



# Summit Academy Charter School

## Minutes

### November Board Meeting

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#### Date and Time

Tuesday November 19, 2024 at 6:00 PM

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#### Trustees Present

A. Murray, D. Sleet (remote), D. Tomlinson (remote), J. Hartley (remote), K. Montgomery, M. Bernard

#### Trustees Absent

A. Young, C. McCants

#### Guests Present

Emmeallio Daniels, Jaqueline McDonald (remote), Jonathan Barger, Juned Haque, M. Spencer-Edwards, N. Campbell (remote), Nicole Harris (remote), S. Handshaw

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### I. Opening Items

#### A. Record Attendance

#### B. Call the Meeting to Order

A. Murray called a meeting of the board of trustees of Summit Academy Charter School to order on Tuesday Nov 19, 2024 at 6:01 PM.

#### C. Approve Minutes

D. Tomlinson made a motion to approve the minutes from October Board Meeting on 10-15-24.

A. Murray seconded the motion.

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

## II. Finance

### A. October Financials

Cash balance of 2.7 million on Oct. 31

- 127 days of cash on hand

Received 3rd deposit from the DOE, an additional due in December

- \$300,000 accounts receivable

Liabilities

- Deferred revenue of \$900,000

276 students registered, although the budget was created for 300 students

- Trending low in revenue
- Plan to revise the budget to reflect actual enrollment

Cash Flow Projection

- expecting 4th deposit from DOE
- Grant funding to come by Dec.
- Anticipate 105 days of cash on hand at the end of the month, 142 days in December, and 112 in January

Update on Form 990

- Auditors have received information, and we will have a draft by the end of December/early January
- 990s due May 15, 2025

## III. Academic Excellence

### A. Principal's Report

**Vacancies**

- Math (1 MS)
- Science (1 MS)

- Humanities (1 HS)
- Sp. Ed. ( 1 Math, 1 S.S.)

### Enrollment & Recruitment

- 6th: 20; 7th: 34; 8th: 34; 9th: 60; 10th 64; 11th: 36; 12th: 34
- Total ATS Enrollment is 282
- That number represents scholars who have left the state but have not yet received paperwork from a new school.
- Migrant scholars have begun fleeing the city, and our number will be affected more.
- We have enrolled five new kids over the last week to

### Proposed Recruitment Events

- **Family Game Night** for 5th & 6th graders outside of the school as well as SACS Families (Dec. 10, 2024)
- **Holiday Luncheon with Constituents** for parents to meet our local elected officials (Dec. 17, 2024)
- **Clinic with Champions** for 5th & 6th graders to attend a basketball clinic facilitated by our Championship Team (Jan. TBA)
- **Esports Tournament** for 5th & 6th graders across the school district (Feb. TBA)
- **Principal's Breakfast** with District Elementary Principals will focus on longitudinal planning. The goal is to expose them to Summit (Jan. TBA)

### DOE meeting

Last week, SACS and members of the Executive Board had our scheduled monthly meeting with our DOE Authorizers. The purpose of these monthly meetings is to discuss the progress of the schools and the boards regarding our renewal conditions. The school communicated our progress in the following areas:

- The collaborative efforts with Lavina and some of the work that is ongoing and crucial to improvement in teacher practice and student achievement
- Our interim assessments and data-driven work
- Recruitment efforts
- The progress of our SOLVED database
- The DOE visit will be on Dec. 4th

Our DOE Authorizers are in talks with us about setting up their first visit to our school. They have not given us the potential dates; however, they communicated their desire to visit either this week or the week after the Thanksgiving holiday.

### SOLVED Database

Our SACS database, created by SOLVED, is now up and running. We currently have a wealth of data accessible to all administrators and members of our executive board. We are still uploading current and past data to the database.

Our next steps are as follows:

- Conduct a Professional workshop with all staff on how to access the database and its uses
- Work with SOLVED and create specific subgroups that will be monitored throughout the year (ex. - RTI students, Overage and under-credited students, Regents completion, Promotion in doubt students)

RTI Implementation: Presentation by Mr. Barger, AP of Learning Supports

With the data that we have compiled from various school-wide assessments as well as last spring's NYS Assessments in Math and ELA, we have begun our RTI (Response to Intervention) Program for all of our MS students. This program uses the data from these assessments to use a tiered system (Tier 1-3) to differentiate instruction based on the students' needs.

In addition, teachers use different resources to engage in small group instruction with no more than 6-7 students. This program occurs twice a week and twice a month during our Saturday Academy sessions.

#### **IV. Governance**

##### **A. Academic Achievement Committee Report**

Meeting week of Nov. 11, 2024

- Trends within the student body to determine remediation plans
- Work on a plan for scholars who are over-aged and under-credited
- Efforts to engage parents in the educational process

On the Horizon

- Strategic partnerships to engage scholars outside of the building
- A renewed focus on data and its use to inform instruction

##### **B. Governance Committee Report**

- Welcome to Dr. Duane Sleet on the board.
- The board has to be present for board meetings monthly. Online should be for emergencies only.
- Chairman Montgomery requested Dr. Sleet to serve on the Fundraising/Development Committee.

#### **V. Other Business**

### **A. Renewal Updates**

Chairman Montgomery presented the DOE call for October

- The focus of the meeting is board training and board oversight of the school.
- Curriculum and partnership with Lavinia
- DOE is looking for impact and early results to determine the progress of the partnership

## **VI. Closing Items**

### **A. Adjourn Meeting**

A. Murray made a motion to end the November Board meeting.

K. Montgomery seconded the motion.

The board **VOTED** unanimously 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 6:53 PM.

Respectfully Submitted,

A. Murray