

APPROVED



# Summit Academy Charter School

## Minutes

### Board Meeting

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#### Date and Time

Wednesday July 24, 2019 at 4:00 PM

#### Location

27 Huntington Street Brooklyn, NY 11231

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#### Trustees Present

D. Baker, M. Bernard, M. Nieves (remote), S. Jallow, V. Connelly, V. Martin, W. Colavito

#### Trustees Absent

*None*

#### Guests Present

A. Bartley, Cliff Schneider, Iveliz Colon, John Russo, Laurie Hazely, M. Kohlhagen, N. Campbell, S. Handshaw, S. Jackson, Stephanie Douglas, Stephen Jackson, Tremaine Price

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### I. Opening Items

#### A. Record Attendance and Guests

#### B. Call the Meeting to Order

M. Kohlhagen called a meeting of the board of trustees of Summit Academy Charter School to order on Wednesday Jul 24, 2019 at 4:00 PM.

#### C. Approve Minutes

M. Bernard made a motion to approve minutes from the Board Meeting on 06-20-19 Board Meeting on 06-20-19.

W. Colavito seconded the motion.

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

## **II. Governance**

### **A. Board Governance & Election of Board Officers**

Election of President

V. Connelly made a motion to elect Dr. Shelly Jallow as the Chair of the Board of Trustees.

W. Colavito seconded the motion.

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

### **B. Election of Vice Chair**

D. Baker made a motion to elect Virginia Connelly as the Vice-Chair of the Board of Trustees.

W. Colavito seconded the motion.

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

### **C. Election of Secretary**

S. Jallow made a motion to elect Michael Bernard as Secretary for the Board of Trustees.

V. Connelly seconded the motion.

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

### **D. Election of Treasurer**

S. Jallow made a motion to William Colavito.

V. Connelly seconded the motion.

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

## **III. Board Adoptions**

### **A. Adoption of Documentation**

1. Cliff Schneider conducted a review of the governance structure of the Board and the upcoming Board training.
2. Updated by laws have been prepared and would be distributed by email, to be reviewed by each board member for discussion at the next board meeting for approval; these bylaws would replace current by laws.
3. Conflict of interest and code of ethics documents would also be distributed by email for review and adoption at the next meeting.

## **IV. Summit Academy Program**

## **A. Overview & Status Report**

1. Summit Academy Program Overview and Status Report were presented to the Board by Dr. Alice Bartley, Chief Academic Officer, CEI and by Stephen Jackson, Principal, Summit Academy.
2. The evaluation process for leadership and teachers was discussed and would be presented in a subsequent meeting.
3. Staffing and budget were discussed with a focus on teacher compensation, any existing bonus structures, and contract start and end dates with respect to budget impact. Timeline for completion of staffing, school schedule, and budget was discussed at length. This discussion included expectations for monthly board reports to include school and student data and a presentation dashboard to include class enrollment, subgroup breakdowns, attendance and chronic absenteeism of students, as well as student waiting lists and recruitment efforts. Regents pass rates, other assessment data, graduation data by subgroup as well as progress towards all performance measures and accountability expectations will be reviewed on a monthly basis. School identity, branding and, communications strategies would be enhanced and developed for discussion at the upcoming board meeting.

## **B. Preliminary Budget Process**

An updated school budget was discussed; to be discussed at the August Board meeting after school leader finalizes the staffing and other needs with the school team, CEI, and Accounting Solutions.

## **V. Contracts**

### **A. Management Agreement**

The contract for CEI was discussed. Role of The Center for Educational Innovation was discussed briefly in the context of the school charter renewal, and the organization's management role. As explained to the Board and public in attendance, the Charter was given to the school, and the school, in turn, enters into a contract with CEI, as stated in the Charter renewal, to implement the approved scope of work as outlined.

### **B. Head of School/Principal**

The contract for school leadership was discussed; it was stated contract would be presented by the attorney to Summit Academy, Cliff Sneider, at the next Board of Trustees meeting.

## **VI. New Business**

### **A. Executive Session**

Dr. S. Jallow moved to enter into exec session at approximately 445 pm, V. Connelly seconded.

V. Connelly moved to come out of executive session. Michael Bernard seconded the motion at 5:15 pm.

## **VII. New section**

### **A. Laurie Hazely**

L. Hazeley, NYC Office of Charter Schools, provided a brief Introduction of expectations and the Summit Academy accountability plan, to be shared with Board members.

## **VIII. Closing Items**

### **A. Adjourn Meeting**

M. Bernard made a motion to adjourn the meeting.

V. Connelly 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 6:00 PM.

Respectfully Submitted,

M. Bernard