

The Summit Preparatory School Board of Trustees

February 22, 2022, 5:30 p.m.

Virtual due to COVID-19 Pandemic

Meeting Minutes – Edit to Post

Attendees:

Presiding: Dave Bishop, Chair

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

Ex Officio Members: Melissa Gelner and Katie Heet

Administration/Faculty: Amy Maas and Emma Smith

Absent: James Ballard, Kristen Bright, Judy Thompson and Lindsay Tobin

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

- Celebrations
 - Leadership Springfield had a successful virtual campus tour led by Mr. Ballard.
 - Five Summit Students (4 eight graders and 1 high school student) participated in Greenwood Virtual Scholar Bowl and competed as a high school team.
 - Summit students EL-12 celebrated Day of Play (Día de Jugarin Spanish) and it was a huge success!
 - 100th Day of in-person learning was achieved!
 - Annual Campaign successfully reached \$100,000 in less than 5 months (with 5 months until the end of the fiscal year)
 - Largest Early Learners and Kindergarten Screening Groups to date (anticipated waitlists for both EL & K after 2/18 screening)
- Financial Report and Financial Statements were distributed prior to the meeting. Dave Bishop presented the Financial Report.
 - The Balance Sheet was current as of January 31, 2022, and showed a strong Cash/Cash Equivalent. As compared to the balance sheet from last year, cash is up \$113,589.
 - Budget versus Actual for January: Income is up \$23,322 and expenses are below budget by \$11,290. Net income was above budget by \$34,611.
 - YTD Budget versus Actual: Program Income is above budget by \$94,673 and Contributions are above budget by \$4,514. Net income is above budget by \$329,529.

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
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 – Dr. Leah Blakey
7. Building and Grounds Report – Dana Thomas
8. Crisis and Risk Assessment – no report

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

OLD BUSINESS

- Major Donor Meeting – Proposal is in progress for a March 4th meeting. Admin, Marketing Committee and BOT Executive Committee members have been involved in creating and editing the final presentation.
- Board Sponsored Teacher Appreciation Week (April 18-22) – Theme for the week will be food! Interested BOT members are encouraged to participate if available. Dave will coordinate a date and plans with Amy.

NEW BUSINESS

- Strategic Plan Updates – The Upper School Update to the Strategic Plan has recently been added to the website and highlighted in the Raven Report.
- GALA preparation Special Appeal (safety & security) – With recent growth and future growth, these enhancements and upgrades will benefit the school greatly. Security system upgrades, an upgraded intercom system and increased privacy fencing are all items included in the GALA special appeal.
- Capital Expenditures – Admin is working to get three comprehensive bids for HVAC needs. A follow up meeting was held with Hood-Rich Architecture and Base Construction for the Innovation Lab on February 14th. Everything is still on track for construction on the lab this summer.
- Audit Update – Still in progress.
- Enrollment Contracts to be issued March 1st – 170 contracts will be extended.
- Teacher Contracts TBD – Contracts will be issued by early March.
- Employee Handbook – Comprehensive review on target to be completed by end of March.
- Employee Benefits Review – Still in progress.

APPROVAL OF MINUTES FROM JANUARY 18, 2022, BOT MEETING

MOTION: Dana Thomas made a motion to approve the January 18, 2022, BOT minutes as distributed. Leah Blakey seconded. Motion was approved.

Meeting adjourned at 6:13 p.m.

Meeting minutes respectfully submitted for approval by BOT Secretary, Rachel Gerken on March 10, 2022.