APPROVED

Summit Academy Charter School

Minutes

March Board Meeting

Date and Time
Tuesday March 18, 2025 at 6:00 PM

Trustees Present
A. Murray, A. Young (remote), C. McCants, D. Sleet, D. Tomlinson (remote), K. Montgomery, M. Bernard

Trustees Absent
J. Hartley

Guests Present
Jacqueline McDonald (remote), Jonathan Barger (remote), T. Price

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

K. Montgomery called a meeting of the board of trustees of Summit Academy Charter School to order on Tuesday Mar 18, 2025 at 6:18 PM.

C. Approve Minutes

M. Bernard made a motion to approve the minutes from February Board Meeting on 02-25-25.

A. Murray seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. Academic Excellence

A. Principal's Report

Celebrations

- **Our Boy's Varsity and Girl's Varsity teams are now PSAL 1A City Champions (1st for the boys and 2nd for the girls).**
- **The boys and girls will be playing the 2A city champs tomorrow to see if they move onto the state finals.**
- **Summit alum, Sky Castro, has won her team's championship for Southern University. Her team is in the Sweet 16.**
- **Coach Grant of the Boy's Varsity team has been named 1A Division Coach of the Year.**

Vacancies

- MS- Sp. Ed. Math
- HS - Math (Algebra 1)

Enrollment to date

- 6th- 23; 7th- 36; 8th- 34; 9th-71; 10th-57; 11th- 32; 12th- 36
- ATS number is 289 and includes LTAs and scholars who moved but have not sent new school info
- Actual count is 264

February

- 2 Discharges for ongoing fighting
- 1 Discharge was a late graduate from YABC Program
- 2 Discharges were migrant families who moved
- 1 Discharge was migrant to a Transfer School

March

- 4 Discharges were migrant families who moved

Marketing

- Ads on radio on 94 the Block are still running. We used google analytics to determine which ads were most effective and made adjustments for the second month of airing

- Facebook lead ads running
- Summit publishes video shorts weekly to highlight aspects of the school
- Open House Sessions in Facebook Lead Ad and in Radio Ads
    - **Mar. 25, 2025: We have invited 20 scholars from PS 124 to attend during the day as there is interest in our middle school**
- Upcoming Campaign to highlight Athletics Program
    - Both girls and boys basketball teams won their championships.
        - Pep rally planned for March 21, 2025 including several local schools.

Mock Renewal Follow-up

On Tuesday, February 11th we were visited by New York Schools Charter Association for a mock renewal visit. They spoke with leadership and observed many of our classrooms. Here are the areas of growth and the next steps that leadership followed through on:

Areas of Growth

- Purposeful circulation: While many teachers circulated and conferred with students and provided support, it was not clear what the 1-2 key understandings they were assessing during circulation that informed later questioning (see below)
    1. ***Teachers have circulated more and used their student work observations to restate questions to the whole class or engage the class in more Check for Understandings to keep them on task***
    2. ***Groupings are more purposeful so teachers can target specific groups during collaborative/independent work***
- Mode of questioning: This morning, you all reflected to us that teachers may not be asking the most rigorous questions. We also had this same observation and would add that one way to increase rigor/student voice immediately is to vary the mode (e.g. cold call, partner discussion, group discussion, hands) of questioning strategically. As Injy shared, you can increase the rigor of the question by *how* it is asked, even if it is not the *most* rigorous that could be asked at the moment.
    1. ***Amplification of student voice through increased Check for Understanding questions, station teaching, cold calling, scholar restating of question for comprehension, and turn and talks***
    2. ***Questioning being rooted in content knowledge and analysis (is a skill being transferred and is the scholar meeting mastery?)***

We have weekly data meetings with instructional leadership to recap on trends in classroom, reinforce support for teachers during instruction, provide in the moment coaching to promote immediate change, etc.

Lavinia and ANET Partnership Meeting

The Summit leadership team met with our representatives from ANet and Lavinia to plan out strategic steps to work with teachers on. During that time we identified key areas of growth for all parties and discussed the following:

- Projected number of scholars needed to meet or surpass the district on the state ELA and math scores in each grade
    - *There is a plan in place to work with specific scholars in each grade and content that we believe can make it over the passing threshold*
    - *We have addressed the specific standards that scholars need mastery on and the percentage by which we need a specific group to do well*
        - *Identified through ANet assessment results*
- Review of Summit's non-negotiables when it comes to instructional practice and professional responsibility
- Closing the gaps on data collection and storing all reporting in the Solved database

Next partnership visit: March 24th

III. Finance

A. February Unaudited Financials

Balance Sheet

- Cash in is about 152 days
- $1.7 million in the operating account
- $1 million in interest bearing account
- $148,000 in accrued liabilities

PNL

- $906,000 received earlier in the month
- Recognized $4.8 million in revenue year to date
- Deficit expected at $440,000
- Check from the IRS for a program applied in 2023 $68,000; expect a second check that will not come until later in the year
- Title II funding went up due to adjustment
- At 67% utilization, expenses at 62%
- There is a buffer but we will continue to monitor the expenses to update the board

Cash Flow Projection

- Cash flow looks strong; anticipate ending the year with 78 days of cash on hand
- Large deposit in April and then in July

The board should approve the 990 as is. It will be submitted to meet the deadline.

- The finance team will begin working on the budget for the coming school year. Plan to share the first draft by the next board meeting.

2-3 seniors who need the extra push to graduate on time.
At least one senior will not meet seat time to graduate on time.

IV. Committee Reports

A. Governance

Assessing the board

- to feed the direction of board training for the remainder of the year
- Kenneth and Cynthia met with Board on Track to create a plan for training
- Cynthia to give board recommendations based on assessment data

Board Membership

- On-boarding process must be tightened up as we have new a candidate in the pipeline and Dr. Sleet needs to formally go through on-boarding
  - On-boarding to include history of the school and the evolution of the board to meet the conditions in the renewal
- Awaiting approval from the DOE

B. Academic Achievement

Figure out approach or pipeline to recruit new scholars.

- Pivoting away from migrant populations
- Using celebrations to identify new students

C. Development/Fundraising

Development Committee will meet to discus the gala as a formal fundraising event

- What is the goal for the event?
- How do we plan to reach the goal?
- Projection for next year's event

V. 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 7:00 PM.

Respectfully Submitted,

A. Murray
K. Montgomery made a motion to adjourn at 7:00pm.
A. Murray seconded the motion.
The board **VOTED** to approve the motion.