

The Summit Preparatory School Board of Trustees

Meeting Minutes Draft

January 17, 2023 Meeting called to order at 5:07 PM

Zoom Meeting

Attendees

Presiding: James Ballard

Board Members: Ashley Cross, Angela Teters, Gerald Zamora, Kristen Bright, Judy Thompson, Ariel Sparrow, Leah Blakey

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

Absent: Dave Bishop

Approval of Prior Minutes

MOTION: Ashley Cross moved to approve the Board of Trustees meeting minutes from December. Ariel Sparrow seconded the motion. The motion passed unanimously.

Celebrations

- Website Photo Refresh, Amy Maas
- Fourth Grade Class Market, Shelly Pollard
- SPO Winter Parties, SPO Class Reps
- Upper School Film Fest, Upper School Faculty

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 Report – Whitney Wiese
- Finance Report – Kristen Bright
- Building and Grounds - 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 Leah Blakey and seconded by Kristen Bright. The board voted unanimously to approve the motion.

Old Business

- Gala Planning
 - 4 confirmed table sponsors

- Asking for live and silent auction items
- Peer to peer fundraising/competition with online component - winner crowned at night of the event
- Backyard Donor Proposal
 - Admin is asking for approval to move forward with the fence bid from Ozark Fence. Bid from Ozark Fence is higher due to higher quality materials and durability.
 - **MOTION:** A motion to allow admin to move forward with the bid from Ozark Fence was made by Kristen Bright and seconded by Leah Blakey. The board voted unanimously to approve the motion.
- Annual Audit Update
 - Linda Renfro has completed all the information request on December 27th, waiting for responses by Elliot Robinson
- State of The Summit Timeline
- 23/24 Student Enrollment Contracts - Technology Responsible Use and COPPA Policy
 - Admin has reached out to two law firms to provide guidance with non-profit experience
 - **MOTION:** A motion to allow admin to move forward with choosing a law firm for legal guidance was made by Judy Thompson and seconded by Leah Blakey. The board voted unanimously to approve the motion.
- 23/24 Tuition and Budget Scenarios
 - Discussion between four scenarios: 10% tuition increase, 6% tuition increase, 3% tuition increase or 6% flipped tier tuition increase
 - Finance committee has recommended the 6% flipped tier model
 - **MOTION:** A motion to approve the 6% flipped tier tuition model as presented was made by Judy Thompson and seconded by Ariel Sparrow. The board voted unanimously to approve the motion.
- 23/24 Budget Comparisons

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 Angela Teters and second by Leah Blakey. The board voted unanimously to approve the motion.
- 23/24 Tuition Discounts
 - 6%
 - Flipped
 - **MOTION:** A motion to approve the revised tuition rates for 2023-2024 with discounts as presented was made by Judy Thompson. Seconded by Kristen Bright. The board voted unanimously to approve the motion.
- Nominating
 - Nominating committee met earlier this month to begin the process of recruiting board members for the 2023-2024 year.
- 23/24 Proposed Calendar was shared

- Athletics Co-op
 - Aaron Jones has met with New Covenant's Athletic Director about girls tennis. Their school board has yet to make a decision on whether or not to continue the co-op
 - Aaron has reached out to Gloria Deo about interest in doing a co-op

Housekeeping

- Minutes for website
 - Minutes from closed sessions will be kept in printed form at school
 - Any redactions will be sent to Dr. Heet and past President for approval before posting to web site

MOTION: Judy Thompson made a motion to close the meeting at 6:24pm. Ashley Cross seconded the motion. The motion passed unanimously.

Meeting minutes respectfully submitted for approval by Board of Trustees Secretary, Angela Teters, on February 17, 2023.