NEW SUMMIT CHARTER ACADEMY -EST. 2018-

Meeting MINUTES - 2025

6:00 PM Sep 3, 2025 | 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
Ben Partridge	Jarvis Caldwell	Jessica Garcia	Tina Leone	Michelle Ruehl
Present	Absent	Present	Present	Virtual

- Approved

B. Pledge of Allegiance (Chair, 6:01 pm)

C. Approval of the Agenda (Chair, 6:01 pm)

I move that we approve the agenda for the Sep 3, 2025 NSCA Board Meeting.

1st Motion: Ben Partridge 2nd Motion: Jessica Garcia

Discussion: None

Discussion Comment:

- *Roll Call:*

Chair	*Vice Chair*	*Secretary*	*Treasurer*	*Director*
Ben Partridge	*Jarvis Caldwell*	*Jessica Garcia*	*Tina Leone*	*Michelle Ruehl*
Yes	*Absent*	*Yes*	*Yes*	*Yes*

- *Approved*

D. Comments:

1. Public Comments None
    - 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@newsummitcharter.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

Mr. Partridge commented on how great the sports program is going this year.

3. Executive Director Comments

Mrs. McClelland reviewed:

- SPF was "At Performance" but went down a little
    - This was based off of CMAS scores
        - We didn't meet the total 95% participation rate, we were at 91%
        - Team is working on UIP
        - Mrs. Strawbridge is digging into the data
        - Team is working with the teachers
            - Room temps in 4th grade along windows was super high = 4th grades scores were down.
            - CMAS was computerized this last testing cycle and may have added to the decline.
    - Middle School went up in Achievement - 54% to 72%, but in growth, they leveled 65% to 65%
- 6:10 pm Michelle Ruehl entered the meeting room.
- Enrollment is Down
    - Per Mr. Gustafson, at the state level, enrollment is down at every district due to:
        - Homeschooling, which is showing the fastest growth
        - People are leaving the state because of home prices and living expenses
        - The overall birth rate is down
- After a brief board discussion, the work session scheduled for 9/17 has been cancelled.
- Student photos with staff makeups will be on Thursday, Sept 11
- Agape Films will be here on Friday, Sept 12
- Admin team goals are due Friday, Sept 5

    - Staff Highlight
        - Nikki Reichert for exceptional work with our Marketing program
        - Erin Rivera & Jamie Pluemer for their hard work and organization of the Professional Development week, Meet & Greet, and Back to School Nights
        - John Coppin, for his hard work clearing the front retaining wall area before the landscapers came, saved us approximately $1000.
    - Student Highlight
        - Very hard work by the girls' volleyball team and boys' soccer team.

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

1. Minutes from the Aug 6, 2025 Meeting (Mrs. Jennings)

2. Enrollment & Waitlist Update (Mrs. Dean)
3. Marketing Update (Ms. Reichert)
4. Athletics Update (Mr. Kaloogian)
5. School Events (Mrs. Jennings)

I move that we approve the Consent Agenda for the Sep 3, 2025 NSCA Board Meeting.
1st Motion: *Ben Partridge* *2nd Motion:* *Jessica Garcia*
Discussion: *None*
Discussion Comment:

- *Roll Call:*

Chair	*Vice Chair*	*Secretary*	*Treasurer*	*Director*
Ben Partridge	*Jarvis Caldwell*	*Jessica Garcia*	*Tina Leone*	*Michelle Ruehl*
Yes	*Absent*	*Yes*	*Yes*	*Yes*

Approved

F. Information (6:41 pm)

1. Digital Safety & Consent Parent and Student Training (Mrs. McClelland & Mr. Ravetti)

Mrs. McClelland presented this training to the board. Pulled together by the school counselors Cortnie Wise, Tiffany Fontenot and Title IX Coordinator James Ravetti, the program has 2 parts: Student and Parents. After signing up, the three staff will go to a full day training seminar, similar to a "train the trainer", on the material and will also be able to adjust the program/slides to meet the needs of our community.
The board briefly reviewed the 97 slides and discussed the best way to get parents involved. The board will review the training in depth individually and send their thoughts to Mrs. McClelland.

G. Action

1. Board Agreement

I move that we approve the Board Agreement as presented.
1st Motion: *Ben Partridge* *2nd Motion:* *Jessica Garcia*
Discussion: *Kim McClelland*
Discussion Comment:
Per Mrs. McClelland, all discussed changes were made.

- *Roll Call:*

Chair	*Vice Chair*	*Secretary*	*Treasurer*	*Director*
Ben Partridge	*Jarvis Caldwell*	*Jessica Garcia*	*Tina Leone*	*Michelle Ruehl*
Yes	*Absent*	*Yes*	*Yes*	*Yes*

Approved

2. ERTC Bonus Resolution

I move that we approve the ERTC Bonus Resolution as presented.

1st Motion: *Ben Partridge*   *2nd Motion:* *Jessica Garcia*

Discussion: *None*

Discussion Comment:

- *Roll Call:*

Chair	*Vice Chair*	*Secretary*	*Treasurer*	*Director*
Ben Partridge	*Jarvis Caldwell*	*Jessica Garcia*	*Tina Leone*	*Michelle Ruehl*
Yes	*Absent*	*Yes*	*Yes*	*Yes*

Approved

3. Supplemental Budget

I move that we approve the 25/26 Supplemental Budget as presented.

1st Motion: *Ben Partridge*   *2nd Motion:* *Jessica Garcia*

Discussion: *Glenn Gustafson*

Discussion Comment:

Mr. Gustafson gave an overview of the supplemental budget.
The same budget template was used (except enrollment). Enrollment will be officially updated in October. The primary purpose of this supplemental budget was to embed the ERTC funds. Staffing was adjusted & the current (at that time) enrollment was used. $25k of ERTC funds will be used to offset the budget deficit from low enrollment. The goal was NOT to affect the classrooms.

- *Roll Call:*

Chair	*Vice Chair*	*Secretary*	*Treasurer*	*Director*
Ben Partridge	*Jarvis Caldwell*	*Jessica Garcia*	*Tina Leone*	*Michelle Ruehl*
Yes	*Absent*	*Yes*	*Yes*	*Yes*

Approved

H. Adjourn (Chair, 8:00 pm)

I move that we adjourn the Sep 3, 2025 NSCA Board Meeting.

1st Motion: *Ben Partridge*   *2nd Motion:* *Jessica Garcia*

Discussion: *None*

Discussion Comment:

- *Roll Call:*

Chair	*Vice Chair*	*Secretary*	*Treasurer*	*Director*
Ben Partridge	*Jarvis Caldwell*	*Jessica Garcia*	*Tina Leone*	*Michelle Ruehl*
Yes	*Absent*	*Yes*	*Yes*	*Yes*

Approved

Scribe

Tara Jennings