

Minutes of The Summit Charter School, Inc.

Board of Trustees

September 17, 2019

Report by: Collins Zimmer, Secretary

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

Non-Voting Members and Foundation Board Members Attending: Kurt Pusch (Head of School); Melissa Hudson (Development Director); Marie Starkings (Business Officer); Josh Crawford (Foundation Board Chair); Tracie Jernigan (SFA)

The May 21, 2019 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: Linda Quick moved that the Minutes from the May 21, 2019 meeting be approved. The motion was seconded by Katie Bumgarner and was approved unanimously.

Director's Report: Kurt Pusch presented his Head of School Report, a copy of which was distributed at the meeting. He addressed current student enrollment (235), explained enrollment gains and losses, discussed financials, addressed EOG results, key dates, as well as instructional goals and other pertinent updates.

Linda Quick requested further work be done to the administrative dashboard to clarify financials.

Treasurer's Report: David Billingsley complimented Kurt Pusch's involvement in revising the budget seeking areas to bring expenses down. David identified the school's projections at the end of the school year vs actuals at the start of the school year. He discussed the school's anticipated shortfall, Annual and Family Fund goals, as well as other financials. Further effort is being done on the 2019 Summit Financial Position document on lines 30 and 32. This final number will be agreed upon by both the Board of Trustees and Foundation Board in the October meeting.

Committee Reports:

- **Development:** Melissa Hudson presented her development and marketing update. Her updates included Annual Fund, the success of the Lemon-Aid Stand Campaign, Family Fund, a charity event for Summit and Blue Ridge schools hosted by CCSV next summer, and grants. She further discussed updates with Summit's new Athletic Booster Club and the launch of our concession stand and gym banner campaign. The Grand Opening/Ribbon Cutting of New Facilities will be held Thursday, September 26th, at 2:45pm. Open House: Friday, October 18th, 8:30am.
- **Facilities/Safety:** Scott Westendorf will be creating a maintenance master plan which anticipates projections for both the new school and original school buildings.

- Governance: Ann Betty reported on recommended bilaw ammendments as well as a future board member wish list of skills/trades.
- Curriculum: This committee is still being formed to assist Summit admin team.
- Strategic Planning: Sarah Chapin shared updates regarding our new director hire, staffing goals, and Kurt's personalized shaping of a long-term plan.
- Construction: Josh Crawford shared updates regarding the sewer and water expansion. The High School and Summit Center are occupied and officially open.
- SFA: Tracie Jernigan updated the Board with the goals of the SFA. She highlighted successful Book Day and Back to School Picnic events. Saturday October 12th is SummitFest. The Parent Volunteer Survey response has been very successful, and the creation of a Volunteer Database is nearly completed.
- Summit Connector Trail: Robin Tanner updated the Board with her progress. The Wellness Committee discussion was tabled to October's meeting.

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.