

APPROVED



Summit Academy Charter School

Minutes

September Board Meeting

Date and Time

Monday October 3, 2022 at 6:00 PM

Location

Summit Academy Charter School
27 Huntington Street
Brooklyn, NY 11231

Trustees Present

A. Murray, M. Bernard, V. Connelly, W. Colavito

Trustees Absent

M. Nieves

Guests Present

Brigitte Williams (remote), Cynthia McCants (remote), L. Almonte (remote), M. Kohlhagen, M. Spencer-Edwards, N. Campbell, Nicole Harris (remote), S. Handshaw

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

M. Bernard called a meeting of the board of trustees of Summit Academy Charter School to order on Monday Oct 3, 2022 at 6:33 PM.

C. Approve Minutes

A. Murray made a motion to approve the minutes from Board Meeting on 08-30-22.

W. Colavito seconded the motion.

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

II. Academic Excellence

A. Principal's Report

Personnel

- MS Math Teacher still needed
- Manny Cruz hired as a MS math and science support teacher (SACS Alum)

Enrollment

- We have lost 33 scholars over August and September
- 35% moved out of state
- 30% left nYC area
- 3% IEP requirements
- 19% over aged, under. credited
- 13% looking for a less structured setting

Recruitment efforts

- Posting on social media
- BLACC marketing/publicity
- ENL Classes for families
- Website enhancement

School-wide Goals

1. By June 2023, 100% of teachers will have completed a data professional development series created by CEI coaches and Summit administration. Teachers will collect and analyze data throughout the school year which will allow them to create individual student goals which reflect student strengths and deficits. This will be evidenced by higher passing scores on Regents and city and state exams, class participation, and student pass rates.
2. By June 2023, 100% of teachers will work with an assigned CEI Coach and/or Summit supervisor to help them develop the skills and strategies to create and facilitate student centered activities to ensure active learning and promote academic student success. Teachers will also engage students in peer to peer conversations, accountable talk, and create questions which will promote higher level thinking and rigorous instruction as evidenced by cohesive lesson plans, classroom observations, and student participation.

3. By June 2023, 100% of teachers will create formative and summative assessments to check for student understanding during classroom instruction. Each core department will work with a CEI coach to create an assessment calendar to be followed throughout the year, including mock exams that are aligned to standards based Regents and city exams to ensure students' mastery of learning.
4. By June 2023, students will be able to create and identify goals and steps that they can take to ensure academic, social emotional, and postsecondary success in the upcoming year. All students will take part in the newly created advisory program and have access to individual and small group counseling. This will be evidenced by a decrease in disciplinary referrals, improved attendance and increased academic success.

Professional Development

1. Data -Data Collection, Data Analysis, Student Tracking, Benchmarks, Student Progress, Growth (All students), and Data Submission
2. Assessments- Shared Assessments Drive via Google, Eduware- School-wide Assessment Platform, Assessment Calendars, Diagnostics- Beginning of the Year, Mid-Year, End of Year, and Using Data from Assessments to drive instruction
3. Instruction- Student Centered Activities, On-going checks for understanding, Teacher effectiveness, Questions and Discussions, Student Engagement, Coherent Instruction, ENL Support, and differentiation
4. Planning- Co-Teaching, Co-Planning, Revising and Reteaching, and Effective use of Common Planning time

Programs

New Programs

- CGC- Competitive Gaming Club
- MS Boys Basketball
- HS Boys Soccer
- HS Girls Volleyball

Returning Programs

- HS Boys Basketball
- HS Girls Basketball

Testing Cycle

- PSAT- October 12th
- MS- I-Ready- Week of October 17th
- HS- NWEA- Week of October 24th

III. Finance

A. July/August Financials

AUDIT UPDATE

- MMB is our firm
- We had a pre-audit call which included: Dighant, Juned, Machael, Samease, Natasha
- Meeting with auditors to get final draft for board adoption. Meeting within two weeks

August Financials

- Expected to be in a deficit for the close of the 2022 school year. We ended with a surplus of \$16,000
- Finance committee will create a budget with 210 scholars, based on the current enrollment. The bottom line would be about \$400,000 less.
- 200 days of cash on hand

B. 2022 - 2023 Budget

W. Colavito made a motion to adopt the 2022 - 2023 budget as it has been presented.

V. Connelly seconded the motion.

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

IV. Governance

A. Presentation of New Members

Cynthia McCants

- Pastor in Long Island church with headquarters in Brooklyn
- Parent of several young children
- History as internal auditor for an investment bank on Wall Street
- Graduate student at Liberty University. Degrees in finance
- Passion for administration and distinct knowledge of SPED
- Connectivity to elective officials in kings county and long island
- Did work in recruitment for HBCU and from HBCU to corporate America
- Willing to transition out of other obligations to make time to be an active board member

V. Connelly made a motion to approve Cynthia McCants onto the board.

A. Murray seconded the motion.

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

A. Murray made a motion to approve Craig Robinson for board membership.

V. Connelly seconded the motion.

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

Bill Colavito will be stepping down from the Board as of Sept. 30, 2022.

B. Board Meeting Schedule for 2022 - 2023

V. Connelly made a motion to approve the board meeting schedule as presented.

A. Murray seconded the motion.

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

V. Renewal Preparation

A. Pasek Proposal

- A three-year proposal including renewal. Need to have proposal revised to reflect that some of the tasks have been completed by school leadership.
- Has extensive experience with SACS; been working with the school since the onset
- Ms. Handshaw will ask Mary Grace for a proposal for the board to consider both.
- Machael will meet with both to determine which will meet our needs

VI. Location

A. Potential Site in Brooklyn Navy Yard

- Board member Mike Nieves has a potential space that could house the school
- Interested in showing the board the space
- Board, Admin, CEI will look at the space

V. Connelly made a motion to ask Mike Nieves and CEI to set up site visit for potential location.

A. Murray seconded the motion.

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

VII. Closing Items

A. Adjourn Meeting

A. Murray made a motion to adjourn the meeting.

V. Connelly 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 8:00 PM.

Respectfully Submitted,
M. Bernard