

The Summit Preparatory School Board of Trustees

**Meeting Minutes Draft**

July 19, 2022, Meeting called to order at 11:22 AM

In Person Meeting

**Meeting Minutes Draft**

**Attendees**

Presiding: James Ballard, Chair

Board Members: James Ballard, Dave Bishop, Ariel Sparrow, Mark Skrade, Judy Thompson, Dana Thomas, and Ashley Cross

Ex Officio Members: Melissa Gelner

Administration/Faculty: Katie Heet, Emma Smith, Amy Maas, Nicole Sanders, and Whitney Wiese, and Aaron Jones

Absent: Kristin Bright, Rachel Gerken, Leah Blakey, and Angela Teters

**Celebrations**

- Welcome to Nicole Sanders, Whitney Wiese, and Aaron Jones
- Discussion regarding planned athletic activities for the school year
- Innovation Lab: construction is on track for completion before the start of the school year

**Financial**

- The financial reports and statements were distributed prior to the meeting
- MOTION: A motion to accept the financial reports was made by Dana Thomas and was seconded by James Ballard. The board voted unanimously to approve the motion.

**Consent Agenda**

- Head of School Report – Dr. Katie Heet
- Faculty Report – No report
- Admissions Report – Amy Maas
- Development Report – Dr. Katie Heet
- Marketing Report – Amy Maas
- Strategic Planning – no report
- Building and Grounds Report – no report
- Crisis and Risk Assessment – no report
- MOTION: A motion to accept the consent agenda was made by Ariel Sparrow and was seconded by James Ballard. The board voted unanimously to approve the motion.

**Old Business**

- Audit: A copy of the audit was provided to the board.
- Parent Satisfaction Survey:
  - Some of the strengths noted in the survey are small class size and quality of the teachers.

- Some of the opportunities for improvements are student and teacher retention, athletic opportunities, and conflict resolution communication.
- Innovation Lab Financials: Base Construction will bill half of the total this fiscal year and half of the total in the next fiscal year. Donor matched funds will be used first.
- Personnel Report: A lower school art instructor was hired. The school is looking to hire a lower school Spanish teacher. The school is seeking a development officer. Two fun zone instructors were hired. A receptionist is also being hired.
- Finance Office: A+ payroll will likely start being used in August.

#### New Business

- Organization Chart: a new organizational chart was shared with the Board.
- MOTION: a motion was made to ratify the electronic vote accepting Ashley Cross as a board member was made by James Ballard and was seconded by Dana Thomas. The board voted unanimously to approve the motion.

#### Past Minutes

- MOTION: a motion was made to approve the Board of Trustees minutes from the meeting on June 27, 2022 was made by James Ballard and was seconded by Dana Thomas. The board voted unanimously to approve the motion.

Meeting adjourned at 12:01 PM.

Meeting minutes respectfully submitted for approval by Board of Trustees Secretary, Ariel Sparrow on July 20, 2022.