

The Summit Preparatory School Board of Trustees

Meeting Minutes Draft

March 20, 2023, Meeting called to order at 5:00 PM

In Person Meeting

Attendees

Presiding: James Ballard, Chair

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

Administration/Faculty/nonvoting attendees: Katie Heet, Emma Smith, Whitney Wiese, Shelly Drymon, Linda Renfroe, and potential new board members

Absent: Gerald Zamora and Judy Thompson

*Leah Blakey has resigned from the board

Audit Presentation from Amanda Kastler with Elliot Robinson

- The Summit received an unqualified opinion which was discussed by Amanda Kastler.

MOTION: Kristin Bright made a motion to approve the annual audit. Ashley Cross seconded the motion. The motion passed unanimously.

Approval of Prior Minutes

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

Celebrations

- Seuss Science Day Success - STEM Department and Administration, Rob Powers
Miranda Bryant, Amy Maas, Whitney Wiese
- Liya J. (8th) - 3rd Place National History Day Essay Contest, "Frontiers of Morality: Holodomor and Holocaust" and state qualifier, faculty sponsor Emma Smith
- Southwest Regional MCTM Elementary Math Competition qualifiers, faculty sponsors Blair Verney and Miranda Bryant
 - Bentley R., Fourth Grade
 - Sam P., Third Grade
 - Teddy T., Third Grade
- All School Art Show Student Submissions, faculty sponsors Emma Renfroe and Jeannine Dalton
 - Dublyn V., Lexianna L. Kindergarten
 - Nina E., Vivian G., First Grade
 - Aania P., Nishtha M., Second Grade
 - Kynlee P., Diesel R., Third Grade
 - Ian L., Amala B., Fourth Grade

- Tyler T., Fifth Grade
- Polina P. Sixth Grade
- Kara B., Seventh Grade
- Adia T., Eighth Grade
- Grace P., Maren B., Dingjia Y., High School
 - *If you wish to attend, the show will be on display from March 4, 2023 - April 23, 2023.
- Emma Renfroe art piece accepted into a Juried Exhibition at Brick City Gallery, awarded Best Art Education submission.

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 Angela Teters and was seconded by Kristin Bright. The board voted unanimously to approve the motion.

Old Business

- Gala Planning
 - 129 tickets have been sold and three new sponsors have been added.
- 403(b) Update
 - The draft plan has been delivered.
- Nominating
 - The nominating committee continues to reach out to potentially interested board members.
- Board Match Annual Contribution
 - MOTION: Kristin Bright moved to approve a board match of up to \$3,000.00 for annual campaign funds. Angela Teters 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.

- Cash Flow
 - A line of credit has been tentatively approved, but has not been finalized.
- 23/24 Student Enrollment
 - Contract renewal and approvals are in process and is trending a little bit better than it has been historically.
- Strategic Planning Update
 - Ashley Cross joined the strategic planning committee.

MOTION: Angela Teters made a motion to close the meeting at 6:07 PM. Ashley Cross seconded the Motion. The motion passed unanimously.

Open Meeting adjourned at 6:07 PM.

Closed session meeting followed.

Meeting minutes respectfully submitted for approval by Board of Trustees Secretary, Ariel Sparrow on March 20, 2023.