a 2021 Law Day finalist.
  3. Zion Hall HS Student College Acceptance – Zion was accepted to Savannah College of Art and Design.
  4. Open House – Most successful Open House in ten years with the help of the Summit community!
  5. Annual Campaign Progress – 88% of goal achieved and 42% of family participation achieved.
  
- Financial Report and Financial Statements were distributed prior to the meeting. Kristin Walker presented the Financial Report.
  - The Balance Sheet was current as of October 31, 2021 and showed a strong Cash/Cash Equivalent. As compared to the balance sheet from last year, cash is down \$100,000 due to the EIDL loan payoff and up \$50,000 for revenue generating items.
  - Budget versus Actual for October: Program Income is up \$26,000. Individual Contributions are up by \$41,000. Total Income up by \$60,000 and Expenses on budget. Net income was above budget by \$65,000.
  - YTD Budget versus Actual: Net income is above budget by \$84,000.

MOTION: Leah Blakey moved to approve the Finance report as presented. James Ballard 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
5. Marketing Report – Amy Maas
6. Strategic Planning – Leah Blakey
7. Building and Grounds Report – no report
8. Crisis and Risk Assessment – no report

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

#### OLD BUSINESS

- Innovation Lab Match – November 30<sup>th</sup> is Giving Tuesday and the launch of the campaign. Donor match up to \$50,000.
- Annual Fund Giving – BOT Challenged to 100% board participation.

#### NEW BUSINESS

- Preliminary '22-'23 Budget Discussion
- Employee Retention Strategies (generative discussion)
- State of the Summit (January 27, 2022; Rehearsal January 25, 2022)

#### HOUSEKEEPING

- Mask-optional, in-person Board meetings beginning in December

#### APPROVAL OF MINUTES FROM OCTOBER 25, 2021, BOT MEETING

MOTION: Dana Thomas made a motion to approve the October 25, 2021, BOT minutes as distributed. Lindsay Tobin seconded. Motion carries unanimously.

#### APPROVAL OF MINUTES FROM CLOSED SESSION ON OCTOBER 25, 2021, BOT MEETING

MOTION: Leah Blakey made a motion to approve the October 25, 2021, Closed Session BOT minutes as distributed. James Ballard seconded. Motion carries unanimously.

Meeting adjourned at 6:24 p.m.

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