



Board of Trustees Meeting Minutes January 15, 2025

Date/Time: January 15, 5 pm

Place: The Summit Prep, 202 E. Walnut Lawn, Springfield MO 65807

Presiding: Elizabeth Cole, President

Meeting Materials

Call to Order

- Meeting called to order at 5:03pm on January 15, 2025th

Attendees:

Board Members: Elizabeth Cole, Jordan Fry, Mitchell Johnson, Sam Webster, Ariel Sparrow, Dori Grinder, James Ballard, Adam Johnson, Jesse Palmer, Chris Greig

Administration/Faculty: Katie Heet, Amy Maas, Kendra Pickett, Linda Renfro

Absent: Joe Dull

Approval of Prior Minutes

- December 2024
- MOTION: A motion to approve the Board of Trustees meeting minutes from December was made by James Ballard and seconded by Sam Webster. The motion passed unanimously.

Celebrations

- Spelling Bee
 - First Place - Aania P., 4th grade
 - Second Place - Nate S., 3rd grade
- Film Fest 2024 Success - Upper School Faculty
 - [Middle School Awards](#)
 - [High School Award](#)
- SPO Winter Parties
- Ariel Sparrow promoted to partner at Kutak Rock and featured in SBJ
- Furniture Delivery and Assembly - Mike

Consent Agenda (Status Reports)

- [Head of School Report](#) – Katie Heet
- [Admissions & Enrollment Report](#) – Kendra Pickett
- [Development Report](#) – Amy Maas
- [Finance Report](#) – Linda Renfro



- Representatives from Elliot Robinson will attend the February 19th board meeting to present the FY24 audit report.
- December 2024 Monthly Reports - [Budget to Actual Dec 24](#), [Budget to Actual YTD](#), [Statement of Financial Position](#), [Restricted Funds](#), [Days of Cash](#)
- MOTION: A motion to approve the consent agenda was made by James Ballard and seconded by Mitchell Johnson. The motion passed unanimously.

Old Business

- [216 Property LOI](#), update
 - MOTION: A motion to remove the 'for sale' listing on the property and retain the 'for lease' status was made by Ariel Sparrow and seconded by Adam Johnson. The motion passed unanimously.
- Strategic Planning Committee, 1/15 meeting update
 - Accreditation
 - Campus Master Plan
- Nominating Committee, update
 - Request for board members to submit potential contacts to James Ballard following an email communication with additional detail he will provide to the board.
- Bobby Allison Fund Application, discussion for finalized proposal

New Business

- State of The Summit, January 30th, 5:30 pm Reception, 6:00 pm [Presentation](#) - seeking draft review with target presentation completion date by January, 24th.
- [Tuition Rates 25/26](#), seeking approval
 - MOTION: A motion was made to approve the Tuition Rates as presented for the 25/26 school year by Mitchell Johnson and seconded by Jesse Palmer. The motion passed unanimously.
- SPO's Appreciation Week, seeking BOT support
 - Board members interested in donating should contact Linda directly. Payments can be made via FACTs account.
- Sports Court Enhancements, update
- [24/25 Employee Agreement Template](#), preview for 25/26
- Audit, review (see Finance report)

Housekeeping

- [ISACS Trustee Series 2024-2025](#)
 - **The Board's Role in Enrollment & Retention**, Mark Copestake, *Enrollment Management Association* Thursday, January 23 • 3–4 p.m. CT / 4–5 p.m. ET



- Zoom pre-registration link, isacs.ws/TS24-25
- Board Committee Charters - Nominating, Finance, Strategic Planning - in progress
 - Board members requested to review Committee Charters prior to February 19th meeting where vote for approval will occur.
- NAIS Dashboard
- **Register for Development Webinar through ISACS, "Development: How to Help Your Board Help You by Jill Goodman."** [Use this link to register](#). By registering, ISACS will send you the link to view at your convenience. The Summit has already purchased the webinar, everyone just needs to individually register to be able to view.

Meeting Close

- **MOTION:** A motion to close the meeting was made by Ariel Sparrow and seconded by Chris Grieg. The motion passed unanimously. Meeting adjourned at 6:03pm.

Closed Session