



# Summit Academy Charter School

## Minutes

### Board Meeting

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#### Date and Time

Wednesday April 18, 2018 at 7:00 PM

#### Location

27 Huntington Street Brooklyn, NY 11231

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#### 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

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### 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