



Meeting MINUTES - 15 May 2024

6:00 PM, May 15, 2024 | Location: NSCA Main Conference Room

Agenda

A. Call Meeting to Order (Chair, 6:00 pm)

1. Attendance Roll Call

Chair	Vice Chair	Secretary	Treasurer	Director
Eric Davis	Jarvis Caldwell	Jessica Garcia	Ben Partridge	Michelle Ruehl
Present ▾	Present ▾	Present ▾	Present ▾	Present ▾

- Passed ▾

B. Pledge of Allegiance (Chair, 6:02 pm)

C. Approval of the Agenda (Chair, 6:03 pm)

I move that we approve the agenda for the May 15, 2024 NSCA Board Meeting.

1st Motion: Ben Partridge ▾ 2nd Motion: Jarvis Caldwell ▾

Discussion: None ▾

Discussion Comment:

- Roll Call:

Chair	Vice Chair	Secretary	Treasurer	Director
Eric Davis	Jarvis Caldwell	Jessica Garcia	Ben Partridge	Michelle Ruehl
Yes ▾	Yes ▾	Yes ▾	Yes ▾	Yes ▾

- Passed ▾

D. Comments:

- 1. Public Comments
 - FY 24/25 Proposed Budget Public Hearing
 - Each presenter is limited to 3 minutes

Members of the public shall be allowed to address the Board by sending written comments to the Board Secretary at Tara.Jennings@newsommitcharter.org, identifying the subject "PUBLIC COMMENT" in the subject line of the email. All comments must include the name of the person submitting the comment, as well as contact information. Comments sent in anonymously, or by someone who cannot be identified from his or her email address, will not be read at the Board meeting. Comments must be received by 12:00 noon on the day of the meeting. Written comments must be no more than 400 words (approximately 3 minutes), and must not contain profanity, must not reference student names, and must not defame any individual/s by name. Public comments that do not abide by these requirements will not be shared publicly.

- 2. Board Comments
- 3. Executive Director Comments

See included letter from Executive Director read by Principal Jenn Reissig.
 New Summit was selected again as a CKH National Showcase School!

E. Consent Agenda/Written Reports (Chair, 6:20 pm)

- 1. Minutes from the Apr 10, 2024 and Apr 24, 2024 Meetings (Tara Jennings)
- 2. Enrollment & Waitlist Update (Kelsey Jones)
- 3. Marketing Update (Nikki Reichart)
- 4. Personnel Update (Maureen Hilborn)
- 5. School Events & Board Participation Opportunities (Tara Jennings)
- 6. DAC Update (James Ravetti)
- 7. SAC Updates (Jenn Reissig)
- 8. Finance (Glenn Gustafson & Maureen Hilborn)
- 9. YPC Update (Heather Kennedy)
- 10. Athletics Update (Jack Kaloogian)
- 11. 24-25 Elementary Student Fees
- 12. 24-25 Middle School Student Fees
- 13. 23-24 School Calendar Updates

I move that we approve the Consent Agenda for the May 15, 2024 NSCA Board Meeting.

1st Motion: Jarvis Caldwell 2nd Motion: Ben Partridge

Discussion: None

Discussion Comment:

- Roll Call:

Chair	Vice Chair	Secretary	Treasurer	Director
Eric Davis	Jarvis Caldwell	Jessica Garcia	Ben Partridge	Michelle Ruehl
Yes	Yes	Yes	Yes	Yes

Passed

F. Information (6:25 pm)

1. Library Policy/ Book Fair Survey (Mrs. Reissig)

Mrs. Reissig reviewed the Parent Survey regarding our past and current book fair. A full trend analysis is available upon request.

Some of the questions asked were:

- Have you ever shopped at our book fair? 97% said Yes.
- Have you been satisfied with most of the materials; books, pens, pencils, erasers, posters etc. 57% were satisfied but requested less trinkets.
- Should we continue using Scholastic or use a different program? Almost 70% said to continue with Scholastic.
- Some asked for more options to donate money for students who cannot afford books. Also, it was commented that the amount of books choices available they felt was rather small in comparison to the size of our school.
- They're were some that mentioned that they do not feel like they are a part of the New Summit Community, however when asked if they would like to serve on a shift during the book fair their response was no.
- Our Library Policy is currently being created by our Librarian Megan Steinhauser in conjunction with our Compliance Officer James Ravetti.

2. Board Self Evaluations & Needs Assessment (Mr. Ravetti)

Mr. Ravetti gave a reminder about the upcoming email of the Board Self Evaluations and their discussion during the Board Retreat.

3. Board Retreat Topics (Mr. Ravetti, Mrs. Reissig)

Mr. Reissig spoke on behalf of Mrs. McClelland, asked the board to email any topics that they would like to discuss at the board retreat. Topics briefly suggested were making any board position changes mid-year rather than at the retreat when onboard a new member. Future Safety and Security marketing. Strategic Planning and what are the next steps. Increasing Parent Involvement.

4. Enrollment Update (Mrs. Reissig)

Mrs. Reissig reviewed the new automated process and updates on Enrollment Data Tab. Suggested item for review at retreat and marketing campaign.

5. Safety & Security Grant Update (Mr. Ravetti)

Our grant was officially approved. We should have the financial resources by the end of the month. Mr. Coppin has a quote for all of the Columbine locks and labor (a supplemental lock that goes on each classroom door).

6. Title IX Updates (Mr. Ravetti)

Mr. Ravetti will be attending 6 - 8 hour seminars in June through ATIXA, this will be reviewed during the August Board meeting. Then will be working with Mr. Miller to update our policies.

7. EOY Surveys & Announcement (Mrs. Reissig)

EOY surveys were conducted.

The staff survey was too broad and will need to be adjusted next year more tailored to the different positions in the school. The full trend analysis is available upon request and will be reviewed at a later date. We had 70 staff members fill it out!

The parent survey is still in progress. At this time there were only 97 responses with over 600 families. 80% say their students like coming to school. 80% responded that what their student learns helps them outside of school. The quality of education at our school is a positive 80%. Some comments included: What has been the most difficult for your student to learn? And most answers, the most over arching response was due to other's behavior issues, disruptive behaviors and peer distractions. 80% of parents felt like their students' teachers listened to and valued their ideas. So far, it has been positive. The survey does not close until next week. We are a 2023-2024 CKH National Showcase School!

Question from board regarding staffing hard to fill positions like School Psych, SPED and TAGG. One of our counselors is getting a temporary license to be able to fill some of the IEP/Mental Health minutes.

G. Discussion (7:25 pm)

1. Employee Handbook - Final Draft (Mrs. Hilborn, Mr. Ravetti)

The Handbook is still in review, could be up to another 4-6 weeks from the Employees Council. This was discussed in the last meeting, there was a lot of reorganization to the handbook, some Language changes, there was some redundancy information in the old handbook that has been fixed.

H. Action

1. New Board Candidate Approval (Mrs. Garcia)

I move that we approve [Mrs. Tina Leone](#) as the new member of the New Summit Charter Academy Board of Directors.

1st Motion: [Jarvis Caldwell](#) 2nd Motion: [Ben Partridge](#)

Discussion: [None](#)

Discussion Comment:

- Roll Call:

Chair	Vice Chair	Secretary	Treasurer	Director
Eric Davis	Jarvis Caldwell	Jessica Garcia	Ben Partridge	Michelle Ruehl
Yes	Yes	Yes	Yes	Yes

[Passed](#)

Congratulations and welcome to Mrs. Tina Leone.

2. FY 24/25 Proposed Budget (Mr. Gustafson)

Mr. Davis asked if there are any public comments. There were none.

Mr. Gustafuson reviewed the budget.

We are budgeting for 658 kids compared to last year's 638. Our per pupil revenue went up \$733.

The School Finance Act was approved and we are right on target for \$10767.

The new School Finance Act which takes effect the following year is HB 1488.

Biggest jump in our budget was instructional services and instructional services support.

Mr. Gustafson gave an overview of HB 1488 and the new School Finance Act and its 6 year phase in.

I move that we approve the FY 24/25 Proposed Budget as stated.

1st Motion: Jarvis Caldwell ▾ 2nd Motion: Jessica Garcia ▾

Discussion: None ▾

Discussion Comment:

- Roll Call:

Chair	Vice Chair	Secretary	Treasurer	Director
Eric Davis	Jarvis Caldwell	Jessica Garcia	Ben Partridge	Michelle Ruehl
Yes ▾	Yes ▾	Yes ▾	Yes ▾	Yes ▾

Passed ▾

3. Cell Phone Policy (Mr. Ravetti)

The board discussed the pros & cons of the availability of cell phones including availability during emergencies and cyber bullying. The policy stands and will continue to be enforced. Cell Phones will be turned off and kept in student backpacks or lockers.

I move that we approve the JICJ-NSCA-A Cell Phone Policy as presented.

1st Motion: Jarvis Caldwell ▾ 2nd Motion: Ben Partridge ▾

Discussion: None ▾

Discussion Comment:

- Roll Call:

Chair	Vice Chair	Secretary	Treasurer	Director
Eric Davis	Jarvis Caldwell	Jessica Garcia	Ben Partridge	Michelle Ruehl
Yes ▾	Yes ▾	Yes ▾	Yes ▾	Yes ▾

Passed ▾

I. Other Items

1. None

J. Adjourn (Chair, 8:00 pm)

I move that we adjourn the May 15, 2024 NSCA Board Meeting.

1st Motion: Ben Partridge ▾ 2nd Motion: Jarvis Caldwell ▾

Discussion: None ▾

Discussion Comment:

- Roll Call:

Chair	Vice Chair	Secretary	Treasurer	Director
Eric Davis	Jarvis Caldwell	Jessica Garcia	Ben Partridge	Michelle Ruehl
Yes ▾	Yes ▾	Yes ▾	Yes ▾	Yes ▾

Passed ▾

Scribe

Tara Jennings

Attendees

Jenn Reissig, James Ravetti, Maureen Hilborn

Actionable Items
