



Board of Trustees Meeting Agenda November 19, 2025

Date/Time: November 19, 2025, 5:00 pm

Place: The Summit Preparatory School

Presiding: Jordan Fry, President

Meeting Materials

Attendees:

Board Members: Jordan Fry, Dori Grinder, Mary Potthoff, Mitchell Johnson, Ariel Sparrow, Joe Dull, Adam Johnson

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

Absent: Jesse Palmer, Chris Greig, Sam Webster

Call to Order

- Meeting called to order at 5:00pm on November 19th, 2025.

Approval of Prior Minutes

- October 2025
- MOTION: A motion to approve the Board of Trustees meeting minutes from October was made by Elizabeth Cole and seconded by Ariel Sparrow. The motion passed unanimously.

Celebrations

- Alexis Workman, Summit Class of 2021, Drury University CTCA First-Team All American, 7th Overall, NCAA National Championship (1:06:34)
- Soaring into 6th, 23 parents in attendance
- Emery K. (7th), 3rd Place "Mi Abuelita" Offrenda, MSU Day of the Dead Festival, Senora Slinker
- Gala Success, Amy Maas
 - Risky Business, Mitchell Johnson
- SPO Shoutouts
 - Scholastic Book Fair, Shelley Pollard
 - Bake Sale, Paige Sharp & Sarah Fry
 - Ozarks Food Harvest Food Drive, Lauren Webster, Paige, Sharp, & Alison Walter
 - Soup and Salad Luncheon, Amanda Wheeler & Melissa Kimmons

Consent Agenda (Status Reports)

- Head of School Report – Katie Heet
- Admissions & Enrollment Report – Kendra Pickett
- Advancement Report – Amy Maas



- Finance Report – Linda Renfro
 - October 2025 Monthly Reports - Statement of Financial Position, Restricted Funds, Budget to Actual Month, Budget to Actual YTD, Days of Cash, Statement of Activity YTD
 - Financial Aid – Secondary Scholarship Recipients
- MOTION: A motion to approve the consent agenda was made by Adam Johnson and seconded by Dori Grinder. The motion passed unanimously.

Old Business

- ISACS Survey, Board/Admin Overview

New Business

- Strategic Planning, Update
- Parent Satisfaction Survey
 - 2025-2026 Parent Satisfaction Survey Questions and Email Template
- Gala Recap
- Giving Tuesday
- Grants
- Major Donor Outreach
 - Donor Funnel Request
- Enrollment Packet
 - Field Trips
 - Non-Disparagement Agreement

Housekeeping

- ISACS Trustee Series 2025-2026, registration required
 - ISACS 2025-26 Trustee Series Instructions & Registration Zoom Link Guide
 - Zoom Registration Link
 - Thursday, October 16, 2025 - Strategic Financial Planning for Trustees - James Honan, Harvard University, **Adam**
 - Thursday, November 20, 2025 - Empowering Independent School Trustees: Current Trends, Culture & Campaigns - Maeve Riley & Bob Weston, CCS Fundraising, **Chris**
- Board Evaluation, December Review
 - Board Self-Evaluation, Individual Board Members
 - Board Self-Evaluation, Whole Board
- Board of Trustees Annual Calendar 2025/2026, Draft
- Board Update, Nominating Call to Action
- NAIS Resource, School Choice Discussion



Meeting Close

- MOTION: A motion was made to close the meeting was made by Elizabeth Cole and was seconded by Joe Dull. The motion passed unanimously.