

APPROVED



# Summit Academy Charter School

## Minutes

### September Board Meeting

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#### Date and Time

Tuesday September 17, 2024 at 6:00 PM

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#### Trustees Present

A. Murray, A. Young (remote), C. McCants, D. Tomlinson (remote), M. Bernard

#### Trustees Absent

J. Hartley, K. Montgomery

#### Guests Present

Cary Broder (remote), Chris Vega (remote), Elba Marquez (remote), Hugh-Jay Robinson, M. Spencer-Edwards, N. Campbell, S. Handshaw

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### I. Opening Items

#### A. Record Attendance

#### B. Call the Meeting to Order

C. McCants called a meeting of the board of trustees of Summit Academy Charter School to order on Tuesday Sep 17, 2024 at 6:09 PM.

#### C. Approve Minutes

M. Bernard made a motion to approve the minutes from August Board Meeting on 08-20-24.

C. McCants seconded the motion.

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

## **II. Academic Excellence**

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

#### **Vacancies**

- Math SPED (1 MS)
- Science SPED (1 MS)
- Humanities SPED(1 HS)
- Sp. Ed. (1 Math HS)

#### **Recruitment & Enrollment**

- During the course of this enrollment cycle, SACS has had more than 300 scholars in ATS. Unfortunately, as the school year began, families notified us that they moved, and several migrant families were moved to new shelters and transferred to schools that are closer.
  - MS 92. HS 200
- Now that school has settled a bit, we will begin visiting the enrollment center to speak with families who are not pleased with their school option. We are also working on activities to invite potential families to the school, before the recruitment season begins.
- Marketing Campaign
  - new school video and a virtual tour
  - new marketing material highlighting some of our achievements

#### **Beginning of the Year Highlights**

- This year we have had two ENL professional development sessions for SIFE and ENL Instruction offered by NYU to our ENL teachers
- We are coordinating efforts to have NYU come to our school to look at our ENL program and give up feedback on how to strengthen the program.
- Our afterschool enrichment program LEAP has begun this year for our MS students, providing photography, art, dance, various sports, esports, and theatre.
- Our first schoolwide diagnostic (ANet) will take place on the week of September 23rd
- Our educational parent Lavina has meet with leadership and visited classrooms. At this time our MS Math and ELA teachers are using the curriculum provided to deliver instruction to our scholars.
- Credit recovery for our HS scholars whom are undercredited has begun this week, with the plan to have those scholars graduate on time with their graduating class

#### **Building Contingency Plan and Educational Plan**

- SACS Building Contingency Plan
- SACS Educational Plan

Both of these documents are in draft form as we continue to collaborate with all key stakeholders in the building. We also seek input and support for our Executive Board so that we have a comprehensive plan that ensures the sustainability and consistency of our school. We would like to collaborate in the coming week to review this plan and get feedback and suggestions.

### III. Governance

#### A. Board Documents for Approval

M. Bernard made a motion to Accept the Board By-Law for the 2024 - 2025 school year.

D. Tomlinson seconded the motion.

The board has had some resignations over time. Currently the following are on the board.

Kenneth Montgomery- Chair

Cynthia McCants- Vice Chair

Alicia Murray- Secretary

Alvin Young- Treasurer

Michael Bernard-Member

Dr. Sharod Tomlinson- Member

Dr. Judea Hartley- Member

The board accepted the resignation of Lottie Almonte as of September 1, 2024.

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

Governance Committee

- Board training plan has been submitted to the DOE for approval.
- Renewal Condition update
  - All coaches are Summit employees
  - Dr. Buttaro, the ENL Coordinator, has been brought on as a consultant as she was the best candidate for the position.
- Board submitted draft orientation checklist so that board members are properly onboarded.
- All legal documents will be disseminated to trustees and stored in Board on Track

All documentation and checklists will be housed in Board on Track.

- SACS has a pending board member application with the DOE. We anticipate an approval soon.

#### Academic Achievement Committee

- Will be working with Mr. Edwards to maximize the support from Lavinia
- Working on an academic plan to improve state assessment scores
- Committee actively involved in the hiring process and vetting personnel

#### School Attorney

- Board will table moving forward with the proposed attorney, Keith White based on the retainer fee.
- The board will review legal history of the school to determine which services are most necessary. Typically the school's \$5,000 retainer has been appropriate and lasted for the entire school year.
- We have legal assistance with Arther Gallegher, our insurance provider for legal assistance.

### IV. Finance

#### A. Audit

There is no finance report for this month. The school is in our audit.

- requires board chair signature on the charter
- MMB will meet with AI Young to discuss any findings (none thus far)
- Once the Treasurer meets with the auditors, the chair will participate in a call to finalize audit documents before closing the audit.
- Auditors had a lot of questions about Lavinia as opposed to the work we had been doing with CEI.

### V. Other Business

#### A. Organization Chart

The DOE is not looking for a new organizational chart. That chart may be submitted to the DOE in the portal. Dr. Campbell's title has been adjusted to reflect the content of work that she does.

Question from Mr. Broder:

1. Can we get a middle school soccer team to accommodate our
2. Mini keyboards for music productton
3. Laptops for each room

### VI. Closing Items

**A. Adjourn Meeting**

M. Bernard made a motion to Adjourn meeting.

D. Tomlinson 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 7:30 PM.

Respectfully Submitted,

A. Murray