

Minutes of The Summit Charter School, Inc.

Board of Trustees

November 6, 2018

Report by: Collins Zimmer, Secretary

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

Non-Voting Members and Foundation Board Members Attending: Billy Leonard (Director); Andrea Chalker (Principal); Marie Starkings (Business Manager); Melissa Hudson (Development Director); Kate Schelbe (Faculty Board Member); Josh Crawford (Foundation Board Chair); Amy Corcell, Darlene Conley, Rob Hunter, Lisa Long, Melanie Jones, John Lehotsky, Wally Seinsheimer

No visitors attended. There were no questions or comments made during Open Period/Public Comment.

The November 6, 2018 meeting of The Summit Charter School, Inc. Board of Trustees (jointly held with the Foundation Board) was called to order at 4 p.m. with Edward Cole, Chair, and Josh Crawford, Foundation Board Chair, presiding.

All attending recited the Summit Pledge.

Approval of Minutes: Katie Bumgarner moved that the Minutes from the October 4, 2018 meeting be approved. The motion was seconded by Tammy Bryson and was approved unanimously.

Summit Director Search Report: Travis Boswell discussed the Director Search Committee's process in recommending a search firm consultant. A plan, timeline, and description were distributed at the meeting and once approved, Educators' Collaborative LLC will begin the search immediately.

A motion was made by Robin Tanner to approve the hiring of Educators' Collaborative LLC. The motion was seconded by Ann Betty and was approved unanimously.

Director's Report: Billy Leonard presented his Director's Report, a copy of which was distributed at the meeting. He addressed current student enrollment (238), the added instructional assistant Abby Evans in 5th grade, and Amy Crook's accepted offer to stay on as a second EC teacher. The bus has been paid for, inspected and is in transit to Summit. He praised Melissa Hudson and her successful efforts to recruit new students at the Open House in October, which resulted in five new applications. AIG offerings are in the works, Lauren Bennett is finalizing course descriptions and graduation requirements, and an "Academics" information section is being added to the school website.

Committee Reports:

- **Facilities/Safety:** A contract for the SRO officer should be signed very soon. Scott Westendorf and John Lehotsky will be looking into the long-term maintenance needs of the existing school buildings as well as the potential energy assessments of the new buildings.

- Finance: Ongoing work is still being performed on the budget. Summit still has not received the second installment from the state.
- Strategic Planning: The bulk of the December 4th meeting will be devoted to discussing the strategic plan.
- Campus Culture: Morale school-wide has improved and communication efforts among faculty, administration, and parents is praise-worthy.
- Director Search: Commented earlier in the meeting.
- Annual/Parent Fund/Development: Confidence and enthusiasm is key. Fundraising efforts are underway.
- Grants: Grant-writing efforts are ongoing.
- Trustee: Scott Westendorf joined the Board.
- Governance: Ongoing work is still being performed. Board structure will continue to be examined and discussed in depth at the January meeting.

Other Committee/Sister Organization Reports:

- Foundation/Fundraising: Fundraising efforts are underway. Our Parent Fund kick off meeting will held November 13th.
- Construction: Gym construction is set to be completed by mid-December. The High School buildings are soon to follow. Bobbitt should have permits in a couple weeks.
- SFA: Nothing new to report.

David Billingsley and Collins Zimmer will cover a faculty appreciation meal for staff in November.

Other Business: There was discussion regarding the new construction building names.

Travis Boswell motioned to adjourn the meeting, Scott Westendorf seconded, and the meeting was adjourned.