

The Summit Preparatory School Board of Trustees

June 27, 2022, 5:30 p.m.

Virtual Meeting

Meeting Minutes – Edit to Post

Attendees:

Presiding: Dave Bishop, Chair

Board Members: James Ballard, Kristen Bright, Rachel Gerken, Ariel Sparrow, Angela Teters and Dana Thomas

Ex Officio Members: Melissa Gelner and Katie Heet

Administration/Faculty: Emma Smith

Absent: Leah Blakey and Judy Thompson

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

- Celebrations
 - Dana Thomas, Summit parent and Board of Trustee, was awarded as a Missouri Native Plant Society Award recipient.
 - Camp Raven – Excellent program offerings and attendance this summer!
 - Faculty Hiring - Several open positions have been filled.
 - Peru Trip – It was a successful travel abroad experience full of many fun excursions.
 - Innovation Lab Progress - Demo is complete and construction is underway.
 - Dual Credit - Increased offerings in HS Biology and Spanish for the upcoming school year.
- Financial Report and Financial Statements were distributed prior to the meeting. Kristen Bright presented the Financial Report.
 - The Statement of Financial Position was current as of May 31, 2022 and showed a strong Cash/Cash Equivalent.
 - YTD Budget versus Actual: Total Income is above budget by \$335,547.84. Net income is above budget by \$540,891.69.

MOTION: Dana Thomas 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 – 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: Angela Teters moved to approve the Consent Agenda as presented prior to the meeting. James Ballard seconded. Motion was approved.

OLD BUSINESS

- Staffing Update – The Summit is in the process of interviewing for the positions of LS Spanish (part-time), LS Art (part-time), Development Officer and Finance Officer.
- Audit, 990 – Filed on June 15th by Elliott Robinson. Auditors met with the Finance Committee to review the results of a clean audit. Final audit report will be reviewed at the July board meeting.

NEW BUSINESS

- Nominating Report – 1-2 non-parents and 3-4 parents are needed to fill Board of Trustee vacancies for the 2022-23 school year. The Nominating Committee has been conducting interviews. One parent position was already accepted at the June BOT Meeting.

MOTION: Angela Teters on behalf of the Nominating Committee would like to make a motion to take a vote on Mark Skrade's acceptance as a BOT member beginning in the 2022-2023 year. Ariel Sparrow seconded. Motion was approved.

- BOT Onboarding and Retreat Date – July 19th at 9am at Twin Oaks Country Club
- Parent Satisfaction Survey – Open from May 4-18th and received 42 responses. Full report will be reviewed at the July BOT Retreat.
- Safety and Security – Admin has been reviewing the current safety and security options for campus. Estimated costs are about \$18,000-\$20,000 for upgrades and additional equipment. Training as well as policies and procedures for safety and security will be discussed in more detail at the July BOT Retreat.
- Innovation Lab – Bids came in over the proposed budget. Admin, Base Construction and HoodRich worked to make revisions for a modified bid.
- Finance Transition – Two individuals have been hired to cover the previous Finance/Operations position. Nicole Sanders will focus on Operations and Linda Renfroe will focus on Bookkeeping.

APPROVAL OF MINUTES FROM MAY 16, 2022, BOT MEETING

MOTION: James Ballard made a motion to approve the May 16, 2022, BOT minutes as distributed. Angela Teters seconded. Motion was approved.

Meeting adjourned at 6:50 p.m.

Meeting minutes respectfully submitted for approval by BOT Secretary, Rachel Gerken on July 15, 2022.