

MINUTES OF THE SUMMIT CHARTER SCHOOL BOARD OF TRUSTEES

February 4, 2015

Report By: Amanda Stoltzfus, Secretary

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

Attended – Voting Members: AJ Grube, Amanda Stoltzfus, Martie Kingree, Geoff Allen, Tammy Bryson, Rachel Dyer, Ed Morse, Scott Westendorf, Sam Edgens

Attended – Non-voting Members: Jack Talmadge, Marsha LaFontaine, Melanie Jones, Marie Starkings, Bonnie Foxworth

Absent - Voting Members: Wes Stone, Sergio Barranco

Absent - Non-Voting Members: Shannon Hargrove

Visitors: None

Approval of Minutes from November 12, 2014 Board Meeting: Motion made by Geoff Allen to approve the minutes. Second: Ed Morse Vote: All in favor. Minutes approved.

Open Period/Public Comment: No public comment

Director's Report by Dr. Jack Talmadge:

CAMPUS DATA: Enrollment 2015-2016: Reenrollment contracts will be sent out this week, and we continue to receive new applications. By board vote, the enrollment period will now officially end on March 31, 2015. At this time, our availabilities are as follows: (K: 22 Committed/0 Waitlist), (1st: 24 Committed/8 Waitlist), (2nd: 24 Committed/0 Waitlist), (3rd: 20 Committed/0 Waitlist), (4th: 24 Committed/2 Waitlist), (5th: 23 Committed/0 Waitlist), (6th: 24 Committed/1 Waitlist), (7th: 24 Committed/0 Waitlist), (8th: 14 Committed/0 Waitlist) TOTAL: 199 Committed/ 11 Waitlist. **Calendar Updates:** We will continue to operate on a 1025 instructional hour calendar. At this time we still have 46 hours in the bank (7.5 days). I would like to propose that we adjust this year's calendar to move graduation and the last day of school to Thursday, June 4, and close out staff development on Friday, June 5. Motion to adjust this year's calendar to move graduation and the last day of school to Thursday, June 4, and close out staff development on Friday, June 5 made by Ed Morse Second: AJ Grube Vote: All in favor. Also drafted the 2015-16 calendar for board approval. Motion made by Ed Morse to approve 2015-16 calendar. Second: AJ Grube Vote: All in favor. **Operating Budgets:** Today, the 2014-15 budget will require us to take from the funds balance appropriate, due to unforeseen expenses. We will continue to monitor where final adjustments can be made. We have not yet received any indicators or figures from the State in regards to the per-pupil funding for 2015-16. The new public school salary scale released in late summer will place 11 teachers below scale at a total deficit of \$23,218. The SCSF Bridge the Gap campaign has brought in the following revenue and pledges to date: Year: 2014-15 Amount: \$227,602 Source: Pledges & Cash. / Year: 2015-16 Amount: \$171,187 Source: Pledges / Year: 2016-17 Amount: \$154,787 Source: Pledges. The Summit parent involvement will again be led by the Parents' Council, and will commence with "State of the Campus" updates later this month. **Testing:** We have become an official ERB testing site for administering the Independent School Entrance Exam (ISEE). This will be a benefit and convenience to our 8th grade students applying to private and boarding high schools. **Office of Charter Schools:** Our new representative from the Office of Charter Schools made a site visit in January. The assessment report made the following observations and recommendations:

- Make sure data on website reflects actual practices in place (i.e. 1:1 iPad initiative)
- Clearly define roles and responsibilities of the SCS School Board and SCS Foundation board.
- Bylaw changes and mission changes must be submitted and approved by OCS and SBE (I have submitted the official language for mission statement change in 2014).
- Distinguish between voting and non-voting members on attendance roster at top of the minutes.
- OCS recommends a minimum of six board meetings per school year.

- All board minutes must be posted on the school's website as public record promptly after each meeting and special meeting. Minutes that have not yet been approved may be marked as Draft.
- A motion and second must be issued to adjourn each meeting.
- Attach any new policies voted upon (i.e. attendance policy) to the board minutes posted on-line.
- Restate any motions made in the minutes as a part of the official record of the meeting.

FACULTY & STAFF: Updates: Ms. Megan Burch has adjusted well in the EC Coordinator position. Abbi Odom (3rd grade assistant) delivered early, and is on maternity leave. Mrs. Therese Murdock has returned to fill in until Abbi's expected return after spring break. To help us better assess faculty position placements for next year, I will be extending formal letters of intent in March. I will share these results with Danny to help build the staff structure and budget for next year. **FACILITIES: Fire Alarm:** The installation of the new system was completed by Haynes. The new equipment is in place and fully operational. **New Website:** The foundation work for the new school website has been completed and turned over to us for updates and page expansions. **PROGRAMS & CURRICULA: Athletics:** The boys' basketball team enjoyed a successful season, but unfortunate injuries kept the team from advancing in the playoffs. The Cashiers-Glenville Recreation Center again allowed us daily practices and usage for home games. Spring golf and tennis will begin practices later in February. **Open House:** The Open House format of student presentations and strategic program showcases has been very successful (+90% attendance in Nov). We will host a 3rd Open House at the school on April 30th. **MLK Service Learning Day:** This was truly Summit's best service initiative yet- blood drive, can drive, shoe drive, community service, and peer education on civil rights.

Upcoming Dates: Faculty Retreat: 2/13/15; SFA Game Night: 2/19/15; Talent Show: 3/13/15; Spring Break: 3/23 – 27/15; Enrollment Lottery: 3/31/15

SCS Foundation Board Update (Bonnie Foxworth):

Working on how to introduce Danny to the community donors. Working on something to acknowledge Jack Talmadge before he leaves Summit. Have been working on creating a more complete alumni database. Working on a program around Katrina Kids who came to Summit to update them on Summit's future and ask for their help. Looking for more grants. Looking to how we can lobby in the state legislature. Taking a year off of "Taste of the Plateau" event. Focusing on Bridge the Gap in many different arenas.

SFA Update (Melanie Jones):

Game night on 2/19 and talent show being coordinated. Looking into the possibility of having a garden to give food away and involvement with the local food pantry.

Treasurer's Report (Martie Kingree):

Finance committee met. Budget is tight. Looking for ways to save, have had some unexpected expenses. Budget is a little tighter than expected. Finance committee meeting regularly and keeping an eye on things.

COMMITTEE REPORTS:

Executive (AJ Grube):

Asked Jack about getting a template or tool for evaluating school's Director.

Facilities (Scott Westendorf):

Met with Jack last week. Jack updated Scott on what is going on. Walked the property together to transition the facility/plant knowledge and the maintenance book is in development.

Strategic Planning (Geoff Allen):

Geoff is developing a plan "Board Listening Session" to receive parent and faculty feed back to the board. The teachers are meeting in April to begin drafting year two action plan.

Trustee (Geoff Allen):

Has a nomination form created and ready to be imbedded into website for nominations for new board members. Jack proposed a board retreat involving both boards to define the roles of the two boards and the new director.

Expansion Committee (AJ Grube):

We are tabling the discussion on classroom size increase to March 4th. As far as adding 2 students per classroom, would like to hear from Danny Howell on this and possibly vote at the next board meeting. The expansion committee has collected data on increase class sizes, grade section expansions and high school curriculum costs. A formal report will be delivered in the spring. Executive committee will meet before that meeting. Motion: that we meet again on March 4th that we move to discuss move from 24 to 26 students per class. Motion made by: AJ Grube Second: Ed Morse Vote: All in favor.

NEW BUSINESS:

No new business

Lottery Date is set for March 31, 2015 @ 9:00a.m. The public is invited to attend.

Future Calendar:

Wed. 4/8/15	4:30 pm	Board Meeting
Mon. 6/1/15	4:30 pm	End of Year Picnic
Wed. 6/3/15	4:30 pm	Board Meeting
Fri. 6/5/15	10:00 am	Graduation/Final Day of School

Adjournment:

Motion to adjourn the meeting made by Geoff Allen

Second: Tammy Bryson

Vote: All in favor.