

The Summit Preparatory School Board of Trustees

July 25, 2019, 11:36 a.m. 1:10 p.m.

BKD Offices, 910 E St Louis St #200, Springfield, MO 65806 (Show Me Training Room)

Meeting Minutes – EDIT TO POST

Attendees:

Presiding: Mark Sharp, Chair

Board Members: Susan Miranti Sharp, Anne Mason, Missy Gelner, Caleb Johnson, Judy Thompson, Dana Thomas, Dave Bishop, and Jennifer Newman

Ex Officio Members: Katie Heet, Kele Geyer, and Kristin Walker

Administration/Faculty: Kristin Walker and Emma Smith

Meeting called to order by Mark Sharp at 11:36 a.m.

Susan Miranti thanked Anne Mason for her years of service on the Board of Trustees and presented her with a plaque and flowers.

Welcome new board members Dana Thomas and Dave Bishop

CONSENT AGENDA

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

1. Head of School Report – Katie Heet
2. Faculty Report – Emma Smith
3. Development Report – Vince Currao
4. SPO Report -Kele Guyer

- MOTION: Anne Mason moved to approve the consent agenda, Susan Miranti seconded motion. Motion carried.

PRIOR MINUTES

- May, 2019 minutes were distributed before meeting (no June, 2019 meeting was held in light of additional Strategic planning meetings).
- MOTION: Jennifer Newman made a motion to approve May, 2019 minutes as distributed. Anne Mason seconded, Motion carried.

FINANCIAL REPORT

- Mark Sharp gave detailed Financial Report and reviewed Financial Statements through June 30, 2019. Kristin walker also provided financial information.
- Balance sheet and Budget v. Actual was reviewed.
- Income Statement was reviewed for June, 2019 and Year-to-Date (YTD).

- 1 month remaining in fiscal 2019.
- Update from Judy Thompson with regard to the Schneider Foundation. Judy reported that it is anticipated that the Schneider Foundation will continue to support the Summit. Schneider Foundation will meet again in August, 2019. Judy will recommend that the Schneider Foundation continue its financial support to Summit. Kristin Walker suggested submitting a packet of material to Sandy with Schneider Foundation. Judy proposed that the Schneider Foundation should be recognized in the school lobby. Missy Gelner suggested that this could be unveiled at Summit's Founder's Day.
- Discussed recognizing Summit cash donations with a possible reception and differentiated between recognizing cash donations and not in-kind gifts.
- Discussed personnel costs are right on budget.
- \$50,000.00 better than budget currently and Mark Sharp reported that we would anticipate being in the black by the end of fiscal 2019.
- Discussed separate policies and procedures for Summit Parent Organization (SPO) and Summit Board of Trustees (BOT). Advised financial policy task force to proceed with same policies for both.
- Every 3 years, bids are submitted to potential auditors. Bids were requested from KPM, Whitlock, and Elliot Robinson. KPM did not submit a bid. Whitlock came in at the highest bid, and Elliot Robinson, the incumbent, came in at the lowest bid. Discussion that the board is happy with the auditing services of Elliot Robinson and Finance Committee is proposing to maintain Elliot Robinson as auditors.
- MOTION: Missy Gelner moved to approve the Financial report as presented. Susan Miranti seconded. Motion carried.

CURRENT BUSINESS

- Non-parent board member, Peggy Lind, resigned for family reasons. Discussion that the Nominating Committee needs to fill this position on the Board.
- A potential board member with entrepreneurial skills, was recommended. He has tech experience that could be beneficial to the Board.
- A suggestion was also made that a board candidate with Human Resource experience could be beneficial to the Board as well.
- Discussed proposed budget. Budgeted for 170 students enrolled, with 147 Full-Time Equivalencies (FTE's), at year end enrollment was 135.4 FTE's.
- Susan Miranti made a motion to approve the proposed budget, and Anne Mason seconded. Motion carried.

NEW BUSINESS

- Organization chart was discussed. Mark Sharp made a motion and Susan Miranti seconded; motion carried.
- Discussion of appointing a board liaison for SPO. Role is to assist in communication with SPO and BOT. Position to be filled by a parent board member.
- Employee Handbook Issue. Discussion of paid time off (PTO) for part-time Summit employees. Approved to proceed with current practice.

Adjournment: Meeting was adjourned at 1:10 p.m. to begin Strategic Planning afternoon meeting at the retreat.

Meeting minutes respectfully submitted for approval by BOT Secretary, Jennifer Newman on July 31, 2019.