

# MINUTES OF THE SUMMIT CHARTER SCHOOL BOARD OF TRUSTEES

August 26, 2015

Report By: Amanda Stoltzfus, Secretary

The August 26, 2015 meeting of the Summit Charter School Board of Trustees was called to order at 4:30 pm by AJ Grube, Chairman, presiding.

**Attended – Voting Members:** Travis Boswell, AJ Grube, Ed Morse, Charlie Myers, Amanda Stoltzfus, Tammy Bryson, Rachel Dyer

**Attended – Non-voting Members:** Danny Howell, Marie Starkings, Bonnie Foxworth, Nicole Wade, Gretchen Kapity, Hannah Moody

**Absent - Voting Members:** Sergio Barranco, Edward Cole, Sam Edgens, Wes Stone, Scott Westendorf

**Absent - Non-Voting Members:**

**Visitors:** Lauren Bennett, Barbie Harper

**Approval of Minutes from June 3, 2015 Board Meeting:**

Motion made by Ed Morse to approve the minutes.

Second: Tammy Bryson

Vote: All in favor. Minutes approved. Charlie Myers abstained.

## **Open Period/Public Comment:**

Lauren Bennett: Explained that Summit no longer provides aftercare. Students are able to attend Boy's and Girl's Club after school. We bus the children over each day and are averaging approx. 50 students. Introduced new Late Pick-up Policy (see policy).

Motion made by Charlie Myers to approve Late Pick-up Policy

Second: Ed Morse

Vote: All in favor

Introduced changes to Bullying Policy (see policy). Teachers have been through a training (with Dana Tucker) and students will be going through training this year. Wanting to expand parent training as well. Once approved, Bullying Policy will go to parents in Green Folder and through an email blast. All parents/students will be signing the policy.

Motion made by Ed Morse to approve revised Bullying Policy.

Second: Rachel Dyer

Vote: All in favor. Bullying Policy approved.

## **SCS Foundation Board Update (Bonnie Foxworth):**

*By AJ Grube:* Foundation Board developed "Who Are We?" document to answer questions about the school. Would like for board to get on board with document so that both boards have the same answers to questions regarding Summit.

*By Bonnie Foxworth:* We have applied for a multitude of grants. These are funds that we have received money from in the past and confident we will receive from these again. (Not sure about Burrows Welcome Fund.) Most of the grants involve ipads, asked for funding for EC program. Have received 33 ipads from several sources. Also focusing on "Friendraising Dinner" - already had one, another in Sept. This is a small meet and greet, meeting in private homes, looking for people to support the school. Just received a \$10,000 check from the last dinner. Recently started creating a video to help with fund raising efforts. Bridge The Gap: Just finished all parent thank you notes. This campaign is starting next Wednesday. Will be sending notes to people who gave but did not give a 3-year commitment. Will send approx. 250 solicitations. Currently trying to find email addresses for everyone on the database for better communication.

## **SFA Update (Nicole Wade):**

Want to see SFA connecting with faculty and parents - getting everyone communicating. Homeroom parents in place. Buddy system for new families in place (new families have been assigned a buddy family they are in communication with to answer any questions they may have). Held New Family Picnic. Liaison in place for families who do not speak English to help with communication. Welcome Back Picnic (on campus) currently being planned. Date for Summitfest will be October 3<sup>rd</sup> from 1:00 – 4:30.

## FACULTY UPDATES

### Curriculum Representative (Hannah Moody):

ESL (English as a Second Language): This population was underserved and has not performed well on EOG testing. Using their testing scores to target student's specific needs. Have looked at curriculum to assist with this. Have just received curriculum samples in for review.

### Campus Culture Representative (Gretchen Kapity):

Re: Bullying policy. Have specific points of the policy in classrooms etc. for students to see.

### Director's Report by Danny Howell:

**Enrollment Report: 2015-2016 Student Count:** (K: 24/0 Waitlist), (1<sup>st</sup>: 25/ 10 Wait.), (2<sup>nd</sup>: 23/ 0 Wait.), (3<sup>rd</sup>: 23/ 0 Wait.), (4<sup>th</sup>: 24/ 2 Wait.), (5<sup>th</sup>: 23/ 0 Wait.), (6<sup>th</sup>: 24/ 1 Wait.), (7<sup>th</sup>: 23/ 0 Wait.), (8<sup>th</sup>: 11/ 0 Wait.) TOTAL: 200/17 Positions Available/13 Waitlist. We are actively advertising to try and fill the remaining availabilities. We will have an ad in the Crossroads Chronicle Wednesday, August 26th. \*19 new Summit families this year. A total of 10 Students did not return from 2014/15:

<u>Full Name</u>	<u>Grade</u>	<u>Reason for not returning</u>
Keegan Allen	2	Homeschool
Blaze Shield	3	Moved to Maine
MacKenzie Woods	4	Moved to Fl - Father transferred job
Ben Matthews	5	Commute to Sylva too long
Morgan Allen	6	Homeschool
Trent Dean	7	Transferred to BRS
MayEllen Dunagan	7	Moved to live with Father
Patrick Woods	8	Moved to FL - Father transferred job
Sidney Sanborn	8	Transferred to Highlands School
Chamberlain Boggs	8	Moved to GA

**Encapsulation of Classrooms:** Many thanks to Scott Westendorf who helped us to gather estimates and provide a plan to help fix and contain the moisture issue with the 4th and 5th grade classrooms. We ended up committing to Alex who owns Dry Crawlspace. His price was the cheapest and Scott was able to figure out a way to get the crawlspace done for \$4,700 a piece. We will actually be insulating the concrete foundation walls and not re-insulating the floor. This will allow the floor to be open and accessible, and if there are ever any issues in the future they can easily be cleaned. This is a process that is approved by the county and can be done in a new construction situation also. The entire process was started before school began a week ago, and it was completed before the students arrived on campus last Monday. If the school would like to try to prevent any additional mold from growing and reduce humidity. It would be worth considering installing dehumidifiers under the classrooms which would help the situation greatly until we could actually encapsulate additional units. The cost comes out to \$700 per classroom to install a dehumidifier. One large commercial dehumidifier can handle two spaces, the cost for one unit is \$1,400.00, I think this is something that is definitely worth considering now. In addition to the cost I mentioned above we will have to hire an electrician to run an outlet for each dehumidifier. **Faculty Pre-planning week:** We had a great week of pre-planning August 10-14th. On Tuesday morning and after lunch we did Team Building exercises with Todd Murdock from Western Carolina. AJ and Bonnie Foxworth also joined us for the after lunch sessions. On Wednesday morning we had faculty training on bullying and prevention and setting positive expectations for your school. Our base camps met intensively on Thursday morning and we all had lunch at the Orchard with many members of both the Foundation and School board. Thank you to all who were able to attend. Our faculty really appreciated being a part of that gathering. On Friday our faculty put the final touches on preparation for the opening of school, and then we had a pot luck lunch at Trillium Landings and took a boat ride on the lake as a faculty. **Book Day:** Book Day on Monday, August 17th was outstanding. Nicole Wade and many volunteers did a great job of orchestrating. We had a picnic lunch for the new families and provided school information for them, and then Brad Hughes conducted an orientation session for our new middle school families and students at 2:00. **New**

**Faculty and Staff:** **Cara Lindsay** - 3rd Grade Assistant with Emily Naylor/Cara was hired the weekend before Pre planning - Double major in Spanish and International Studies and she is fluent conversational speaker of Spanish (3.8) **Emily Naylor** - is our 3rd Grade Lead teacher - recently moved here from Eatonton Ga and she possesses a BS in Early Childhood Education from Berry College and a Masters of Education from UGA 4.0 **Troy Adams** - our Physical Education teacher and taught here for the last part of the school year this spring. Troy has BS in Parks and Recreation Management for Western Carolina and a Masters of Arts in Teaching Health and Physical Education from Western Carolina. **Michael Collings** - will be teaching Music this year on a Part time basis - Bachelor of Music (Jazz Guitar Performance) Magna Cum Laude from UNC Greensboro/Master of Music (Classical Guitar Performance) 4.0 Western Carolina University **Sutton Turner** - 1st Grade Teacher - Has previous experience at Summit back in 2006 and has been in Cashiers since 2002. She has a BS in Elementary Education from Stephens College, Columbia Missouri. She has 3 Summit graduates and the last one in 3rd grade. **Cindy Gajda** - will be our 4th grade assistant with Kim Stiwinter. Cindy has been at Rabun Gap the past 4 years and has served as PE and Health teacher at Summit for 11 years previously. Major in Physical Education from WCU. **Katie Cahn** - EC teacher - We are thankful for Katie's flexibility as she was originally hired as a 3rd grade assistant. BS in Education from Western Carolina with a Major in Inclusive Education 3.95 Dean's list all 4 years. **Faculty Representatives for the Board:** Gretchen Kapity (Art K - 8) and Hannah Moody (Middle School EC Support) **Base Camp Leaders for 2015-16:** K – 2/Marcie Snowden, 3 – 5 Lauren Bennett/6 – 8 Brad Hughes

#### **UPCOMING EVENTS:**

Friday 8/28 2<sup>nd</sup> and 5<sup>th</sup> Grade Quest Trip off campus  
Tuesday 9/1 3<sup>rd</sup> Grade BOG Testing  
CCW Grant Site Visit at 1:00  
Soccer @ home vs. Highlands 4:30  
Cross Country Meet @ Tamassee 4:30  
Wednesday 9/2 Yearbook Distribution 3:00  
Soccer @ Home vs TFS 4:30  
Thursday 9/3 - 4 8<sup>th</sup> Grade Water Monitoring Standing Indian

#### **COMMITTEE REPORTS**

##### **Expansion Committee (AJ Grube):**

Committee made up of board members and foundation board members. One-page summary prepared by Amy Corcell. (See "Summit Charter School Expansion Plan" document.) In document, "Gymnasium" will be replaced with "Activities and Athletics Center". This is the direction the expansion committee is headed. We are at the point where we need to talk to consultants, more exploration beyond what the committee is capable of doing. Would like to consider hiring a consultant. Would like the boards blessing to look into moving in that direction.

Motion made by Ed Morse to give permission to move forward with the exploration of establishing a master plan for the campus to accommodate expansion, including a high school.

Second: Rachel Dyer

Vote: All in favor.

##### **Facilities (Marie for Scott Westendorf):**

When they did encapsulation, fiber optics were damaged. 4<sup>th</sup>/5<sup>th</sup> grade had no internet. This has been temp. fixed and is being permanently fixed. Upgrading infrastructure to include ebooks and ipads for Middle School. Cost is \$20,000/hoping to receive from Sapphire Golf Tournament to be able to pay for improvements for this in the fall.

##### **Finance (Rachel Dyer):**

We created a budget last May for this school year. We usually know by August 14 what funds we will receive from the state. However, this year the state is doing another continuation budget through August 30. This makes the budget that we have a pretend budget because we don't know how much the state is giving us – it is based on last year's budget. The budget we came up with was based on 200 students. We no longer have \$15,000 title 1 money. Some finances were used on AC Units, some to be used for technology. Next year we will know early because the budget will be based on 2 years.

##### **Strategic Planning (Wes Stone):**

No Report

**Trustee (Ed Morse):**

No Report

**NEW BUSINESS:**

Vice Chair: At our next meeting will be electing a vice chair. Consider this month, let AJ know if you are interested in the position and we will vote at next meeting. Drafted committee assignments. Asked foundation board for teacher appreciation efforts. \$50 a month allotted for that and board members are assigned/responsible for each month. Dates for board meetings will be posted on website as well as in the school office. Director Evaluation has been created. A director evaluation will occur each year. Proposed revisions to bylaws: Will be voting on this in October to accommodate the 30 days rule. (Proposed changes have to be up for 30 days.) Send any feedback before Sept. 8<sup>th</sup>.

**OTHER BUSINESS:**

Motion by Ed Morse to support the foundation board in the expansion of the campus with an Activities and Athletic Center.

Second: Tammy Bryson

Vote: All in favor.

**Adjournment:**

Motion made by Ed Morse to adjourn the meeting.

Second: Rachel Dyer

Vote: All in favor.

Meeting adjourned at 6:30 p.m.

DRAFT