

The Summit Preparatory School Board of Trustees

Meeting Minutes Draft

April 17, 2023, Meeting called to order at 5:02 PM

In Person Meeting

Attendees

Presiding: James Ballard, Chair

Board Members: James Ballard, Ariel Sparrow, Ashley Cross, Kristin Bright, and Angela Teters, Gerald Zamora

Administration/Faculty/nonvoting attendees: Katie Heet, Emma Smith, Whitney Wiese, Shelly Drymon, Linda Renfroe, Amy Maas, and potential new board member Daniel Ogunyemi

Absent: Judy Thompson

Approval of Prior Minutes

MOTION: Ashley Cross moved to approve the Board of Trustees meeting minutes from March 2023. Angela Teters seconded the motion. The motion passed unanimously.

Celebrations

- Tyler T. (5th) - Spelling Bee Regional Champion, advances to National Scripps Spelling Bee in May 2023, faculty sponsor Shelly Pollard
- Teddy T. (3rd) - Southwest Regional MCTM Elementary Math Competition, advancing to State, faculty sponsors Blair Verney and Miranda Bryant
- Leo Y. (12th), DJ Y. (11th), Sean M. (11th), Will B. 9th, Hudson M. (9th) - High School Pummill Math Competitors, faculty sponsors Anna Cook and Dawn Eckstein
 - Leo Y. (12th): 1st place in the 4th Year Restricted
 - DJ Y. (11th): 2nd place in Algebra Open and 1st place Geometry Restricted
 - Will B. (9th), Hudson M. (9th), and DJ Y. (11th): 2nd place in the Geometry Team
- Athletics Success, High School Boys Tennis
- LAD Fair Success, 144 total ribbons K-12, faculty sponsors Angie Collins and Jordan Alexander
 - Dance-a-Poem Winners
 - Solace S. (5th) “Hide and Seek,” faculty sponsor Blair Verney
 - Hassaan S. (2nd) “Lions,” faculty sponsor Angie Collins
 - Aania P. (2nd) “Peace/Chaos,” faculty sponsor Angie Collins
- 23/24 Admissions Success, 135 as of 4/11

Consent Agenda

- Head of School Report – Dr. Katie Heet
- Faculty Report – Emma Smith
- Admissions Report – Amy Maas
- Development Report – Shelly Drymon
- Marketing Report – Amy Maas
- Strategic Planning – Whitney Wiese
- Finance Report- Kristen Bright
- Building and Grounds Report – Mike Albert (See HOS report)
- Crisis and Risk Assessment – Becky Breckner (See HOS report)
- MOTION: A motion to accept the consent agenda was made by Ashley Cross and was seconded by Kristin Bright. The board voted unanimously to approve the motion.

Old Business

- Gala Update
 - The Gala is April 21. Sponsorships and ticket sales are going well.
- Cash Flow Update
 - Cash flow has improved.
- Line of Credit
 - Various costs to establish the line of credit are around \$4,500. This could continue for a two-year period with renewals every two years. The line of credit would require interest only payments with the balance due at maturity. The interest rate will a floating rate at prime but will be determined at the time of closing.
- 403(b) Plan Document
 - MOTION: Ashley Cross moved to approve the 403(b) plan as presented. Angela Teters seconded the motion. The motion passed unanimously.
- Gift Acceptance Policy Review
 - Discussion of a possible new policy
- Nominating
 - The nominating committee presented two candidates for board admission: Joe Dull and Jordan Fry.
 - MOTION: Ashley Cross moved to approve Joe Dull and Jordan Fry as new board members beginning in the 2023-2024 school year. Kristin Bright seconded the motion. The motion passed unanimously.

New Business

- Review and approval of financial statements
 - MOTION: A motion to approve the financial statements was made by Angela

Teters. Ashley Cross seconded the motion. The motion passed unanimously.

- ISACS Accreditation Progress Report (Year 6)
 - MOTION: Ashley Cross made to approve the ISACS cover sheet and report as presented. Kristin Bright seconded the motion. The motion passed unanimously.
- Legal Consult
- Safety and Security
 - Discussion of additional security measures under discussion.

Housekeeping

- Board Bylaw Signature
- ISACS complaint response sent

MOTION: Angela Teters made a motion to close the meeting at 6:09 PM. Ashley Cross seconded the motion. The motion passed unanimously.

Open Meeting adjourned at 6:09 PM.

Closed session meeting followed.

Meeting minutes respectfully submitted for approval by Board of Trustees Secretary, Ariel Sparrow on April 17, 2023.