

Minutes of The Summit Charter School, Inc.

Board of Trustees

March 17, 2020

Teleconference using GoToMeeting

Report by: Collins Zimmer, Secretary

Voting Members Attending: Ann Betty (Chair); David Billingsley (Treasurer); Collins Zimmer (Secretary); Elisabeth Hoffman, Robin Tanner, Travis Boswell, Tim Boeve, and Betsy Helms

Voting Members Absent: Scott Westendorf (Vice Chair); Katie Bumgarner, Edward Cole

Non-Voting Members and Foundation Board Members Attending: Kurt Pusch (Head of School); Jesse Loyd (Faculty Board Member), Rob Hunter (Foundation Board member), Melissa Hudson (Development Director), Tracie Jernigan (SFA)

The March 17, 2020 meeting of The Summit Charter School, Inc. Board of Trustees was called to order at 4:30p.m. with Ann Betty, Chair presiding.

All attending recited the Summit Pledge.

Approval of Minutes: David Billingsley moved that the Minutes from the February 18, 2020 meeting be approved. The motion was seconded by Elisabeth Hoffman and was approved unanimously.

Director's Report: Kurt Pusch presented his Head of School Report, a copy of which was distributed electronically before the meeting. The school closure is in effect March 16-30 as a proactive measure in response to the COVID-19 outbreak. He gave updates on how Summit is responding and working with community partners during this time. The administration continues to closely monitor the situation with guidance from state and local health departments and will assess extending closure with Board approval. Summit's resources will continue to focus on instructional and mental health support.

Kurt addressed current student enrollment (233), explained enrollment gains and losses, and discussed the administration's focus on enrollment and retention for next year. Current projected enrollment estimates for the 2020-21 year is 235. Kurt highlighted financials, Family Fund goals, the current suspension of athletics and clubs due to COVID-19, key calendar dates and other pertinent updates. He also shared 100% of Summit's faculty have confirmed intent to return and that we are currently operating with maintaining the calendar as is.

David Billingsley put forth a motion to adopt the 2020-2021 proposed calendar, Betsy Helms seconded the motion and it was approved.

David Billingsley put forth a motion to accept and support the remote learning plan and required instructional hours as set forth by Summit's administration. The motion was seconded by Elisabeth Hoffman and it was approved.

Treasurer's Report: David Billingsley discussed his March 2020 Treasurer's Report; YTD Actuals are current and up-to-date. The State of North Carolina still has not officially passed a budget, so we have no confirmed funding per student numbers from the state. David also reviewed the Projected Budget Summary, a conservative draft submitted by both the SCS administration and Finance Committee with projected student enrollment assumptions and state support forecasts (based on the 2018-19 year).

Committee Reports:

- Finance: Committee will meet in March.
- Development: Melissa Hudson presented her Development and Marketing Update. Updates included Annual and Family Fund numbers as of February 29th. Melissa's update also included itemized grants pending and awarded. She highlighted Summit's media coverage and attached links to her report to view the featured articles. She encouraged Board members and parents to write honest reviews for our school on GreatSchools.org.
- Facilities: Nothing new to report.
- Governance: Nothing new to report.
- Curriculum: Committee will meet in April.
- Strategic Planning: Nothing new to report.
- SFA: Tracie Jernigan gave an update on the volunteer lists sent to teachers and admin. The March 6th Summit's Got Talent Show was a success. She highlighted the parents and community members that donated their time and resources, including potential partnerships for future events with regards to lighting, sound, and chair supply.

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

Please send notes of encouragement to our faculty and staff during this time of uncertainty and remote learning. Board members were encouraged to contribute to the Family Fund if they haven't already.

April: Jernigan / Betty (TBD)

May: Hoffman / Billingsley (TBD)

Our next meeting will take place on April 21, 2020.

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