

FINAL - Approved, Edited for Online Post.

The Summit Preparatory School Board of Trustees

7/30/18, 5:00pm

Community Room, The Summit Preparatory School, 202 E Walnut Lawn, Springfield, MO 65807

Meeting Minutes

Attendees:

Presiding: Mark Sharp, Chair Elect

Board Members: Judy Thompson, Anne Mason, Jennifer Newman, Missy Gelner, Jeff Eiserman*, Caleb Johnson*, Susan Miranti*.

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

Administration/Faculty: Amy Maas, Kristen Walker

Presenters/Others: Billy Kimmons*

Board Members Absent: Brian Scroggs, Alison Bauer

*Partial attendee: arrived late and/or left early

Meeting called to order at 5:03pm by Mark Sharp.

Status Report:

Walnut Lawn Report

1. Fire Sprinkler System: Sprinkler system was not up to code for school needs. Occupancy permit required completion of update. Expense of \$57,000; invoice pending. Financing being sought yet remains unsecured to date. No action taken.
2. HVAC Update: System passed initial inspection at building purchase. Analysis of existing equipment. Line item performance and cost summary distributed in advance of meeting. \$22,768 additional expenses are expected. Unit #2 could be deferred, \$4655 to fix, ~\$8000 to replace. Exact install schedule pending.

MOTION: Motioned to approve spending for unit 1 and 4 to join the current work in progress (system assessment and unit 6 repairs) for a total of \$18,113.64 (which excludes unit 2 and unit 9). Seconded. Motion passed unanimously.

3. The financing sources were discussed. Seeking options and report to finance committee.

Consent Agenda: The following reports were submitted to the board in advance of the meeting.

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

5. Building and Grounds Report

Discussion: Good admission trends. Building and Grounds wish list pending funding.

MOTION: Motioned to approve the consent agenda reports, motion seconded. Motion carried.

Prior Meeting Minutes:

May meeting minutes were not available for approval. President will follow up with minute recorders.

Minutes for June meeting submitted. Minutes were amended.

MOTION: Motioned to approve as amended, seconded. Motion passed unanimously.

Financial Report, presented by Mark Sharp, Treasurer

Balance Sheet, Budget to Actual and Cash Flow Analysis financial documents were distributed and reviewed by members in advance of meeting. Discussion included comparison to prior year and drivers of variance to budget. Cash Flow analysis revealed cash concerns in several months.

MOTION: Missy Gelner motioned to accept financial reports as presented. Susan Miranti seconded. Motion passed unanimously.

Discussion also covered need to determine board members with check signing authority. Financial policies state that the chair and chair elect are typically the signers. BKD policy referenced which precludes partners from signing checks for other organizations; the policy eliminates Mark Sharp from his typical check signer duties as chair of The Summit board.

MOTION: Jeff Eiserman motioned, "For the School Year 2018-19, The Summit Preparatory School will maintain two administrative check signers as head of school (Katie Heet) and head of school emertis (Rob Gronniger) as well as two board of trustee signers as vice chair (Susan Miranti) and treasurer (Brian Scroggs)." Anne Mason seconded the motion. The motion carried unanimously.

Current Business:

Development Update.

The Schneider Foundation board meeting has not been set. Judy will update when date is known.

Budget Discussion:

Preliminary budget was distributed and reviewed prior to the meeting.

MOTION: Susan Miranti motioned to approve budget as presented. Anne Mason seconded the motion. Continued discussion. Motion failed. 1 Yes, 4 no. Chair Elect voted to establish quorum.

Retreat Agenda:

Mark Sharp is drafting the board retreat agenda. Anne Mason agreed to review bylaws and policies for proposed changes.

Board discussed opportunity to schedule social time with the board and the staff & faculty. Mark will work with Katie and Rob to determine best date/times, possibly immediately following the 8/23 board retreat.

Board Composition:

Katie Thieman resigned from the board.

New Business:

Vaccination Policy changes to become compliant with state law will be distributed prior to meeting and voted on at the next meeting. Alison Bauer is leading collaborative effort with several parent/physician advisors.

Adjournment & Recording:

Anne Mason made a motion to adjourn the meeting at 7:33pm; Missy Gelner seconded motion. Motion carried.

Meeting minutes submitted for approval by Secretary-Elect, Missy Gelner, on 7/30.