

The Summit Preparatory School Board of Trustees

Meeting Minutes Draft

December 19, 2022 Meeting called to order at 4:58PM

In Person Meeting at The Summit Preparatory School

Meeting Minutes Draft

Attendees

Presiding: James Ballard

Board Members: Ashley Cross, Angela Teters, Gerald Zamora

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

Absent: Kristen Bright, Julie Thompson, Dave Bishop, Ariel Sparrow

Approval of Prior Minutes

MOTION: Ashley Cross moved to approve the Board of Trustees meeting minutes from November. Leah Blakey seconded the motion. The motion passed unanimously

Celebrations

- Raven Cafe Refresh - SPO, Kelsey Jenkins, Shannon Russell, Melissa Kimmons
- Successful Giving Tuesday Campaign
- Student Shout Outs
 - Grace G. (5th), Hearts of Hope Service Project
 - Grace P. (10th), Isabel's House Service Project

Consent Agenda

- Head of School Report – Dr. Katie Heet
- Faculty Report – Emma Smith
- Admissions Report – Amy Maas
 - Corrected FTE is 159.3, not 156
- Development Report – Shelly Drymon
- Marketing Report – Amy Maas
 - Promo video was just published on website & facebook
- Strategic Planning – Whitney Wiese
- Finance Report - Linda Renfroe
- Building and Grounds Report – Mike Albert
- Crisis and Risk Assessment – Becky Breckner
- **MOTION:** A motion to accept the consent agenda was made by Leah Blakley and seconded by Ashley Cross. The board voted unanimously to approve the motion.

Old Business

- Schneider Foundation Update - Judy Thompson
- Gala Planning
 - Still seeking volunteers, kick off committee meeting will occur in January
 - Possible special request for feasibility study for upper school
- Backyard Donor Proposal
 - Funds are in hand for privacy fencing, Mike is working on getting the third quote and Whitney is spearheading quotes for playground equipment.
- BOT EOY Thank You Calls
 - Asking BOT members to sign up for thank you calls to donors. Sign up sheet was passed around
- Board Bylaw Amendments
 - **MOTION:** A motion to approve the amended bylaws as presented was made by Angela Teters and seconded by Leah Blakey. The board voted unanimously to approve the motion
- Annual Audit Update
 - Linda Renfroe has another meeting on Thursday with Elliot Robinson
- State of the Summit 1/26

New Business

- Review and approval of Monthly Reports - P&L, Balance Sheet
 - **MOTION:** A motion to approve the monthly financial reports as presented was made by Ashley Cross and seconded by Angela Teters. The board voted unanimously to approve the motion.
- 23/24 Student Enrollment Contracts - Technology Responsible Use and COPPA Policy
 - Seeking legal guidance to review changes to contracts, education or non profit experience preferred
 - Ideally, admin is seeking approval in January, latest in February
- 23/24 Tuition and Budget Scenarios
 - Admin presented four possible tuition scenarios. Board has asked for further details for three of the scenarios. Dr Heet will follow up prior to the next Finance and Exec meetings and a follow up discussion will be had at the January board meeting.
- Upper School Director Job Posting
 - Dr. Heet to proceed with recruitment for upper school director
- HVAC
- Nominating

- Nominating committee will meet in January and have an update to Board at January meeting
- Insurance Renewal
 - Incurring an increase of \$1100 quarterly
 - **MOTION:** A motion to approve the amended amounts that have come forth in the insurance renewal was made by Leah Blakley and seconded by Ashley Cross. The board voted unanimously to approve the motion.

Housekeeping

- Bank signers

MOTION: Leah Blakely made a motion to close the meeting at 6:32pm. Angela Teters seconded the motion. The motion passed unanimously.

Meeting minutes respectfully submitted for approval by Board of Trustees Secretary, Angela Teters, on January 16, 2023