APPROVED

Summit Academy Charter School

Minutes

December Board Meeting

Date and Time
Tuesday December 19, 2023 at 6:00 PM

Trustees Present
A. Murray (remote), A. Young, C. McCants (remote), K. Montgomery, M. Bernard, V. Connelly (remote)

Trustees Absent
L. Almonte, M. Nieves, S. Pérez-Sadler

Guests Present
Juned Haque (remote), M. Kohlhagen, M. Spencer-Edwards, N. Campbell, 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 Tuesday Dec 19, 2023 at 6:12 PM.

C. Approve Minutes

A. Young made a motion to approve the minutes from November 28, 2023 on 11-28-23. V. Connelly seconded the motion.

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

II. Academic Excellence

A. December Principal's Report

Personnel

Vacancies

- 1 HS SpEd- Math
- 1 HS SpEd - Science
- 1 HS Spanish teacher

New Hires

HS History Teacher- Accepted position start date TBD

Enrollment and Recruitment

- MS is at 94 and HS is at 167
- **December we continued recruiting at various sites.**
  - Visit with Hyde Charter School to recruit 8th grade class. Scholars will visit Summit in January 2024.
- **Hosted Family Game Night**
  - 57 children attended (3 new families opted to register January 2024 for Summit)
- **Creating marketing campaign for the coming school year**
  - Facebook Lead Ads
  - Constant Contact Marketing

Recruitment Tools

- **Buses for morning and afternoon pick up and drop off and College Tours**
  - Summit has one bus and is working through the inspection to get license plates. Walmart has paid the insurance.
- **Website Revisions: Complete**
  - **www.sacsny.org**
- **Open House Sessions planned and shared with our partner schools (Brooklyn Rise Charter School & Hyde Charter School). Dates are:**
  - Nov. 28, 2023, Dec. 19, 2023, Jan. 16, 2024, Feb. 27, 2024
- Ramped up social media campaign with new videos and pictures posted weekly.

Diagnostics

- Last week students in Grades 6-11 took their ANet assessments.
- Data from the assessments will be shared at next months board meeting.
- The results from these assessments will allow us to determine their strengths and weaknesses. Then we will use Mastery Connect to assess students every 6-8 weeks on those standards that scholars are deficient in.
- For Semester 2 daily class instruction will include test preparation embedded in the lesson plans
- We will also conduct several mock assessments throughout Semester 2
- Ramp up test prep for state assessments including the mocks

Data Analysis

We have received our state report card and the data shows the following:

- In middle school the ELA and Math scores for scholars have shown significant gains.
- In MS ELA and Math the Level 3 and 4 increased, while the Level 1 and 2's decreased
- In HS the Regents scores also improved in History and ELA
- We continue to struggle in the areas of Math and Science

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III. Finance

A.

November Financials

PNL Summary

- Cash on hand 158 days at the end of November
- 2.6 million in the checking bank
- Banker working on the transfer shifted to a new bank, Flagstar and is still interested in working with SACS
    - Terms and interest rate will remain the same as IBD was offering
    - SACS can discuss the new bank and determine if this is in our best interest
    - Dighant recommends moving to the new bank to maintain the relationship with previous bank
- Balance sheet - Revenue 42% recognized in this month
    - Plan to forecast financials based on enrollment efforts

Cash Flow Projections

- Expect one more deposit from DOE this month and then again in February
- Federal funding in Jan.
- Expect to over threshold for cash on hand in the coming year

Form 990

- Due in the next month or so; draft will be available late January early February

IV. Other Business

A. Renewal UpDate

No new feedback from the DOE

- Anticipating a date for the community hearing
- SACS has submitted necessary documentation from the visit and board call.

V. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:59 PM.

Respectfully Submitted,
N. Campbell
K. Montgomery made a motion to adjourn the general meeting and enter into executive session.
A. Young seconded the motion.
The board **VOTED** unanimously to approve the motion.