



Board of Trustees Meeting Agenda December 17, 2025

Date/Time: December 17, 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, Joe Dull, Adam Johnson, Jesse Palmer, Sam Webster

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

Absent: Chris Greig

Call to Order

- Meeting called to order at 5:00pm on December 17th, 2025.

Approval of Prior Minutes

- November 2025
- MOTION: A motion to approve the Board of Trustees meeting minutes from November was made by Sam Webster and was seconded by Dori Grinder. The motion passed unanimously.

Celebrations

- SCRIPS Spelling Bee - McKenzie Tranmer, Marissa Bradley, Emma Smith, Kandice Mollitiam
 - Lower School - Lucy K. (3rd) 1st Place; Mila H. (4th) 2nd Place
 - Middle School competitors, Elise E. (6th) 1st Place; Brielle R. (6th) 2nd Place; Shravya P. (6th) Prize of Excellence
- Self-Study Cohort 2 Wrap Up and Cohort 3 Beginning
 - Steering Committee - Becky Breckner, Emma Smith, Michelle Murphy, Blair Verney
- Giving Tuesday, Amy Maas
- MSU Tennis Signing, Agata G. (11th)
- Ariel Sparrow, Summit Board of Trustees

Consent Agenda (Status Reports)

- Head of School Report – Katie Heet



- Admissions & Enrollment Report – Kendra Pickett
- Advancement Report – Amy Maas & Claire Porter ● Finance Report – Linda Renfro
 - November 2025 Monthly Reports - Statement of Financial Position, Restricted Funds, Budget to Actual Month, Budget to Actual YTD, Days of Cash, Statement of Activity YTD

Old Business

- Parent Satisfaction Survey
 - 2025-2026 Parent Satisfaction Survey Questions and Email Template
- Major Donor Outreach
 - Donor Funnel Request

New Business

- Strategic Planning, Update
- Enrollment Packet and Tuition Contract
- Insurance Proposal
 - MOTION: A motion to approve the insurance policy as presented was made by Jesse Palmer and was seconded by Mitchell Johnson. The motion passed unanimously.
- Preliminary Budget 26/27
- State of the Summit, Thursday, January 29th
 - 5:30 p.m. Reception, 6:00 p.m. Presentation and Recognition

Housekeeping

- ISACS Trustee Series 2025-2026, registration required
 - ISACS 2025-26 Trustee Series Instructions & Registration Zoom Link Guide
 - Zoom Registration Link
 - Thursday, November 20, 2025 - Empowering Independent School Trustees: Current Trends, Culture & Campaigns - Maeve Riley & Bob Weston, CCS Fundraising, **Chris**
 - Thursday, Decembmer 11, 2025 - Board Chair Roundtable, **Jordan**
- Board Evaluation, Summary
- Board of Trustees Annual Calendar 2025/2026, Draft
- Board Update, Nominating Call to Action

Meeting Close

- MOTION: A motion to close the meeting was made by Dori Grinder and was seconded by Sam Webster. The motion passed unanimously.

Closed Session