APPROVED

Summit Academy Charter School

Minutes

January Board Meeting

Date and Time
Tuesday January 21, 2025 at 6:00 PM

Trustees Present
A. Murray, C. McCants, D. Sleet, J. Hartley (remote), K. Montgomery

Trustees Absent
A. Young, D. Tomlinson, M. Bernard

Ex Officio Members Present
M. Spencer-Edwards

Guests Present
Cassandra Andrews Jackson (remote), Digant Bahl (remote), Elizabeth Vidal (remote), Jonathan Barger (remote), Ms. Harris (remote), N. Campbell (remote), S. Handshaw (remote), T. Price (remote)

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 Jan 21, 2025 at 6:14 PM.

C. Approve Minutes

D. Sleet made a motion to approve the minutes from December Board Meeting on 12-17-24.
K. Montgomery seconded the motion.
The board **VOTED** to approve the motion.

II. Academic Excellence

A. Principal's Report

Vacancies

- Math (1 MS)
- ENL teacher
- Science (1 MS)
- Humanities (1 HS)
- Sp. Ed. (1 Math, 1 S.S.)
- Board Academic Achievement Committee to support the vetting of new teachers and the recruitment process

Enrollment & Recruitment

- Total enrollment for Dec. was 268
- **Marketing**
  - Ads on radio on 94 the Block have begun
  - Facebook lead ads already running
  - VistaPrint mailer went out the first week of December to 5000 families
  - Vanguard (DOE Vendor) mailer to be delivered to approximately 11,000 families went out the first week of January
- **Recruitment Events**
  - **Parent Meeting at Hyde Charter School on Feb. 4 to speak with 8th graders looking for a high school**
  - **Meeting with Parent Coordinators in the District will begin next week**
  - **Participation in BLACC Recruitment Fair TBA**
  - **Open House Sessions in Facebook Lead Ad and Radio Ads**
    - **Jan. 23, 2025**
    - **Feb. 11, 2025**
    - **Mar. 25, 2025**
- **SOLVED Upate**
  - Last week Friday, SOLVED facilitated our first whole school professional development session in order to familiarize ourselves with our new and

customized database. During this session teachers were able to look at the master data for all students, which includes the following:

- Attendance- (Lateness and Absences)
- State Test scores
- Special Education
- ENL
- Housing Status
- Language
- Ethnicity
- Gender

We also learned about weekly online professional development workshops that our teachers can take to earn CTLE credit. All teachers can upload or send data to our database. The database is customizable, and we are working to tailor the data to our needs and those of the DOE and its authorizers. All board members, please provide your email so Mr. Edwards can grant access to our database.

- End of 1st Semester/ Beginning of 2nd Semester
  - The 1st semester ends this **Friday, January 24th** and the 2nd semester begins of **Monday, January 27th**. To finish this semester students are taking Midterms **January 21st through January 24th.** Teachers are finalizing grades in anticipation of our 2nd Parent/Teacher Conference on **January 30th.**
  - **Renewal Preparation**
    - This year we are working closely with the New York Charter Schools Association to support us in our renewal efforts. They previously met with leadership to discuss needs and how they can assist us with our renewal. They have committed to conducting a mock renewal visit to make sure we are aware of areas of growth that we have made and to identify areas for improvement. On **Tuesday, February 11th** they will conduct their first Mock renewal at SACS.

III. Finance

A. December Unaudited Financials

Cash Position

- As of Dec., $1.6 million in the bank
- 137 days per cash on hand

Balance Sheet

- Total assets on hand: $2.94 million, most in cash
- Most accounts receivable is government grants - the school has incurred the expenses and can recognize the revenue
- $339,000 fixed assets (equipment, furniture)
- $75,000 in escrow account
- $824,000 unearned revenue (per pupil)
- Net assets $2.165 million
- $1.52 million in interest-bearing account

Budget vs. Actuals

- The budget is based on 300 students, so we are working at a deficit
- Finance team to review spending for the next 6 months

Statement of Cash Flow

- Project cash on hand at $1.8 million as of March

IV. Committee Reports

A. Governance

- The governance committee was scheduled to meet with the DOE on Jan. 15. McCants will contact Erin for a new date.
- Discussion on board responsibility on renewal conditions.
- The board has prepared an onboarding process.
- The board will analyze the Board on Track assessment results and use the data to design a Board training program.
- The board is actively seeking new board members to stretch capacity
- Board members to sit in on other charter school board meetings to learn best practices.

B. Academic Achievement

- The Board will collaborate more on identifying and hiring high-quality teachers.
- Board to work with Mr. Edwards to maximize the recalibration of the school in preparation for the renewal.

C. Development/Fundraising

V. Closing Items

A. Adjourn Meeting

D. Sleet made a motion to adjourn the board meeting.
J. Hartley 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 7:52 PM.

Respectfully Submitted,
N. Campbell