

The Summit Preparatory School Board of Trustees

8/23/18, 3:30 -5 pm, following BOT Retreat

BKD Offices, 910 E St Louis St #200, Springfield, MO 65806

### **Meeting Minutes - APPROVED, Edited for Online Post.**

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#### Attendees:

Presiding: Mark Sharp, Chair Elect

Board Members: Anne Mason, Jennifer Newman, Missy Gelner, Caleb Johnson, Susan Miranti

Ex Officio Members: Rob Gronniger, Katie Heet, Veronica Richardson

Administration/Faculty: Kristin Walker

Board Members Absent: Judy Thompson

Meeting called to order by Mark Sharp at 3:38 pm

#### CONSENT AGENDA

Building report was delivered verbally from Mark Sharp's conversation with committee chair, Billy Kimmons. The following reports were submitted to the board in advance of the meeting.

1. Head of School
2. Development Report
3. SPO Report
4. Marketing Report

**MOTION: Anne Mason motioned to approve the consent agenda, Brian Scroggs seconded motion. Motion carried.**

#### Prior Minutes:

May 21, 2018 meeting minutes were presented for approval. Changes to spelling noted: Kristin, Ritter, bylaws.

**MOTION: Anne Mason motioned to approve minutes with changes noted. Melissa Gelner seconded. Motion carried.**

July 30, 2018 minutes were distributed before meeting.

**MOTION: Anne Mason motioned to approve minutes as distributed. Susan Miranti seconded, Motion carried.**

#### FINANCIAL REPORT, by Mark Sharp

- Cash position, Balance Sheet, Cash Flow were reviewed in detail
- Bad debt sent to collections

**MOTION: Anne Mason motioned to move “owed tuition” amount to bad debt. Brian Scroggs seconded motion. Motion carried.**

**MOTION: Melissa Gelner motioned to approve financials as presented, Anne Mason seconded. Motion carried.**

#### CURRENT BUSINESS

Development Update: Mark Sharp has contacted Monty Schneider. Judy continues to connect with Mr. Nichol and Mr. Schneider. Schneider Foundation meeting is booked for next month, date TBD.

Building: Prior board decision was to move forward with HVAC update. John Youngblood has offered to finance. Additional financial options are pending from Simplex Grinnell.

**MOTION: Brian Scroggs motioned to accept offer from Youngblood (or better offer (lower interest and/or longer terms) from Simplex Grinnell). Anne Mason seconded the motion. Motion carried.**

Vaccination Policy: Over that last few weeks, Katie Heet has reviewed current vaccination policy and research on the verbiage on the policy. The vaccination policy is in accordance with state law. Committee to be established to review policies being assembled with goal of any new policies to be enacted by 2019-20 school year.

Budget Discussion: 2018-19 budget was distributed ahead of the meeting with scenarios for varied income contribution rates.

**MOTION: Anne Mason motioned to approve Scenario One Budget. In addition, if donations exceed planned amount, the board approves the Scenario Two Budget as presented for the academic year as budgeted. Brian Scroggs seconded motion. Motion carried.**

#### NEW BUSINESS

Church Property: Youngblood offered option to buy the church with financed downpayment of the neighboring church east of the school property. Advantages discussed are to open up the continuous drive and increase access to the parking and building area. Lessee is interested in property. Mark Sharp confirmed board agreement to continue investigating the opportunity with financial terms and impact to organization cash flow. He will report back to the board with additional details on the possible income property purchase.

Bylaw Revisions: Redline Bylaws were presented.

Sect 3.9 - Annual Meeting will be held in June. Changed from July

Sect 3.11 - Meeting will be held once per month. Changed from first Monday of the month.

Sect 8.2 - Vice President may but is not required to become the President of the Board. Changed from required to become president.

Sect 8.4 - Add: Treasurer shall also chair the Finance/Budget Committee.

Article 13 - Add: Summit Parent Organization / The Summit Parent Organization (SPO) shall report directly to the Board of Trustees and shall perform its duties under the guidance and control of the Board. The President of SPO shall serve as an ex officio member of the Board without vote. One parent member of the Board of Trustees, as determined by the president, shall serve as Board Representation to the SPO and sit on the SPO executive committee. SPO Bylaws and Financial Policies and Procedure shall be approved by the Board. The SPO President shall present financial reports to the Finance Council on a monthly basis.

Sect 14.1 - July 31 year end fiscal year. Changed from June 30.

Article 17 - Bylaw changes can be adopted by a vote of two thirds.

Typos, dates, officers and numbering also corrected.

Updated Bylaws will be updated as noted and distributed without redline for final approval at Sept BOT meeting.

Bad Debt: Mutual release letter was presented but not returned. Legal counsel (Anne Mason, Jennifer Newman) will advise on next steps at September BOT meeting.

**MOTION: Brian Scroggs made a motion to adjourn the meeting at 5:30. Seconded by Anne Mason. Motion carried.**

Meeting minutes respectfully submitted by BOT Secretary, Melissa Gelner, on 8/23.