

Minutes of The Summit Charter School, Inc.

Board of Trustees

January 8, 2019

Report by: Collins Zimmer, Secretary

Voting Members Attending: Edward Cole (Chair); Ann Betty (Vice Chair); 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 (K-8 Principal); Lauren Bennett (Upper School Principal); Melissa Hudson (Development Director); Joe Arrowood (Faculty Board Member); Kate Schelbe (Faculty Board Member); Josh Crawford (Foundation Board Chair); Amy Corcell, Rob Hunter, John Lehotsky

Visitors attending: Jared Zimmer

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

The January 8, 2019 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: David Billingsley moved that the Minutes from the December 4, 2018 meeting be approved. The motion was seconded by Sarah Chapin 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 (235), new enrollment, and current application numbers for next year's Kindergarten. There will be an Open House this Friday, January 11th. The Boards received current Annual & Parent Fund updates and discussed options for fixing the existing playground and exploring new locations.

Principal's Report: Andrea Chalker reported on the Teton Science School training days: the 13th for Board members and parents and the 14th (now a professional development day) for Summit staff. Andrea will be managing this process as well as the communication to all parties involved.

Andrea also submitted the following amendments to the charter; a pdf attachment will be included with the Minutes.

- 1. The school year will be based on the required 1025 instructional hours.*
- 2. Summit Charter School aligns curriculum with the North Carolina Standard Course of Study as recommended by DPI.*

The motion to modify the charter so that it states: *The school year will be based on the required 1025 instructional hours* was made by Robin Tanner and seconded by Ann Betty. The motion was approved

unanimously. A second motion to modify the charter so that it states: *Summit Charter School aligns curriculum with the North Carolina Standard Course of Study as recommended by DPI* was made by David Billingsley and seconded by Scott Westendorf. The motion was approved unanimously.

There was also discussion regarding the use of Summit Snow Packets and Virtual Days to minimize interruptions caused by snow days. FAQs will be distributed to parents soon with a complete explanation. Scott Westendorf made a motion to approve the use of Snow Packets. The motion was seconded by Travis Boswell and it was approved unanimously.

Attendees were invited to participate in a 9th-grade led blood-drive from 10am-2pm this Friday.

Committee Reports:

- Finance: Tammy Bryson resigned from her role as Treasurer on the Board of Trustees. Ongoing work is still being performed on the budget.
- Facilities/Safety: A contract for the SRO officer should be signed very soon.
- Strategic Plan: Ongoing work is still being performed.
- Campus Culture: Nothing new to report.
- Director Search: The search is underway with a clear timeline to follow. Members from the Search Committee met over the weekend of January 5th and narrowed candidates.
- Annual/Parent Fund/Development: Fundraising efforts are underway.
- Grants: Grant-writing efforts are ongoing.
- Trustee: Nothing new to report.
- Governance: This committee led an in-depth discussion later in the meeting. Notes to follow.

Other Committee/Sister Organization Reports:

- Foundation/Fundraising: Fundraising efforts are ongoing.
- Construction: Gym construction is set to be completed by the end of January. The High School buildings are soon to follow.
- SFA: Nothing new to report.

Governance Committee Report:

The Governance Committee presented to the Board of Trustees and Foundation Board gathered in the room. In this presentation, committee members discussed findings from their research: which included Board member surveys, legal advice from Rob Hunter, interviews with experienced independent and charter school leaders, and previous Summit Charter School Director feedback. There was discussion and dialogue between members. Governance Committee members will return to our next meeting with recommendations.

Scott Westendorf and Katie Bumgarner will cover a faculty appreciation meal for staff in January.

There was no other business discussed.

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

Edward Cole

From: Chalker, Andrea <achalker@summitschool.org>
Sent: Wednesday, December 19, 2018 1:27 PM
To: Edward Cole; bflybetty@yahoo.com; Billy Leonard; Lauren Bennett
Subject: Amendment

Charter Amendment

Charter schools must meet the requirements of 185 days or 1,025 hours of instruction. Our original charter states that our calendar represents 187 instructional days and that we use a specific curriculum. I would like to submit the following amendment that would reflect that we use instructional hours and that our curriculum is aligned with the NC Standards. Using instructional hours instead of days would allow for greater flexibility in our calendar, especially when accounting for inclement weather.

E. Instructional Program 115C-238.29F(d)(1-5)

Old Language: The 1997-1998 School Calendar represents 187 instructional days.

New Language: The school year will be based on the required 1025 instructional hours.

Old Language: Summit Charter School will use a new, comprehensive and coherent curriculum known as The Basic School developed by the Carnegie Foundation. Attached as Appendix 4 is a skeletal outline of the complete program. We will supplement this application on or before December 31, 1996 with a more detailed instructional program, including models, curriculum, design and methods of instruction.

New Language: Summit Charter School aligns curriculum with the North Carolina Standard Course of Study as recommended by DPI.

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Andrea L. Chalker

Principal, EC Director



Summit Charter School

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What is a Virtual Inclement Weather Day?

Students will not report to school due to inclement weather but will engage in learning activities using Summit Snow Day Packets.

Why is Summit using Snow Packets to make up for cancelled inclement weather days?

The primary objective is to maintain the momentum of learning. The primary objective is **not** to make-up missed days of school. Virtual days allow students to minimize the interruptions caused by snow days and continue to make educational progress.

How and when will students and parents know if a Virtual will take place?

Inclement weather cancellations and announcement of a Virtual Day will be relayed through the school's notification phone, text & email system, social media (Facebook and Instagram), and local TV/radio stations.

How will students be informed about assignments during an eLearning Day?

All students will be given a Summit Snow Day packet with instructions. Snow Packets will also be posted on our website.

How will students obtain assistance from teachers on Virtual Days?

Teachers will be available through email from 9-1.

How will Virtual Days be monitored and counted for attendance?

Accountability for students will rely on assessment of work. Teachers will assess the student's work and determine if the student has met the instructional goals for the day. Our focus is on the work produced and/or created by the student to demonstrate learning and mastery of learning targets.

Assignments not completed by the deadline will be recorded as a zero in the gradebook and students with incomplete assignments will be charged with an **unexcused** absence for a partial or full day.

Questions about assignments?

Please contact your child's teacher using school email.

Teacher Office Hours: 9:00 a.m. - 1:00 p.m. on Virtual Day