



# Summit Academy Charter School

## Minutes

### April Board Meeting

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#### Date and Time

Tuesday April 16, 2024 at 6:00 PM

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#### Trustees Present

A. Murray, C. McCants (remote), K. Montgomery (remote), L. Almonte (remote), M. Bernard, V. Connelly (remote)

#### Trustees Absent

A. Young, M. Nieves, S. Pérez-Sadler

#### Guests Present

Erin Cochran (remote), Frances Levine (remote), Jaqueline McDonald (remote), M. Spencer-Edwards, N. Campbell, S. Handshaw

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### 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 Apr 16, 2024 at 6:05 PM.

#### C. Approve Minutes

A. Murray made a motion to approve the minutes from March Board Meeting on 03-26-24.

V. Connelly seconded the motion.

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

## II. Academic Excellence

### A. Principal's Report

#### Personnel

- Still in need of a Spanish Teacher

#### Enrollment

- MS 93. HS 160
- Decrease based on migrant families shifted out of state

#### Recruitment Tools

- **Website Revisions** [www.sacsny.com](http://www.sacsny.com)
- Ramped up social media campaign with new videos and pictures posted regularly.
- Television Appearances
  - April 9th SACS appeared on WPIX 11
  - April 16th News 12 will be at the ESports tournament
- Facebook Lead Ad to attract potential families to the school's landing page.

Board suggested setting up virtual tours on the website.

#### Lottery

- Held on April 9, 2024

#### Up-Coming Events

#### Testing Update

- Grade 6 & 7- ELA PBT- April 10 - April 12
- Grade 8- ELA CBT- April 15 - April 19
- Grade 8- Math CBT- May 6 - May 10
- Grade 6 & 7- Math PBT- May 7 - May 9
- Grade 8 Science CBT- May 13 - May 17

#### Staffing

As we close out the school year and look forward to the 24-25 SY, we are in the process of having individual staff meetings. These meetings are designed to reflect on the school year, discuss areas of support and their future plans for the 24-25 SY.

The next step in this process is to send offer letters to all staff members the first week of May to either extend or conclude their employment contract with SACS.

Lastly, we have registered for several job fairs to recruit new teachers and fill vacancies. Our next two recruitment opportunities take place on April 17th and April 27th. A member of SACS leadership, teachers and other staff members will be in attendance.

#### Summer School Plan

- The building is closed for the summer for renovations
- Principal working towards schools for HS and MS.
  - The plan has been devised and will be shared with the board.
  - Parents will have verbal communication from teachers by April 18th at PTC.
- Criteria for Summer School
  - Scholars must have a 70 in each core class. By the end of quarter 3, leadership can determine who does not have a chance in passing the course.
  - Road to Recovery meetings with scholars and parents gave information to families regarding to promotion policy and summer school.

#### Education Matters Gala

- The gala is this Sunday. We welcome board presence.

Board request for end of the year calendar to support board presence and support.

### III. Governance

#### A. Board Development & Management

- Board has been meeting regularly to discuss active committees
  - Michael will circulate committee descriptions and roles
  - Board will meet next week to fine tune plan for committee work (April 24 at 7:00)
- Voted on a new member at the last board meeting
  - Board to send documentation to the DOE

### IV. Finance

#### A. March Financial Report

Summit is with a new bank. Statements were not available until April 9th.

- We are respecting Juned's religious observance

Financial statements will be available next week. Michael will send it to the board once it is available.

## **V. Other Business**

### **A. Renewal Process**

The board will discuss the process in executive session.

### **B. CEI Report**

- CEI is identifying a new vendor to evaluate the Principal. To be presented at the June meeting.
- CEI will prepare work plan and summary of services to be presented at the June meeting.
- Coaches are submitting documentation to Virginia C. and once approved, compensation is remitted. There is a 30 day turn around.
- Feedback on coaching: conversations with Mr. Spencer-Edwards
- Machael
  - Feedback from coaches and teachers is more consistent
  - No. red flags to date but a plan to improve underway

## **VI. Public Forum**

### **A. J. McDonald**

- Coaches have not been paid since January. Virginia will speak with the CEI finance team to determine where the disconnect is.

## **VII. 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 6:50 PM.

Respectfully Submitted,  
A. Murray