

DRAFT



# Summit Academy Charter School

## Minutes

### January Board Meeting

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#### Date and Time

Tuesday January 18, 2022 at 6:00 PM

#### Location

27 Huntington Street Brooklyn, NY 11231

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#### Trustees Present

M. Bernard (remote), V. Connelly (remote), W. Colavito (remote)

#### Trustees Absent

M. Nieves, S. Jallow

#### Guests Present

Alicia Murray (remote), Brigitte Williams (remote), Charlena Morgan, Jana Mohammed (remote), Juana Llaverias, Juned Haque (remote), M. Spencer-Edwards (remote), N. Campbell (remote), Nancy Gonzalez (remote), S. Handshaw (remote), Tremaine Price

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### I. Opening Items

#### A. Record Attendance

#### B. Call the Meeting to Order

V. Connelly called a meeting of the board of trustees of Summit Academy Charter School to order on Tuesday Jan 18, 2022 at 6:13 PM.

#### C.

## **Approve Minutes**

W. Colavito made a motion to approve the minutes from December Board Meeting on 12-21-21.

M. Bernard seconded the motion.

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

## **II. Academic Excellence**

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

#### Personnel

- HS Social Studies Teacher hired
  - SPED certified with SS history
- Still in need of SPED Teachers
- MS Math teacher

#### Enrollment & Recruitment

- Numbers are exactly the same as they were last month
- Still have 2 LTAs that Ms. Turner and Dean Williams are working on removing from our roster
- The commercial is still running
- New Website has launch
- 10,000 postcards sent, applications coming in

#### COVID Exposure

- SACS was forced to close at the beginning of the new year.
- Cabinet met to make decisions and rollout plan
- Families notified of closure via phone, text, and email
- Leadership was in the building to distribute supplies and tests
- Situation Room notified of closure and contact tracing enacted
- MS was open the first two days of school for the first week back. Approximately 25% of the scholar population came to the building.
- MS closed for the final two days of the week and the entire school came back on Monday, Jan. 10, 2022

#### SACS COVID Plan

- Cabinet met regularly to ensure we were on the same page and to devise a comprehensive plan
- In the event of an outbreak, we would have a two-week synchronous session. That gives time to support COVID positive scholars and staff
- Close to the end of the two-week remote period, leadership will meet to determine if we go back to in-person learning or if we adopt a hybrid model.

- Principal Chat & Chew about COVID Protocol on Jan. 13, 2022

#### Testing & Contact Tracing

- At-home tests are offered to families to test
  - SACS is documenting who gets test

#### Health Guidelines

- Scholars must sanitize before entering classrooms
- Teachers get wipes and Lysol
- Masks are available to scholars and staff
- DOE will now provide PPE for SACS.

#### Contact Tracing

- Situation Room engaged with each positive case
- Letters sent home depending on the level of exposure

#### Ending the First Semester

- The semester begins on Feb. 2, 2022. PTC is on Feb. 3 and is virtual
- The mid-term week is Jan. 24th - Jan. 28. Exams mirror state assessments
- Feb. administration of iReady and NWEA exams

### III. Finance

#### A. December Financials

- School is fiscally sound. Enrollment is the only flag
- Ms. Handshaw and Juned will create a forecast based on enrollment
- ARP grant application was submitted
- Handshaw and Campbell are working on several other grants to supplement needs during the pandemic
- 225 days of cash on hand

### IV. Governance

#### A. Potential Board Members

- Alicia Murray is cleared to participate on the board. Documentation will be submitted to the DOE on 1/19/22
- Mrs. Morgan has to contact DOE ethics office to determine eligibility

V. Connelly made a motion to add Alicia Murray to the Board of Trustees.

W. Colavito seconded the motion.

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

## **V. Closing Items**

### **A. Adjourn Meeting**

V. Connelly made a motion to Adjourn the public meeting and begin the executive session.

W. Colavito seconded the motion.

The board **VOTED** 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 7:00 PM.

Respectfully Submitted,  
M. Bernard