



# Summit Academy Charter School

## Minutes

### Board Meeting

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**Date and Time**

Tuesday October 25, 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, R. Guarini, Y. Houlder

**Trustees Absent**

*None*

**Trustees who arrived after the meeting opened**

Y. Houlder

**Guests Present**

C. Swift, Chad Bascombe

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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 Oct 25, 2016 at 7:11 PM.

### C. Approve Minutes

M. Bernard made a motion to approve minutes from the Board Meeting on 09-27-16  
Board Meeting on 09-27-16.

J. Bailin seconded the motion.

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

## II. Academic Excellence

### A. Principal's Report

C. Swift arrived.

- Teachers on professional development plan
- Enrollment down, need to adjust staffing
- There is a concern with SPED. No SPED scholars passed state assessments.
  - Need to bring on one other SPED person.
  - Finance committee to discuss the FTE cost for additional SPED person
- DOE visit
  - Consistent Evidence
    - Black Board Configurations (BBCs)
  - Mixed Evidence
    - Parallel teaching
    - Scholar engagement
    - Accountable talk
    - Narration
  - Area of Growth
    - Allow scholars to do the heavy lifting.
- To address mixed evidence, teachers to pilot new teaching model.
- Board inquired about academic areas of growth
  - Rigor in classrooms
- Up-Coming Events
  - November 1 – Canned Food Drive Begins
  - November 4 – 1st Quarter Ends
  - November 5 – SAT
  - November 5 - FAC
  - November 5 & 19 – Saturday Academy
  - November 10 – Parent/Teacher Conference
  - November 12 & 14 – HBCU College Fair
  - November 23 – 2nd Annual Staff/Scholar Talent Show
  - Coming Soon – MS/HS Merit-based excursions

Board will commit to purchasing 10 care packages for scholars in college.

### **III. Development**

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

- Board to drive distribution of pitch books to foundations and organizations.
- Two weeks to finalize consolidated lists on google docs for foundations, corporations and businesses.
- Consider a "food" festival with businesses on Van Brunt.

#### **B. Fundraising Events**

- The General Public Entertainment has proposed two events to raise funds on behalf of the school. Floyd and Natasha will meet to determine the viability of said events.
- Floyd proposed a major fundraiser for the board to rally around for the end of the year. Committee will develop plan including liability and risk.
- Suggestion to reach out to board members from schools with successful fundraising events.
- NYU offers a course for board members around raising money for non-profits.

#### **C. Recruitment**

### **IV. Finance**

#### **A. Post Audit Call**

- Advisory letter indicates questions about debit card usage by the the board.
- Board to re-evaluate FPP around purchases needing board treasurer approval.
- Notice that board did not meet the appropriate number of times. We will re-visit the schedule in January to determine if all of the dates are still viable.
- Clean audit.

#### **B. September Financials**

- Spending is lean and focused on per pupil distribution.
- CSBM to continue to use scorecard for board review of finances.
- Finance committee to do additional budget cuts to budget as enrollment is down.

Y. Houlder arrived.

### **V. Governance**

#### **A. Board Membership**

- Board will review needs assessment for board recruitment.

- Ideal to bring in additional educators, real estate, legal expertise to round out the board.

## **VI. Charter Renewal Cycle**

### **A. Renewal Debrief**

- Summit has submitted application, site visit has occurred, staff interviewed, scholars interviewed.
- DOE will compile a report and send to SACS report for factual verification.
- In January or February, the DOE will make a recommendation to the chancellor who will then send it to SED for a final decision.
- Acknowledgement of the staff and the efforts that went into completing the process.

## **VII. Other Business**

### **A. By-Laws Review**

- Natasha Campbell not be voting member of the board.

## **VIII. Closing Items**

### **A. Adjourn Meeting**

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,  
F. Mitchell