

APPROVED



# Summit Academy Charter School

## Minutes

### Board Meeting

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#### Date and Time

Wednesday October 18, 2017 at 7:00 PM

#### Location

27 Huntington Street

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#### Trustees Present

F. Mitchell, M. Bernard, N. Campbell, N. Dominguez, Y. Houlder

#### Trustees Absent

B. Melson, J. Bailin, R. Guarini

#### Guests Present

C. Swift, Chad Bascombe, Davina Turner, Kenyah Miller, S. Handshaw

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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 Wednesday Oct 18, 2017 at 7:14 PM.

#### C. Approve Minutes

- Add information discussed under Board development as the board has approved moving forward with the proposed event.
- Bascombe asked question about bonuses; question and answer to be added to minutes.

Y. Houlder made a motion to approve minutes from the September Board Meeting on 09-26-17 September Board Meeting on 09-26-17.

M. Bernard seconded the motion.

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

## **II. Election of Board Officers**

### **A. Officer Nominations**

Board quo rem has not been met so we are unable to hold elections at the meeting.

- Board will hold open meeting on October 25th for the first hour of the board retreat to elect new officers.

## **III. Academic Excellence**

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

- Staffing needs as expressed at last meeting
- Enrollment has dropped to 324, which changes revenue.
  - Discrepancy in the ATS system
- Curriculum & Instruction
  - MS Interim assessments
  - MS Data data day on Friday
  - HS Interim assessments week of Oct. 31st
  - Using Mastery Connect (free data to refresh staff)
  - Suring up Reading Plus under ELA Coach
  - PD focus on writing 3 part objectives
  - More frequent observations happening
  - Quarter ends on November 10th
    - Concern with HS attendance for 1st period classes
- Teaching and learning cycle
- Culture club has helped to engage staff in more activities
- FAC meetings- 30 parents attended
- Meet and Greet
  - 86 Parents attended; more than half of parents attended
  - HS given time to contact parents to garner involvement
- Areas of Growth
  - Staff is too dependent on leadership
  - HS arriving on time

- Teacher call/out; need for sub
  - Proposing permanent sub
  - Plan for compensating staff for coverage
- MS laptops (20 still need to be repaired); scholar vandalism and poor management by teachers
- Finalized budget
- Seniors attended SUNY College Fair
- 42 scholars attended 1st Sat. Academy
- Leanna Lair received a photography apprenticeship
- Lots of after school activities with teacher volunteers
- Shift from Jupiter to Powerschool
  - Training for teachers and parents

#### Questions

How do we evaluate vendors/programs?

- We look at data and determine the impact on student achievement over a certain amount of time.

### **B. Academic Strategic Goals**

Review of priority goals for the next three years

1. Goals provided to board.
2. Instructional leadership to flesh out strategies and benchmarks.

## **IV. Finance**

### **A. Budget Review & Revisions**

Budget will be tabled until after the finance committee call on Monday, Oct. 23rd.

1. Clear understanding of budget and projections.
2. What is the net incremental allocation for hiring?

### **B. Post Audit Call**

Audit call with Finance Committee on Monday, Oct. 23rd at 9:30am.

## **V. Governance**

### **A. New Membership Pipeline**

### **B. Board Retreat**

Dan Pasek will facilitate the Board Retreat.

- Focus is around building capacity on the board
- Finalizing strategic planning
- Enrollment; recruitment strategies
- Board supported/suggested resources to support learning
- Board engagement with staff
- Natasha to confirm with each board member attendance

## **VI. Other Business**

### **A. Concerns & Resolutions**

Guest opportunity to discuss concerns/challenge

- Introductions
- Questions, comments, concerns
  - Personal appeals to staff to invite to board meetings

### **B. Fundraiser**

## **VII. Closing Items**

### **A. Adjourn Meeting**

M. Bernard 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