

The Summit Preparatory School Board of Trustees

Meeting Minutes Draft

September 19, 2022 Meeting called to order at 5:01PM

In Person Meeting at The Summit Preparatory School

Meeting Minutes Draft

Attendees

Presiding: Dave Bishop, Past President

Board Members: Ariel Sparrow, Judy Thompson, Ashley Cross, Kristin Bright, Angela Teters, Gerald Zamora

Administration/Faculty: Katie Heet, Amy Maas, Shelley Drymon, Whitney Wiese, Linda Renfroe, Emma Smith

Absent: Mark Skrade, James Ballard

Approval of Prior Minutes

MOTION: Kristen Bright moved to approve the Board of Trustees meeting minutes from October 2022. Ariel Sparrow seconded the motion The motion passed unanimously.

Celebrations

- 22/23 Parent education series
- Recap of successful Open House
- Student shout-out
 - Teddy T (3rd), 2nd Place at Southwest Missouri Junior Golf Association Tournament
 - Samantha T. (7th), 1st Place Law Day Essay, Faculty Sponsor Emma Smith
 - LEGO team awarded 4th place , team advances to regionals, Faculty Sponsor Rob Powers

Consent Agenda

- Head of School Report – Dr. Katie Heet
- Faculty Report – Emma Smith
- Admissions Report – Amy Maas
 - 155.2 FTE
- Development Report – Shelley Drymon
- Marketing Report – Amy Maas
 - Promo video was just published on website & facebook
- Strategic Planning – Whitney Wiese
- Finance Report - Kristen Bright
- Building and Grounds Report – Mike Albert

- Crisis and Risk Assessment – Becky Breckner
- **MOTION:** A motion to accept the consent agenda was made by Ashley Cross and seconded by Kristen Bright. The board voted unanimously to approve the motion.

Old Business

- Schneider Foundation Update - Judy Thompson

New Business

- Review and approval of Monthly Reports - P&L, Balance Sheet
 - **MOTION:** Ashley Cross moved to approve the balance sheet and P&L as presented. Ariel Sparrow seconded the motion. The motion passed unanimously.
- 23/24 Student Enrollment Contracts
 - Data privacy portion to be reviewed. Approval tabled to next meeting
- Tuition Credit Policy Amendments
 - **MOTION:** Ariel Sparrow made a motion to amend the current tuition credit policy to the Raise Right, Teach an after school club or summer camp and Refer a new summit student portions. The motion was seconded by Ashley Cross. Passed unanimously.
- Board Bylaw Amendments
 - BOT to review changes prior to next month's meeting and vote for approval
- Annual Audit Update
 - Met with Amanda at Elliot Robinson on Nov 11th. Possible draft in December to management team and to pitch to BOT in February or March
- State of the Summit - Save the Date 1/26/2023
- 23/24 Budget Preview
 - Enrollment forecast of 180 (9% growth projection)
 - Looking at finance & inflation for possible tuition increase
 - Personnel - looking locally & nationally to see what salary/benefits are for teachers & staff
 - Admin looking to add upper school director position
- BOT EOY Thank You Calls
 - Shelley to send out an email out to BOT members about contacting donors for a thank you
 - Ask for donation ask by BOT members before the end of the year for Annual Raven Fund
- Backyard Donor Proposal

- Donor approached school this fall about backyard improvements - will be contributing \$50,000 for privacy fencing. Plus an additional \$10,000 for playground updates
- Gala Planning
 - March 4th at Judy Thompson Center at Drury University, date may be changed due to overlap with another school's gala
 - 18th annual gala at a new place
 - Shelley has 2 sponsorship decks and will be emailed out to BOT members

MOTION: Angela Teters made a motion to close the meeting at 6:09pm. Ariel Sparrow seconded the motion. The motion passed unanimously.

Meeting minutes respectfully submitted for approval by Board of Trustees Secretary, Angela Teters, on December 1, 2022.