

The Summit Preparatory School Board of Trustees

March 21, 2022, 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 Judy Thompson

Ex Officio Members: Melissa Gelner and Katie Heet

Administration/Faculty: Amy Maas and Emma Smith

Absent: Kristen Bright and Lindsay Tobin

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

- Celebrations
  - 8th Place Science Olympiad, Rob Powers
    - Kara Buckmaster (6th), Gracelyn Rothwell (7th), Maddie Jones (8th), Leah Martin (8th), Grayson Stenger (8th), Ella Schippert (9th)
  - Missouri State National History Day, Emma Smith
    - Gracelyn Rothwell, 7th Grade - 2nd Place in the Junior Exhibit Competition, “Treaty of Paris and Treaty of Versailles Comparison”
  - All School Art Exhibition, Bri Bias and Emma Renfroe
    - Gracie Tupps (K), Keylon Pickett (1st), Mayukha Vedula (2nd), Josianna Parvu (3rd), Jonathan Bortner (4th), Keira Tantone (5th), Kara Buckmaster (6th), Andres Garcia (7th), Will Beall (8th), Maren Beall (HS), Ainsley Lowe (HS)
  - Gala Success, Amy Maas, Whitney Wiese, Kristin Walker
  - Seuss Science Day, Amy Maas, Whitney Wiese, Rob Powers, Linda Michaliszyn, Angie Collins
    - 1000+ attendees, storytime sponsor, air cannon
  - *Biz 417*, “Women Who Mean Business”
    - featured Summit BOT Judy Thompson in an article about five women who are “guiding southwest Missouri into the future”
- Financial Report and Financial Statements were distributed prior to the meeting. Dave Bishop presented the Financial Report.
  - The Balance Sheet was current as of February 28, 2022 and showed a strong Cash/Cash Equivalent. As compared to the balance sheet from last year, cash is up \$117,667.
  - Budget versus Actual for February: Income is down \$3,583 and expenses are below budget by \$18,270. Net income was above budget by \$14,687.

- YTD Budget versus Actual: Program Income is above budget by \$98,713 and Contributions are below budget by \$960. Net income is above budget by \$350,418.

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
2. Faculty Report – Emma Smith
3. Admissions Report – Amy Maas
  - The Summit is two weeks into enrollment season and 47 contracts have already been received. 173 total contracts were extended, and 23 students are awaiting the screening process. There are current waitlists in EL1, EL2 and Kindergarten. Historically high enrollment is projected for Middle and High School for the upcoming school year.
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: Judy Thompson moved to approve the Consent Agenda as presented prior to the meeting. Angela Teters seconded. Motion was approved.

## OLD BUSINESS

- Donor Update – The Summit received a restricted gift of \$10,000 to be used for marketing in the Springfield Business Journal. The Marketing Committee and Admin are working on further details for this ad campaign.
- Personnel, Faculty Contracts – Full-time contracts were issued prior to Spring Break and part-time contracts will be issued by end of the week. Hiring is in process for open positions for next school year.
- Audit Update – Will be reviewed by Finance Committee at a meeting on April 14<sup>th</sup>.
- Employee Handbook – The revised Employee Handbook is undergoing HR review through Ollis then it will be reviewed at a future BOT meeting.

## NEW BUSINESS

- Gala Recap – It was a successful event with similar income generated in comparison to events in the past. Follow-up meetings with event coordinators

and the Development Committee have already occurred. The gala special appeal was well received.

- Future Finance Optimization – The Finance Committee is beginning to investigate some loan options to fund some capital expenditures while rates are still relatively low.
- Board Evolution

#### APPROVAL OF MINUTES FROM FEBRUARY 22, 2022, BOT MEETING

MOTION: Judy Thompson made a motion to approve the February 22, 2022, BOT minutes as distributed. James Ballard seconded. Motion was approved.

Meeting adjourned at 6:24 p.m.

Meeting minutes respectfully submitted for approval by BOT Secretary, Rachel Gerken on April 12, 2022.