

Minutes of The Summit Charter School, Inc.

Board of Trustees

April 21, 2020

Teleconference using GoToMeeting

Report by: Collins Zimmer, Secretary

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

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); Josh Crawford (Foundation Board Chair); Marie Starkings (Business Manager)

The April 21, 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: Elisabeth Hoffman moved that the Minutes from the March 17, 2020 meeting be approved. The motion was seconded by Scott Westendorf 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.

In response to the COVID-19 outbreak, SCS on-campus operations remain closed (since March 16th) through May 15, 2020 per state executive order. The decision to extend closure through the remainder of the school year is still pending based on updates from the state. The SCS administration is prepared to decide by April 30 if there is no update to the state executive order. Summit's resources will continue to focus on two priorities: the health and wellbeing of our Summit family and continued whole-child education. Students are currently in week 5 of SCS's remote learning program; Kurt walked board members through several guiding principles. Additionally, he shared that the administration was looking ahead and planning for multiple potential scenarios for the 2020-21 school year.

There was a discussion and feedback from Board parents when asked about remote learning from the perspective of the child/guardian at home.

The CARES Act Paycheck Protection Program (PPP) loan application was approved for \$401,500 at 1% interest which will significantly relieve our cash flow situation (see also Executive Committee Minutes and vote from April 17, 2020 meeting).

Kurt addressed current student enrollment (228), explained enrollment gains and losses, and discussed the administration's focus on enrollment and retention for next year. Projected enrollment estimates for the 2020-21 year is 235. Kurt highlighted the financial impact of COVID-19, key revenue assumptions

for 2020-21 school year budget, a shift in the Family Fund campaign, financial sustainability goals, and other pertinent updates. He also shared 100% of Summit's faculty have confirmed intent to return and that we will continue operating in accordance to our current school calendar. Summit's performance grade will likely remain unchanged due to closure and suspension of year-end testing.

Robin Tanner put forth a motion to approve the projected 2020-2021 budget for SCS, Katie Bumgarner seconded the motion and it was unanimously approved.

Treasurer's Report: David Billingsley discussed his March 2020 (ending 3.30.2020) Treasurer's Report; YTD Actuals are current. 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 commented on the 2020-21 Budget with projected student enrollment assumptions and state support forecasts (based on the 2018-19 year).

Committee Reports:

- Finance: Discussed during meeting.
- Development: Melissa Hudson presented her Development and Marketing Update. Updates included following: the SCSF March launch of the COVID-19 Emergency Fund Campaign (to cover unexpected budgeted income shortages as well as new expenses to ensure our students and teachers can continue a quality education, regardless of circumstance); new goals for the Family Fund and a pledge collection letter with an emphasis on sensitivity; and Annual Fund updates. She highlighted a successful year of granting for SCS, current pending grants, and recent media coverage. Her report showed CCSV fundraiser confirmed and pending auction items.
- Facilities: Painting project complete. Nothing new to report.
- Governance/Trustee: Will meet In May. Looking to recruit new Board members.
- Curriculum: Committee will meet in April.
- Strategic Planning: New Math curriculum is under consideration.
- SFA: Tracie Jernigan discussed the future election of SFA officers and faculty appreciation week in May. She encouraged members to send notes of encouragement to our faculty and staff during this time of uncertainty and remote learning.

Our next meeting will take place on May 19, 2020.

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