

Minutes of The Summit Charter School, Inc.

Board of Trustees

October 15, 2019

Report by: Collins Zimmer, Secretary

Voting Members Attending: Ann Betty (Chair); Scott Westendorf (Vice Chair); Collins Zimmer (Secretary); Sarah Chapin, Edward Cole, Robin Tanner, Travis Boswell, Katie Bumgarner, Elisabeth Hoffman

Voting Members Absent: David Billingsley (Treasurer); Linda Quick

Non-Voting Members and Foundation Board Members Attending: Kurt Pusch (Head of School); Melissa Hudson (Development Director); Marie Starkings (Business Officer); Jesse Loyd (Faculty Board Member); and Brittany Schiele (Faculty Board Member)

Non-Voting Members and Foundation Board Members Absent: Josh Crawford (Foundation Board Chair); Tracie Jernigan (SFA)

The October 15, 2019 meeting of The Summit Charter School, Inc. Board of Trustees was called to order at 4:30 p.m. with Ann Betty, Chair presiding.

All attending recited the Summit Pledge.

Approval of Minutes: Robin Tanner moved that the Minutes from the September 17, 2019 meeting be approved. The motion was seconded by Elisabeth Hoffman and was approved unanimously.

Head of School Report: Kurt Pusch presented his Head of School Report, a copy of which was distributed at the meeting. He addressed current student enrollment (234) and retention, discussed financials, key dates, place-based learning experiences in classrooms, and instruction updates and goals. He shared that the 10th grade had taken the Pre-ACT and the 9th grade had taken the practice ACT on October 15th; data from both assessments will be utilized to establish a baseline of student performance. Safety procedures and staff/student/parent education programming were highlighted in his School Safety Review Plan. Kurt Pusch also shared benefits and updates regarding Summit's Teton Science School partnership.

Treasurer's Report: In David Billingsley's absence, Kurt Pusch and Ann Betty discussed the Treasurer's Report. The Financial Committee is currently building a budgeting report that will include monthly budget targets relative to the school's fiscal performance in previous years.

Committee Reports:

- **Development:** Melissa Hudson presented her development and marketing update. Her updates included a successful and official Grand Opening/Ribbon Cutting event for New Facilities (High School and Summit Center), current Annual Fund numbers, a formal launch of the Family Fund in the next couple weeks, a charity event for Summit and Blue Ridge schools hosted by CCSV next summer, and grants. The next Open House will be Friday, October 18th, 8:30am. Thursday, October 24th, at the Summit Center, there will be a service to honor the late Jerry Johnson.

- Facilities: Scott Westendorf will be creating a maintenance master plan which anticipates projections for both the new school and original school buildings. Facility Committee members are currently looking into the lighting situation at the Summit Center.
- Governance: Ann Betty read through proposed bylaw amendments with Board members. Ann Betty also shared that Linda Quick had resigned from the Board of Trustees and encouraged members to individually thank Linda Quick for her generosity and efforts to support our school.
- Curriculum: This committee is still being formed to assist Summit admin team.
- Strategic Planning: There was nothing new to report.
- Construction: Construction is complete.
- SFA: Collins Zimmer updated the Board with current goals of the SFA. She highlighted a successful SummitFest event on October 12th. The Parent Volunteer Database (data gathered from the survey) is complete and owned by the Volunteer Coordinators. The Thanksgiving Picnic will be November 22nd.
- Robin Tanner shared her recommendations for a Health and Wellness policy at Summit. Kurt Pusch will take steps in creating and further implementing wellness policies at the school. A full-time nurse has been hired and her input will be helpful.

Faculty Appreciation: Board members provide staff breakfast or lunch on assigned dates:

September: Katie Bumgarner & Travis Boswell

October: Sarah Chapin and Ann Betty

November: David Billingsley and Collins Zimmer

There was a motion to adjourn the meeting and the meeting was adjourned.