



Summit Academy Management

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Dear Summit Academy School Board Members,

July 22, 2011

In my previous letter dated July 14, 2011, when a school board member cannot attend a regularly scheduled school board meeting they must contact their respective President as soon as possible.

It is the President of the boards responsibility to ensure there are a sufficient number of board members in attendance at their meeting. If there is an insufficient number of members for a meeting the president is required to inform the attending sponsor, the school board liaison for Summit Academy Management Karen Combs and the school director. Board members who travel to attend the meeting and then discover at the board meeting there are insufficient members for a quorum become despondent with the process.

In the event that the meeting is postponed or cancelled it is the board presidents responsibility to reschedule the meeting in the same month as stated in the contract with your sponsor, the school boards are required by law to have a meetings every other month. The president is responsible for rescheduling the meeting at the convenience of board members, sponsor and Summit Academy Management.

All board members should check their website for any meeting changes.

In the event that school buildings are not available, due to unforeseen circumstances Summit Academy Management will inform the president prior to the meeting.

Thank you for your help. Please call me with any questions or concerns.

Sincerely,

Karen Combs
School Board Liaison