

**MINUTES OF THE SUMMIT CHARTER SCHOOL
BOARD OF TRUSTEES**

September 3, 2014

Report By: Amanda Stoltzfus, Secretary

The September 3th, 2014 meeting of the Summit Charter School Board of Trustees was called to order at 4:30 pm by Wes Stone, Chairman, presiding. The following members were in attendance: Wes Stone, AJ Grube, Amanda Stoltzfus, Geoff Allen, Tammy Bryson, Sergio Barranco, Ed Morse, Scott Westendorf, Rachel Dyer, Martie Kingree, Shannon Hargrove, Melanie Jones, Marsha LaFontaine, Summit Director, Jack Talmadge and Business Manager, Marie Starkings, **Absent:** Sam Edgens

Visitors: Bonnie Foxworth, Lauren Bennett

Public Comment: None

Approval of Minutes: Ed Morse moved to approve the minutes and AJ Grube seconded. All in favor.

Director's Report by Dr. Jack Talmadge:

Campus Data: CAMPUS DATA: 2014-2015 Enrollment: Enrollment has decreased to 197 students. The distribution is as follows: (K: 24/6 Waitlist), (1st: 24/ 1 Wait.), (2nd: 20/ 0 Wait.), (3rd: 24/ 3 Wait.), (4th: 24/ 1 Wait.), (5th: 24/ 1 Wait.), (6th: 24/ 3 Wait.), (7th: 14/ 0 Wait.), (8th: 19/ 0 Wait.) TOTAL: 197 Committed/ 15 Waitlist. **2014-2015 Operating Budget:** The budget figures we were given from the State continue to reflect an overall cut from what we received last year. The figures presented to us on Friday are \$4,921.00/child (up from the original \$4,785/child) with additional funds given for EC students. We will have our official ADM on September 15th (20th day of school), and adjustments will be made by the State accordingly. **EOG Testing:** EOG test scores from last May saw a slight increase in overall student performance. We are again in a pilot year, and student scores did not count, with the exception of 3rd grade (100% passed the Read to Achieve Test). **Policy Updates:** Over the summer, we developed a response plan to students with food allergies. At this time, it is child-specific to the 504 medical plan, but may need to be generalized down the road, as additional allergens may potentially arrive. Our bullying policy was submitted to and endorsed by the State's advisor (Greta Metcalf) on bullying prevention. She will be conducting staff-wide training on September 26th. All families are required to sign the agreement, and Lauren Bennett will be increasing her presence on campus and in the classrooms as a proactive educational/behavioral plan. The dress code was slightly tweaked over the summer to add simplicity in options as well as staff enforcement. **FACULTY & STAFF: Position Changes:** We had two summer resignations, Mrs. Shannon Johnson (2nd Grade Instructional Assistant) and Mrs. Therese Murdock (5th Grade Instructional Assistant). This opened up the door to move some folks around, and consolidate talents from the returning staff. Mrs. Kim Stiwinter requested to move back into the 4th grade classroom. Mrs. Hughes requested to step back to part-time status and teach just the K-6 Tech classes. Mrs. Chandler has moved her duties in EC support to become the morning instructional assistant in 5th Grade, and Ms. Hannah Moody has been brought up to full-time status to assist with 5th Grade in the afternoons. **New Hires:** Summit brought on three new hires this summer: Dr. Kathleen Slowiczek (EC coordinator), Mrs. Heather Johnson (4th Grade Instructional Assistant), and Mrs. Kristina West (2nd Grade Instructional Assistant). **Faculty Development:** The faculty and staff completed a group summer reading project on place-based education and best practices in curriculum. We also received a full staff development grant from Trail to Every Classroom to have a full staff emersion program taught here on campus. Teachers constructed a large-scale curriculum map linking place-based studies to Common Core standards, and learned new ideas on how to use our campus as an outdoor laboratory. **FACILITIES: Well House:** We have received another notice that our water may contain elevated levels of lead and copper. Environmental Inc. is investigating why the new upgrades to the current system have not kept us in compliance. **Soccer Field & Erosion Correction:** The SCSF approved an allotment of funds for improvements to the soccer field. The irrigation system has been relocated, the field was extended several yards, and top grading along the hill and surrounding areas helped improve the water runoff. **Technology Upgrades:** We received two community grants this summer totaling \$15,000.00 to be used for STEM programs and materials, electronic science texts, and iPad units. By the 1st part of Nov. will have a new school website. Will be much more user friendly. **PROGRAMS & CURRICULA: Opening School Roundup:** (Friday, August 29th at 10:00am)- kicked off our theme this year "Bridging the Future". We enjoyed wonderful family and community participation, and introduced several of our goals for this school year.

Strategic Action Plan- Year 1: The faculty met in committee several times to develop action plans for this year in response to the newly adopted strategic initiatives. **Athletics:** Cross country and soccer are off to a great start to their seasons with an opening victory and 1st place finish. **New Family Picnic:** (Thursday, 9/11, 5:30pm at the school.) **Open House/Welcome Back Picnic:** (Thursday, 9/4, 4:15-7:00)- classrooms will be open from 4:15 to 5:15pm for parent visitations. We will then gather in the courtyard at 5:30pm for a group meeting followed by the picnic.

SCS Foundation Board Update (Shannon Hargrove):

Campaign “Bridge the Gap”. Goal: Looking for 100 people to give \$3,000 per year for 3 years. Also have other options (amounts) for donation. Trying to find a level at which people will support and take the pressure off of fundraising every summer competing with other fundraisers. Trying to help the community understand that this is a public school – we are funded differently. The greater Cashiers area believes we are a private school. A couple of mailings are planned.

SFA Update (Melanie Jones):

Volunteer slips turned in. Have 72 returned slips of people who want to volunteer. Moving in to Summit Fest and picnics. Communicating with parents through a separate newsletter.

Treasurer’s Report (Martie Kingree):

Based on projected revenues and expenses, we are about \$31,000 in the black. This is based on 200 students and we are at 197. This amount will go down. We were hoping to get a significant raise from state and did not receive that.

Formation of new committees: * *Executive:* Wes Stone, AJ Grube, Amanda Stoltzfus, Martie Kingree and Rachel Dyer

* *Finance:* Martie’s last year on Board, have someone shadow her this year/Rachel Dyer to take Martie’s place. *

* *Facilities:* Ed Morse will join committee, Scott Westendorf: Chair of board * *Trustee:* Geoff Allen is new chair *

* *Strategic Planning Committee* (Name changed from “Educational Resource Committee”) Rachel Dyer stepped off, Melanie Jones (SFA) on, Geoff will chair this committee.

New Business:

In terms of new board members: a few new members have been discussed. Send Wes a message with new name suggestions. Last year Jay Drummonds stepped down. Martie Kingree will be rotating off next year.

Jack announced his resignation from Summit, effective at the end of June, 2015. Will be leading an independent school in Knoxville, TN. This year Jack will have completed 7 years at Summit. Jack is committed to finding a good replacement. / Will announce to the staff tomorrow and at tomorrow nights SFA mtg. We are early in announcing new head of school opening, which will work to our benefit. Recommend that we create an Ad Hoc committee to decide transitional plans. Find a search agency to use to find new director. Jack will be a big part of the transition plan. Will make sure next person is fully acclimated and fully prepared so that Summit doesn’t take any steps backwards.

Shannon Hargrove: Requested that the Foundation Board have two or three representatives on the new search committee.

Wes: Ad Hoc Search Committee will be announced soon; responsibility of Executive Committee to start this process./

Ad Hoc Committee for High School Feasibility: Listed in the new strategic plan and should be explored. Shannon Hargrove has requested Foundation Board representation on this board. Ad Hoc Committee: AJ Grube, Geoff Allen, Scott Westendorf, John Marshall, Kim Coward offered to be on board to review legalities, Jerry Johnson & Howard Meister.

Lauren Bennett requested that we also look at further lower grade expansion not just high school in this committee.

Future Calendar:

9/4/14 @ 5:30pm - New Families Gathering, 9/11/14 @ 4:15/5:30pm - Open House/SFA Welcome Back Picnic, 11/12/14 @ 4:30pm - Board Meeting, 2/4/15 @ 4:30pm - Board Meeting, 4/8/15 @ 4:30pm - Board Meeting, 6/1/1 @ 4:30pm - End of Year Picnic, 6/3/15 @ 4:30pm - Board Meeting, 6/5/15 @ 10:00am - Graduation/Final Day of School

Adjournment:

No other formal business. Meeting adjourned at 6:30 pm.