

The Summit Preparatory School Board of Trustees Meeting Minutes

Date: July 13, 2017

Time: 2:25 pm

Place: Hickory Hills Country Club

Presiding: Anne Mason

Board Members Present: Alison Bauer, Jeff Eiserman, Missy Gelner, Rob Gronniger, Shirley Lawler, Anne Mason, Susan Miranti, Veronica Richardson, Brian Scroggs, Mark Sharp, Katie Thieman

Board Members Absent: Max Buetow

Faculty Representative: none

Administration Representatives: none

Meeting called to order at 2:25 pm by Anne Mason

Approval of Prior Minutes

June 2017 meeting minutes submitted in advance by Missy Gelner. **MOTION to approve June meeting minutes made by Mark Sharp, Seconded by Alison Bauer. Motion carried unanimously.**

Head of School Report by Rob Gronniger

- Report was distributed prior to meeting.
- Finance council to review bad debt situations and determine appropriate next steps. Consider applying for tuition insurance reimbursement if applicable.

Faculty Report by Katie Heet

- Report was distributed prior to meeting.

Finance Committee Report by Mark Sharp

- June financial statements were distributed prior to meeting.
- June expenses lower than budget, revenues (programs) fell short of budget.
- Cash flow analysis covering FY 2017-2018 was presented with assumptions of July preliminary budget.
- Preliminary budget (July 17) was shared for review and discussion only.
- **MOTION made by Alison Bauer to approve June 2017 financial reports. Seconded by Brian Scroggs. Motion carried unanimously.**

Old Business

- Fund Development Position Approval (Rob, Mark,
 - Discussion on the open position, lead candidate, current status and procedure for extending an offer and budget driven expectations for the position.

- MOTION made by Mark Sharp to approve the move from a part time to a full-time fund development position with an annual salary not to exceed \$50,000.
 - Discussion covered need to include any expenses in fund development goal
 - If position offered to candidate, \$200,000 + expenses to be agreed to as goal
 - Motion seconded by Brian Scroggs
 - Motion carried with 1 opposing vote from Jeff Eiserman.
- Admin Team Organization and Skills Training (Group Discussion, Brian Scroggs)
 - Group discussion covered opportunities to leverage expertise on the board to support Rob's work to organize and establish roles/responsibilities for the admin team.
 - Board members involved (Jeff, Brian, Katie) will meet with Rob week of 7/17 to establish plan.
- Walnut Lawn Property (Anne Mason)
 - Contract signed, earnest money paid
 - RFP for architecture firms sent last week. Several proposals were received. Building committee submitted prices from proposals but few details to help comparison/understanding. Anne Mason will share additional details with the Board in prep for email vote or special meeting for discussion & vote.
 - Bank Appraiser visited building on 7/12
 - Rezoning request process ongoing. Process being managed by Billy Kimmons, meeting with neighborhood members on 7/18

New Business (Group Discussion)

- Several Bylaws and Policies were reviewed and discussed for updating. Ann Mason will propose changes to bylaws and polies next month.
 - Monthly meeting dates
 - Fund development committee
 - VP Description
 - Inclusion of guests in meeting minutes
 - Jeff Eiserman recommended changes to the Workers Comp Policy to comply with Missouri State statutes so that an employer can direct care in the case of a worker's comp claim.
- Organization changes were discussed to reflect current roles of faculty
 - Shirley Lawler made a MOTION to reflect position of Deputy Head of School pending discussion with Katie Heet. Alison Bauer seconded, Motion carried.

MOTION to adjourn at 4.47 pm was made by Brian Scroggs, Alison Bauer seconded. Motion carried.

Minutes submitted by Melissa Gelner, 7/18/2017