

The Summit Preparatory School Board of Trustees

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

The Summit Preparatory, Music Room

Meeting Minutes – Edit to Post

Attendees:

Presiding: Dave Bishop, Chair

Board Members: James Ballard, Rachel Gerken, Ariel Sparrow (virtual), Angela Teters, Dana Thomas and Judy Thompson (virtual)

Ex Officio Members: Melissa Gelner and Katie Heet

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

Absent: Kristen Bright and Leah Blakey

Meeting called to order by Dave Bishop at 5:38p.

- Celebrations
 - SPO, Phil Isley and Tara Anderson Arft, Scrip Program Continuation
 - LAD Fair Success, Jordan Alexander, Angie Collins, Karin Thompson
 - Katherine S. (9th) Writers Hall of Fame for “Transmission End”
 - Vivien B. (4th), Mayukha V. (2nd), Judah A. (K) “Judah” poems selected for Dance-a-Poem program
 - Science Fair Success, Rob Powers, Grand Prize Teacher Award for the Junior Division by Missouri State University
 - Sophia J. (7th) - 4th Place in Microbiology
 - Maddie J. (8th) - 3rd Place in Chemistry
 - Leah M. (8th) - 1st Place in Chemistry, Grand Prize Student Award - Junior Division, Nomination to compete in the 2022 Broadcom MASTERS, The Schneider Foundation Award for Outstanding Project, The Smith Glynn Callaway Foundation Award for Outstanding Project in the field of Medicine and Health, American Chemical Society Junior Division Certificate of Merit, The Women in Science Award
 - Spring Sports Kickoff, Sarah Leighninger
 - Upper School Formal, Summit Seniors, Becky, Amy, Anna, Rob, Anya, and Emma
 - ERB, Becky Breckner
 - Enrollment Applications by Due Date, 60% increase
 - State History Competition, Emma Smith
 - Gracelyn Rothwell (7th)
 - MSU HS Math Competition, Anna Cook
 - Leo Yu (11th), Caroline Yu (10th), Sean Matson (10th)
 - Field Trip Blitz, Mike and Faculty
- Financial Report and Financial Statements were distributed prior to the meeting. Kristin Walker presented the Financial Report.

- The Balance Sheet was current as of March 31, 2022 and showed a strong Cash/Cash Equivalent. As compared to the balance sheet from last year, cash was up \$193,407.
- Budget versus Actual for March: Income was down \$13,984 and expenses were above budget by \$295. Net income was below budget by \$14,279.
- YTD Budget versus Actual: Total Income is above budget by \$86,443. Net income is above budget by \$321,028.

MOTION: James Ballard 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 – 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
 - Help is requested to redo the rock beds along the school building.
8. Crisis and Risk Assessment – no report

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

OLD BUSINESS

- Future Finance Optimization

MOTION: James Ballard made a motion to accept the SBA EIDL loan offer of \$150,000 at 2.75% with 100% of the principal restricted for capital improvements as designated by the Board. Payments for this loan will begin June 2022 in the amount of \$641 principal and interest. Dana Thomas seconded. Motion was approved.

MOTION: James Ballard made a motion to authorize Kristin Walker to be a one-time signatory the EIDL loan process. Rachel Gerken seconded. Motion was approved.

- Audit Update – Meeting was pushed back to May.
- Board Evolution – Nominating committee will meet in early May to determine a slate of candidates and begin the interview process.

NEW BUSINESS

- Staffing Update – There have been several new hires due to the growth of the school. Positions filled include: Early Learners teacher and two assistants, Kindergarten teacher, Athletic Director, 3rd grade teacher, 4th grade teacher and Director of Operations and Finance.
- Bylaws changes accepted for the May meeting

APPROVAL OF MINUTES FROM MARCH 21, 2022, BOT MEETING

MOTION: Dana Thomas made a motion to approve the March 21, 2022, BOT minutes as distributed. James Ballard seconded. Motion was approved.

Meeting adjourned at 6:48 p.m.

Closed Session meeting followed to address personnel and parent concerns.

Meeting minutes respectfully submitted for approval by BOT Secretary, Rachel Gerken on May 5, 2022.