

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

January 19, 2016

Report By: Amanda Stoltzfus, Secretary

The January 19, 2016 meeting of the Summit Charter School Board of Trustees was called to order at 4:35 pm by AJ Grube, Chairman, presiding.

Attended – Voting Members: Charlie Myers, Amanda Stoltzfus, Sergio Barranco, Rachel Dyer, Travis Boswell, AJ Grube, Wes Stone, Scott Westendorf, Tammy Bryson, Sam Edgens, Edward Cole

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

Absent - Voting Members: Ed Morse

Absent - Non-Voting Members:

Visitors: Heather Johnson, Marcie Snowden, Cindy Gajda, Eric Sink, Matthew Smith

Approval of Minutes from October 7, 2015 Board Meeting:

Motion made by to approve the minutes by Scott Westendorf

Second: Charlie Myers

Vote: All in favor. Minutes approved.

Open Period/Public Comment:

Introduction of new employee: Mat Smith new Technology/Facilities Director. Began on 1/4/16. We were able to order 110 iPads today.

Summit Family Association Update (Nicole Wade):

No report.

Director's Report by Danny Howell:

1. Vision for Summit Expansion
200 currently in school. Max of 216. From financial standpoint, run a yearly deficit of \$300,000. Maintaining that \$300,000 is a challenge. Summit has looked at the future to find out how we raise funds, become sustainable. How do we accomplish 1) increase the number of students 2) start a high school 3) decrease the amount of bridge the gap funds needed. Do all of this without compromising Summit. Here is proposal: Like for us to increase class size to 26 students per grade for next year. That is an additional 18 students school wide. That is an additional 126,000 in revenue. (Number does fluctuate – this is a conservative number.) The following year, increase to 28 students per grade. By doing this also brings in additional funds. By doing this we are able to maintain full-time teacher assistants. Want to keep our ratio at least 1 to 14. Want to keep the quality of our programming. There are some additional costs: desks, cubbies. etc. A lot of these would be one time expenses. Second point: Would announce new high school to begin in 2018-19. Would announce this at the beginning of this venture so that people can plan towards that. How will we add a high school in 18/19. Will need 10 additional classrooms. (Would add 1 grade at a time, but this would be the amount needed when we are fully up and running.) Where would we add the classrooms? If we were able to build up on our current campus, we would save costs and add classrooms strategically over the years. Add 8 classrooms up on campus and two by the new gym. (Could move art and music to the rooms by the gym.) Showed map of new school buildings proposal. The classrooms would be 2.5 Million. Part of our 300,000 deficit each year applies to our debt. Part of this campaign is to erase our debt completely. There will be additional costs to adding each grade each year. Would possibly need another million for bridge the gap during this time. This would be a campaign of 7-8 million instead of a campaign of the original projected 15-16 million. 1st Goal: Start attracting students with our first open house scheduled for next week. Have 2 scheduled and will add more open houses. Billboard going up in Sylva. Need approval from board to go from 26 to 28. Would even like to go to 26 students this year as we have students on the waiting list right now. Could possibly even have more students starting this spring through the open houses. Comments from Hannah Moody, Marcie Snowden in favor of. Question from Eric Sink regarding if our charter would change.

Bonnie Foxworth: We need to figure out how we will be different. Need teacher assistants. Parental involvement. We are a private school in a public school setting. We need to figure out how to present how we are different to attract students/families. Hannah: Our students go on multiple field trips per year, which is different than most other schools that have one field trip per year funded.

Danny Howell: next step if we approve is to call a Town Hall meeting with the school's families. We have to explain to people the black and white finances of the school and how it benefits the school moving forward. We are a great school and we cannot sustain where we are right now. We have to move forward and grow. Today we need to decide: to go to 26 immediately then to 28 for 2016/2017.

Motion made by Edward Cole to authorize school to increase enrollment in each class to 26 effective this school year.

Second: Tammy Bryson

Vote: All in favor

Motion made by Edward Cole that we formally evaluate adding a high school in the year 2018/19 with 9th grade. As part of the evaluation that we seek parental input also from the Foundation Board.

Second: Rachel Dyer

Vote: All in favor.

2. We have set two open houses to be used to showcase Summit Charter School and to invite potential students and their families to the campus.
 - a. 1st Open House – Tuesday, Jan 26th at 9:30 a.m.
 - b. 2nd Open House – Tuesday, Feb. 23 at 9:30 a.m.
 - c. We will have parents and faculty offering tours of the school, allow the visitors to watch a roundup in progress and have a short power point presentation in the library to talk about Summit and introduce the admin staff. We will have coffee and light snacks for our guests.
3. We are meeting with all of the local pre-schools to introduce myself and to gain access to their parents for inviting them to Open Houses. I have visited with Frank Ralston at Cashiers Valley Preschool and with Pat Hedden at Highlands Community Child Development Center in Highlands.
 - a. We will take information about the school and invitations for the parents to Open House to each of the pre-schools to be given out.
4. The Self Study for our Charter Re-newel is completed and has been submitted.
 - a. Our visit to the school by State officials on April 18th.
 - b. We received a letter from the Office of Charter Schools on 1/15/16 indicating that our Self Study has been received and that our school is in compliance in all areas.
 - c. We will be renewing for a 10-year period. The final part of the renewal process is the visit on April 18th.
5. NetClassroom – Summit Charter School has owned NetClassroom for several years. NetClassroom is a feature of our current Blackbaud system. We are beginning a training period for our faculty and staff to fully take advantage of the functionality and features available to our students, faculty and parents. Our goal is to role out the new enhancements for the beginning of the 2016-17 academic year. The new features will be especially appealing to our families giving them more updated information, grades, announcements etc.
6. Our 1st Year girls' basketball team won their first and second game of the season by beating Highlands and Rabun Gap before Christmas.
7. Our MS boys' basketball team is currently 6-3 overall with big victories the past two weeks over Highlands and Tamasee Salem. Our next game is tomorrow at Tallulah Falls at TFS.
8. We have secured a billboard ¼ mile from Cullowhee (Lowes) on Hwy 107 beginning in Jan. 2016. I would like to use this initially for enrollment purposes. The billboard is a 6 x 12 in a great area for our perspective students.
9. Over the Christmas holidays, Summit was able to sell \$1,500 worth of Christmas trees donated by Mr. Jim Zoller. We had a great day at their farm and the event turned out to be a very good family event for the school. If we do it again next year, I think it could be an even bigger fundraiser.
10. Instead of a school holiday, yesterday, our students spent the day learning about the accomplishments of Martin Luther King, Jr., Civil Rights, and the importance of acceptance, diversity and tolerance, and performing community service. Some of the projects that our students worked on include:

- K-2 filling treat bags and a poem of appreciation to our fireman, EMT's, police department and other service organizations.
 - 3rd grade will be serving at the fire department and reading to preschoolers at The Hampton School.
 - 4th grade will be cleaning and painting at the Boys and Girls Club.
 - The 5th grade will be on campus working on the greenhouse and prepping garden beds.
 - Our Middle School students will be performing acts of service for both the school and community.
 - Middle School students will be conducting a roadside trash pickup during the day.
 - In addition to acts of service, all of our students will be learning different aspects about the Civil Rights Movement and the life of Martin Luther King Jr.
11. Over the holidays, we officially hired Matthew Smith as Summit's new full-time Technology Director. Woo Hoo!! Mat officially began his duties at Summit on Monday, January 4th. In addition to his Technology role, Mat will also serve as our Facilities coordinator. Mat's skillset in both of these areas are an excellent match for many of our current technology and facilities needs.

Mat is originally from Greenville, SC, and he has traveled extensively from Nova Scotia to Phoenix, AZ before serving for 8 years in the United States Marine Corps. Mat graduated with a AAS in Computer Technology and Networking Degree, and he was recognized on the Dean's list at Greenville Technical College. Mat is married to the former Cashiers native Jennifer Smith, who works for McKee Properties. Mat and Jennifer have three children Garrett (11), Alexis 'Lexi" (9) and Jaxon (1 1/2).

In addition to Mat's very impressive professional expertise, I have been very impressed with his commitment to our Summit team, enthusiasm for problem solving and his loyalty and commitment to everything he does. Mat shared with me "I am always looking for ways to expand my knowledge in the IT industry. As a Marine and as a father, I have learned to never give up, work hard, dedication, striving for excellence and in the end, hard work pays off." Please join me in welcoming Mat to the team.

12. Allison Mattis has agreed to be our Long Term Sub for Kate Qemali during her upcoming maternity leave. (1st grade Teacher's Assistant to Sutton Turner)

Upcoming Events:

- January 20th – Parent/Teacher Conferences
- January 26th – Open House at 9:30 a.m.
- February 12th – Faculty Workday – No School for students
- February 15th – Presidents Day – School Closed
- February 17th – SCS Board Meeting
- February 23rd – Open House at 9:30 a.m.

OTHER BUSINESS

Motion made Charles Myers to approve amended bylaws as presented.

Second: Wes Stone

Vote: All in favor

FACULTY UPDATES

Curriculum Representative (Hannah Moody):

The middle school has been looking at EOG data and ways to improve testing scores. SEEC times will be shortened to 50 minutes to allow for small group extension, remediation, and test prep. The same concept has been presented to grades 3 to 5. Grades 3 -5 would shorten Heritage Clubs to 50 minutes to allow for small group instruction.

An EC committee has been established to look at our EC program and ways that we can improve the program. Currently our EC students score lower than the state average on EOG tests.

Campus Culture Representative (Gretchen Kapity):

Task force met. Looked at results from bully survey, worked with Nicole Wade to educate parents through SFA meeting. Had several people come speak to the parents. We had really good attendance for this SFA meeting.

OTHER BUSINESS:

- Next Meeting will be February 17, 2016
- Teacher Appreciation
 - January – Myers & Stoltzfus
 - February – Boswell & Bryson
 - March – Stone & Westendorf

Treasurer (Rachel Dyer):

Officially \$3,488 in the hole. We have adjusted what we ask from the Foundation for summer help and the new technology person Mat Smith. Losses: bus repair, Title 1 (was in budget), Not budgeted: Epson Bright Link in 1st grade \$2,000, ELL \$3,000, Advertising, Extra bandwidth, Blue Cross 2.8% price increase, repaired current air conditioning units, building repairs are now \$1,200 in the hole, We have reinstated the 3rd grade Zoo Atlanta field trip which will be an additional \$3,500.

Adjournment:

Motion made by Wes Stone to adjourn the meeting.

Second: Rachel Dyer

Vote: All in favor.

Meeting adjourned at 6:30 p.m.