



Summit Academy Charter School

Minutes

Board Meeting

Date and Time

Tuesday October 25, 2016 at 7:00 PM

Location

27 Huntington Street Brooklyn, NY 11231

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

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-vist 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