

Minutes of The Summit Charter School, Inc.
Board of Trustees Executive Committee Meeting

June 24, 2019 (12:30 p.m.)

Report by Melissa Hudson, Development Director

Voting Members Attending: Edward Cole (Chair); Ann Betty (Vice Chair); David Billingsley (Treasurer)

Non-Voting Members and Foundation Board Members Attending: Andrea Chalker (Principal); Marie Starkings (Business Officer); Melissa Hudson (Development Director)

Voting Members Absent: Collins Zimmer (Secretary)

The June 24, 2019 meeting of The Summit Charter School, Inc. Board of Trustees Executive Committee was called to order at 12:43p.m. with Edward Cole, Chair presiding.

Conflicts of Interest Policy

An updated Conflicts of Interest Policy was presented, including background check additions and verbiage on nepotism. Ann Betty motioned for approval and the updated policy was approved unanimously.

Approval of Bank Signatures

Edward motioned for approval to remove interim director Billy Leonard and add upcoming director Kurt Pusch for bank signatures. Edward motioned for approval and the change was approved unanimously.

School Updates

Enrollment: Enrollment for the 2019-20 school year was discussed. As of June 19, 2019, 246 new or returning students were enrolled. 11 applications are pending. This number will continue to change through the summer months.

Development: Fundraising efforts are underway. Melissa Hudson shared that Summit submitted a grant application to the Highlands Cashiers Health Foundation for a full-time nurse and critical operating funds. Chloe's Lemon-aid Stand is back at the Cashiers Farmers Market this summer and is seeking matching sponsors. Students are doing a great job volunteering at the stand.

EOGs: Test scores are starting to come back from the state. Math scores will be finalized in August. Summer Reading Camp is taking place this week with final testing scheduled for Thursday, June 27th.

Teacher Hires: All teaching positions have been filled with the exception of one remaining opening for a second Kindergarten teacher. Interviews are underway.

School Budget and Financials

Edward Cole signed the school's 2019-20 budget, which Marie Starkings will send to the Acadia by June 30, 2019. This budget will be amended in September once teacher positions have been filled, salaries determined, and students are actively enrolled. Ann Betty, Marie Starkings and David Billingsley shared and discussed a new format for the monthly director's report, as well as a report to track grants from the Summit Charter School Foundation to the school.

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



SUMMIT CHARTER SCHOOL

370 MITTEN LANE, CASHIERS, N.C. 28717 Phone: (828) 743-5755 Fax: (828) 743-9157

SUMMIT CHARTER SCHOOL CONFLICT OF INTEREST STATEMENT BOARD OF TRUSTEES

The Board of Trustees is appointed to serve Summit charter School and its constituencies. The men and women who accept this position are expected to carry out their duties in a manner that inspires and assures the confidence of the school and the broader community.

The trustees shall exercise the utmost good faith in all transactions touching upon their duties to the charter school and its property. In their dealings with and on behalf of the school, they are held to a strict rule of honest and fair dealing between themselves and the school. They shall not use their positions as trustees, or knowledge gained therefrom, so that a conflict might arise between the school's interest and that of any individual trustee.

A conflict of interest arises in any situation in which a trustee (and his or her immediate family) is involved in an activity that could adversely affect his or her judgment with respect to the business of the school or otherwise diminish the interest of the school. When such a conflict arises, the individual with a conflict is expected to disclose in writing the existence of the conflict.



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SUMMIT CHARTER SCHOOL BOARD OF TRUSTEE ANNUAL DISCLOSURE STATEMENT CONCERNING POSSIBLE CONFLICT OF INTEREST

In order to implement the board conflict of interest policy, board directors of Summit Charter School will annually complete the following form to disclose real and potential conflicts of interest. The completed forms will be reviewed by the Executive Committee, which will attempt or resolve any actual or potential conflicts and, in the absence of resolution, refer the matter to the Board of Directors.

The undersigned person acknowledges receipt of a copy of the Summit Charter School Policy Concerning Conflict of Interest dated _____
By my signature affixed below I acknowledge my agreement with the spirit and intent of this board policy and I agree to report to the Chairman of the Board of Trustees any possible conflicts (other than those stated below) that may develop.

_____ I am not aware of any conflict of interest.

_____ I have a conflict of interest in the following area(s):

Signed _____

Type or Print:

Date:



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Applicants must notify the Director immediately if they are arrested, charged with, or convicted of a criminal offense (including entering a plea of guilty or *nolo contendere*) other than a minor traffic violation (i.e., speeding, parking, or a lesser violation). Notice must be in writing, must include all pertinent facts, and must be delivered to the Director no later than the next scheduled business day following the arrest, charge, or conviction, unless the applicant is hospitalized or incarcerated, in which case the applicant must report the alleged violation within 24 hours after his or her release. Upon judicial action in the matter, the applicant must report the disposition and pertinent facts in writing to the Director no later than the next business day following adjudication.

A criminal history check and a check of sex offender registries must be concluded on all final candidates for employment with the Summit Charter School. Criminal history checks must be conducted in accordance with the state law and any procedures established by the Board of Trustees. School officials shall not require candidates to disclose expunged arrests, charges, or convictions and shall not ask candidates to voluntarily disclose such information without first advising that disclosure is not required. The Director shall report to the State Board of Education any licensed individual who is found to have a criminal history, as required by State Board policy.

A final candidate for employment or for hiring as an independent contractor will be excluded from hiring on the basis of criminal conduct only when doing so is job-related and consistent with business necessity. If a final candidate is found to have been convicted of a criminal offense, other than a minor traffic violation, the Director shall determine whether the individual is qualified for employment despite the criminal history by considering, among other things, whether the individual poses a threat to the safety of students or personnel or has demonstrated that he or she does not have the integrity or honesty to fulfill the duties of the position. The following factors will be considered in making this determination: (1) the nature and gravity of the offense or conduct; (2) the time that has passed since the offense or conduct and/or completion of the sentence; and (3) the nature of the job sought. Before the Director may exclude a final candidate based on his or her past criminal convictions, the Director must give the candidate the opportunity to demonstrate that the exclusion does not properly apply to him or her.

The Board has determined that every position with Summit Charter School, regardless of whether the position is located in a school or elsewhere, potentially entails contact with students, either on a regular, occasional, or emergency basis. For that reason, no individual who is a registered sex offender will be hired for any position with Summit Charter School.

In addition, each contract executed by Summit Charter School with an independent contractor or for services of independent contractors must require the contractor to check sex offender registries.

Summit Charter School Nepotism Policy

References:

Section 4.3 Charter Agreement

GS Section 115C-12.2

GS Section 115C-218.15

Summit Charter School

Nepotism Policy

Purpose

The purpose of this nepotism policy is to protect the interests of Summit Charter School when it is contemplating entering into an arrangement with an immediate family member of a member of the Board of Directors (the “**Board**”) or an employee of Summit Charter School. This policy is intended to supplement but not replace any applicable state laws governing nepotism applicable to nonprofit and charitable corporations.

Policy

The Policy shall be as follows:

1. Before any immediate family, as defined in G.S. §115C-12.2, of any member of the Board or a charter school employee with supervisory authority shall be employed or engaged as an employee, independent contractor, or otherwise by the Board in any capacity, such proposed employment or engagement shall be:
 - (i) disclosed to the Board and
 - (ii) approved by the Board in a duly called open-session meeting.

The burden of disclosure of such a conflict of interest shall be on the applicable Board member or employee with supervisory authority. If the requirements of this subsection are complied with, [School name] may employ the immediate family of any member of the Board or a [School name] employee with supervisory authority.

2. No teacher or staff member that is immediate family of the chief administrator shall be hired without the Board evaluating their credentials, establishing a structure to prevent conflicts of interest, and notifying the Department, with evidence, that this process has occurred.

The term “immediate family member” means a spouse, parent, child, brother, sister, grandparent, or grandchild. The term includes the step, half, and in-law relationships.

References

North Carolina G.S. 115C-12.2, G.S. 115C-218.15; Section 4.3 Charter Agreement



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NEPOTISM POLICY:

The employment of close relatives within the same local department or unit is to be avoided unless significant recruitment difficulties exist. If there are fewer than three (3) other available, eligible candidates for a vacancy and, it is necessary for relatives to be considered for employment, or if two (2) individuals are already employed and marry, the following will apply: Two members of an immediate family shall not be employed within the same local department or unit if such employment will result in one supervising a member of his immediate family, or where one member occupies a position which has influence over the other's employment, promotion, salary administration and other related management or personnel considerations. The term "immediate family" shall be understood to refer closeness of relationship which would suggest that problems might be created within the work unit, or that the public's philosophy of fair play in providing equal opportunity for employment to all qualified individuals would be violated. In general, this would include wife, husband, mother, father, brother, sister, son, daughter, grandmother, grandfather, grandson, and granddaughter. Also, included are the step, half and in-law relationships as appropriately based on the above listing.