

The Summit Preparatory School Board of Trustees

**Meeting Minutes Draft**

September 19, 2022 Meeting called to order at 5:02PM

In Person Meeting

**Meeting Minutes Draft**

**Attendees**

Presiding: James Ballard, Chair

Board Members: James Ballard, Ariel Sparrow, Judy Thompson, Ashley Cross, Kristin Bright, Leah Blakey, and Angela Teters, Gerald Zamora, Dave Bishop

Administration/Faculty: Katie Heet, Amy Maas, Nicole Sanders, and Whitney Wiese

Absent: Mark Skrade

**Approval of Prior Minutes**

**MOTION:** Leah Blakley moved to approve the Board of Trustees meeting minutes from August 29, 2022 with minor changes. Judy Thompson seconded the motion. The motion passed unanimously.

**Celebrations**

- The Middle School basketball team won their first home game against Everton, 26-24
- Kristen Bright honored as one of Springfield Business Journal's 20 Most Influential Women
- Over 85 Summit community members gathered to cheer on the Springfield Cardinals on 9/9

**Consent Agenda**

- Head of School Report – Dr. Katie Heet
- Faculty Report – Emma Smith
- Admissions Report – Amy Maas
- Development Report – Dr. Katie Heet
- Marketing Report – Amy Maas
- Strategic Planning – Whitney Wiese
- Building and Grounds Report – Mike Albert
- Crisis and Risk Assessment – Becky Breckner
- **MOTION:** A motion to accept the consent agenda was made by Kristen Bright and seconded by Angela Teters. The board voted unanimously to approve the motion.

## Old Business

- 403(b) Retirement Account compliance update
- Discussion of proposed amendment to Bylaws (Section 14.2)
  - **MOTION:** A motion to approve the amendment to the Bylaws (Section 14.2) was made by Judy Thompson and seconded by Kristen Bright. The board voted unanimously to approve the motion.
- Elliott Robinson Review
  - Review vs Audit
  - Looking at getting bids from other companies that specialize in non-profit for review prior to October BOT meeting
- Schneider Foundation Update - Judy Thompson
  - Follow up meeting with the Schneider Foundation point of contact to be determined between Judy and Dr. Heet.

## New Business

1. Finance Report – Kristen Bright (Nicole Sanders) Finance Report, Monthly Reports - P&L, Balance Sheet
  - Income statement will have an added column for comparison to prior year
  - Kristen Bright, Dr. Heet & Nicole Sanders will be working on a “Financial Dashboard”
2. 403(b) Account Compliance
  - Moving forward with Jared Scott at FORVIS
    - Department of Labor: \$1500 - we will not have to send a letter to the IRS. We can file through the Department of Labor with a fee
  - Total to spend for 2022-2023 is \$10,000
  - Working on getting investment statements from 2010-present
3. ARNDT: Caroline Cavanugh, CPA will be used as needed for consulting services at a rate of \$195/hour
4. APlus Payroll - implementation fees and monthly fees shared with the board
5. 2022/2023 Final Budget Approval
  - Admin to discuss 3-5 year plan in preparation for presentations and meetings with large donors
  - Highlighted changes in the budget
    - SPO Budget - Moved \$6250 from Development Officer to SPO Expenses, \$993 from School Events
    - Professional Fees - higher due to the comments listed on the budget spreadsheet in the Notes column
6. Financial Assistance Policies Approval

- **MOTION:** A motion to approve the monthly financial statements, 2022-2023 budget & financial assistance policies was made by Kristen Bright and seconded by Leah Blakley. The board voted unanimously to approve the motion.
7. Annual Campaign Launch
    - Goal of \$100,000
    - Launch by end of September
    - Dr. Heet to connect with last year's Raven Partners this week
    - Updated Raven Perk levels for this year
    - Target list expanded from last year
  8. Board contribution to Staff Appreciation
    - Board contribution and attendance requested for October 26th for lunch
  9. Mum fundraiser to help fund 8th Grade class trip in the spring
  10. Trivia Night - community building event for ages 8+ being held Friday, October 7th at 6:30pm at The Summit
  11. **MOTION:** Judy Thompson made a motion to adjourn the meeting. Kristen Bright seconded the motion. The motion passed unanimously.

Meeting adjourned at 6:20PM.

Meeting minutes respectfully submitted for approval by Board of Trustees Secretary, Angela Teters, on October 17, 2022.