



Summit Academy Charter School

Minutes

Board Meeting

Date and Time

Wednesday April 18, 2018 at 7:00 PM

Location

27 Huntington Street Brooklyn, NY 11231

Trustees Present

F. Mitchell, M. Bernard, M. Washington, N. Campbell, N. Dominguez, R. Watson

Trustees Absent

J. Bailin, R. Guarini, Y. Houlder

Guests Present

C. Swift, Mr. Bascomb

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

M. Bernard called a meeting of the board of trustees of Summit Academy Charter School to order on Wednesday Apr 18, 2018 at 7:25 PM.

C. Approve Minutes

Need to include notes regarding performance evaluations for Teachers due 4/1

R. Watson made a motion to approve minutes from the Board Meeting on 03-27-18 with the addition of performance evaluation notes added. Board Meeting on 03-27-18.

M. Washington seconded the motion.

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

II. Academic Excellence

A. Principal's Report

Principal report will be submitted in the next meeting as Mrs. Swift was not available.

B. Roles & Responsibilities for school leadership

- Academic Achievement committee met to go over racy chart to delineate roles and responsibilities of Executive Director and Principal.
- Members shared ideas around who does what.
- Racy chart to be included in offer letters for leadership.

C. Turn Around Progress

- Bill Clarke visited with school leadership in April.
 - Visit left leadership with goals and commitments around time usage and responsibilities.
 - Swift to be in classrooms for 3 hours per day.
 - Campbell to support during class visits.
 - Both to set structure and vision for school year 2018 - 2019.
- Next Visit set for May to include setting processes for the next school year.

D. Staff Town Hall

- Board working with three teachers to set agenda for town hall on May 21, 2018.
- Plan for meeting is to gather insight from teachers and then plan for work groups to tackle some of the operational concerns of teachers.
- Build board visibility and presence.

III. CEO Support And Eval

A. ED Evaluation Tool

- Board chair shared ED evaluation tool with board.

IV. Finance

A. February Financials

B.

990 Forms

N. Dominguez made a motion to to accept the 990 as presented.

M. Bernard seconded the motion.

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

V. Executive Session

A. Preparing for ACR Visit

Moved into Exec Session

VI. Closing Items

A. Adjourn Meeting

M. Washington 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,

M. Bernard