

The Summit Preparatory School Board of Trustees

10/22/18, 5:30 pm

Walnut Lawn Campus, Community Room

Meeting Minutes - BOARD APPROVED, Edited to Post

Attendees:

Presiding: Mark Sharp, Chair

Board Members: Missy Gelner, Caleb Johnson, Anne Mason, Jennifer Newman, Brian Scroggs

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

Administration/Faculty: Kristin Walker

Board Members Absent: Susan Miranti, Judy Thompson

Meeting called to order by Mark Sharp at 5:35pm

CONSENT AGENDA

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

1. Head of School with Admissions Report
2. Head of School, Emeritus Report
3. Faculty Report
4. Development Report
5. SPO Report
6. Marketing Report

Discussion on possibility of SPO to cover one or both ALICE training attendees. SPO will consider request and reply to board.

MOTION: Jennifer Newman motioned to approve the consent agenda, Missy Gelner seconded motion. Motion carried.

PRIOR MINUTES

- Sept 17, 2018 minutes were distributed before meeting.
- MOTION: Anne Mason motioned to approve minutes as distributed. Jennifer Newman seconded, Motion carried.

FINANCIAL REPORT, presented by Brian Scroggs

- Balance Sheet and Budget to Actual reports reviewed. Cash position reviewed. Cash flow projections indicate positive cash position through the balance of the school year.

- Development report was explained in detail and will be updated to better communicate. Total revenues for the year are not at budget.

MOTION: Jennifer Newman motioned to approve financials as presented, Anne Mason seconded the motion. Motion carried.

CURRENT BUSINESS

- All Board evaluations from the 17-18 board meeting are due by Friday, 10/26
- Thank you to all Board Members for attending and volunteering.
- Nominating Committee Report - 3 candidates were profiled. Peggy Lind, Kailey York, Joe Harper. Nominating committee will update board in November on person to fill vacancy created by Katie Thieman resignation.

NEW BUSINESS

- HOS Emeritus and HOS Goals are in progress. Mark Sharp will review and present to the Board in November at BOT Meeting.
- Missouri Seal of Biliteracy Program and Resolution was presented as opportunity by Sarah Leighninger. Board discussed the program, expenses and related requirements.

MOTION: Missy Gelner made motion to pursue Missouri Seal of Biliteracy, Jennifer Newman Seconded, motion carried

5 ayes (quorum is majority of 8 members), 0 nays, 2 absent.

- Members also discussed several policy and procedure execution options related to record keeping of board member materials. A procedure to collect and file the following materials with the official school file and hold an electronic copy online in a share drive was agreed upon.
 - Confidentiality Agreement for all board members and Strategic Planning and Finance committee members
 - Conflict of Interest
 - Trustee commitment
- Upcoming calendar items were reviewed.

Adjournment & Recording: Brian Scroggs made a motion to adjourn the meeting at 5:30. Motion carried.

Meeting minutes respectfully submitted for approval by BOT Secretary, Melissa Gelner, on 10/23/18