

APPROVED



# Summit Academy Charter School

## Minutes

### Board Meeting

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#### Date and Time

Tuesday September 27, 2016 at 7:00 PM

#### Location

27 Huntington Street Brooklyn, NY 11231

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#### Trustees Present

F. Mitchell, J. Bailin, M. Bernard, N. Campbell, N. Dominguez

#### Trustees Absent

*None*

#### Guests Present

C. Swift, Chad Bascombe, Raymond Guarini

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### I. Opening Items

#### A. Record Attendance and Guests

#### B. Call the Meeting to Order

F. Mitchell called a meeting of the board of trustees of Summit Academy Charter School to order on Tuesday Sep 27, 2016 at 7:09 PM.

#### C. Approve Minutes

On minutes, minutes did carry. Need for adjustment in notes.

N. Dominguez made a motion to approve minutes from the Board Meeting on 06-06-16 with appropriate changes. Board Meeting on 06-06-16.

J. Bailin seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### **D. Introduction of Potential New Members**

Potential candidate presented to the board for questions and answers.

R. G. Introduction

- Born and raised in Bay Ridge
- Retail investment banker
- Charity work with Team Fight to Walk
- Work with Knights of Columbus in area
- Parent of 5 year old son. Parenthood opened up a new world.
- Capacity to spend as much time as needed to support the school

Fundraising capacity

- Relationships with local community leaders and celebrities who can bring resources
- Organizational connections to bring resources to the board
- ?

Yvette Houlder

- Parent of 12 grade scholar
- Project manager with MTA
- Brought resources to the school for scholars to participate in
- Works with school leadership on special projects

M. Bernard made a motion to accept Raymond Guarini as a member of the board of trustees at SACS.

N. Dominguez seconded the motion.

The board **VOTED** unanimously to approve the motion.

N. Campbell made a motion to to accept Yvette Houlder as a member of the board of trustees at SACS.

M. Bernard seconded the motion.

The board **VOTED** unanimously to approve the motion.

## **II. Academic Excellence**

### **A. Principal's Report**

- 81% staff return rate for the 2016 - 2017 school year
- Concern about a few staff who need more support than the school can give
  - teacher on professional development plan
- Need for data analyst: possible interns from colleges, or personal networks
  - board will support
- Enrollment is currently at 311
  - 110 Middle School
  - 201 High School
- Work with PR firm to enhance enrollment practices
  - blogger
  - enrollment to be addressed by Development department
  - Floyd to schedule the data
- 2015 - 2016 State Assessment Scores
  - 6th grade had loss while 7th and 8th have gains
- Theme for 2016 - 2017: Success under Construction
  - Relationships
  - Relevance
  - Rigor
  - Results
- New behavioral monitoring system
- Family engagement
  - Meet and greet 97 families attended

### **III. Development**

#### **A. Pitch Book**

Board to facilitate a call to discuss the next steps with the pitch book. What is the approach?

- Pitch book available next Tuesday for final review.
- Board members to circulate pitch book via cold call and to local businesses
- Board to create lists for pitch book to go to

Nestor will set up a call for pitch book.

### **IV. Finance**

#### **A. Budget Approval**

Budget has been circulated and did not change since the board approved in July. Any adjustments will be based on enrollment.

M. Bernard made a motion to accept the 2016 - 2017 budget as presented. Any adjustments will be made based on enrollment and will be re-presented to the board.

N. Dominguez seconded the motion.

The board **VOTED** unanimously to approve the motion.

## V. Charter Renewal Cycle

### A. Renewal Overview

Dan Pasek discusses Renewal Process

#### Renewal theme for Summit is:

- we build foundational skills that panned out in high school
- educational program works over time; first class graduation rate 88%
- evidence that the longer scholars are in our program, the better results in the high school program
- staff's capacity to change to meet the needs in the scholars

#### Board belief that things turned around in 2015 - 2016 because of:

- strong tracking and use of data in every component of the school (scholar performance, operations, attendance, ect)
- scholars own the learning process
- new teacher institute
- established relationship with staff, families, scholars, board (no nonsense nurturing), school district
- better communication with: scholars, parents, teachers
- Positive culture (clubs, less astringent rules)
- management of instructional day
- Professional learning communities
- fidelity to academic programs
- attaining higher scholar participation in remediation programs (Saturday Academy)

Board will do walk through of renewal application. Agreement to adjust enrollment from 391 to 350 based on recruitment patterns over the first two charter terms.

## VI. Other Business

### A. Adoption of Code of Ethics

J. Bailin made a motion to approve code of ethics as present for 2016 - 2017.

M. Bernard seconded the motion.

The board **VOTED** unanimously to approve the motion.

### B. Adoption of By-Laws

J. Bailin made a motion to accept by-laws for 2016 - 2017.

M. Bernard seconded the motion.

The board **VOTED** unanimously to approve the motion.

**C. Approval of FPP**

J. Bailin made a motion to accept FPP for 2016 - 2017.

M. Bernard seconded the motion.

The board **VOTED** unanimously to approve the motion.

**D. Approval of Employee Handbook**

J. Bailin made a motion to accept employee handbook 2016 - 2017.

M. Bernard seconded the motion.

The board **VOTED** unanimously to approve the motion.

**VII. Closing Items**

**A. Adjourn Meeting**

J. Bailin made a motion to adjourn the meeting.

N. Dominguez seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:00 PM.

Respectfully Submitted,

N. Campbell