

APPROVED



## Summit Academy Charter School

### Minutes

#### Board Meeting

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**Date and Time**

Tuesday December 15, 2015 at 7:00 PM

**Location**

27 Huntington Street, Brooklyn, NY 11231

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**Trustees Present**

A. Carter, F. Mitchell, J. Bailin, M. Bernard, N. Campbell (remote), N. Dominguez

**Trustees Absent**

*None*

**Guests Present**

C. Bascombe, C. Swift, I. Louis

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**I. Opening Items****A. Record Attendance and Guests****B. Call the Meeting to Order**

F. Mitchell called a meeting of the board of trustees of Summit Academy Charter School to order on Tuesday Dec 15, 2015 at 7:10 PM.

**C. Approve Minutes**

M. Bernard made a motion to approve minutes from the Board Meeting on 11-17-15 Board Meeting on 11-17-15.

J. Bailin seconded the motion.

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

## **II. Development**

### **A. Review of Fundraising Plan Summary**

I. Louis commenced discussion around prospective funding sources as outlined in the 2015-2016 Fundraising Plan Summary. With regard to individual donors the board came to a consensus that they would all supply the Development office with a list of potential "friends of Summit" that would be added to quarterly mailings and/or e-mailings. I. Louis is to reach out to each member to schedule time to discuss potential "friends of Summit" in their personal/professional networks as well as discuss their giving commitment for fiscal year. Development office distributed list of grants that are being targeted based on the programmatic needs. I. Louis outlined the three (3) fundraisers for this fiscal year. Board proposed to combine two of the three fundraisers to avoid overwhelming SACS' network. Members committed to selling a minimum of 24 tickets to their networks to attend combined event. Engaging corporations is an initiative that will be tackled with the assistance of N. Dominguez who will assist in the preparations of a pitchbook for SACS. I. Louis to send M. Bernard school fact sheet and other material that is distributed to prospective corporate sponsors. I. Louis and N. Dominguez to create timeline to complete pitchbook and approach prospective corporate sponsors. I. Louis to collect all relevant data to be incorporated in pitchbook. I. Louis to provide update at next board meeting. Elected official discretionary funds proposal has been drafted and submitted for the review of participatory budgeting panel.

## **III. Academic Excellence**

### **A. Academic Excellence**

C. Swift announced that scholar college acceptances are still rising as 29 scholars have been accepted to at least one college and/or university. She went on to discuss SACS' current staffing needs and the instructional teams' efforts to work around needs. Scholar attendance has risen from November. She continued by addressing the following areas of growth for SACS: Improve scholar recruitment efforts; better relationship with P.S. 676; and C. Swift expressed need to commence discussion surrounding teaching invitations for 2016-2017 academic year. Board expressed concern regarding the delivery of offer letters prior to state assessment prep. C. Swift to create timeline for execution and delivery of offer letters.

## **IV. 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 9:17 PM.

Respectfully Submitted,

F. Mitchell

F. Mitchell made a motion to adjourn the meeting.

M. Bernard seconded the motion.

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