APPROVED

Summit Academy Charter School

Minutes

August Board Meeting

Date and Time
Tuesday August 19, 2025 at 6:00 PM

Location
Summit Academy Charter School
27 Huntington Street
Brooklyn, NY 11231

Trustees Present
A. Murray, C. Andrews Jackson (remote), C. McCants (remote), D. Sleet (remote), M. Bernard (remote)

Trustees Absent
A. Young, K. Montgomery

Guests Present
Jonathan Barger (remote), Juned Haque (remote), Kentuan Banks (remote), N. Campbell, S. Handshaw, T. Price, Toni Coleman-Brown (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 Aug 19, 2025 at 6:16 PM.

C. Approve Minutes

D. Sleet made a motion to approve the minutes from July Board Meeting on 07-07-25.
C. Andrews Jackson seconded the motion.
The board **VOTED** to approve the motion.

II. Finance

A. Year Closing

It seems like we ended the year with about **$290K** of *deficit,* which is about **$130K** *lesser* than what we had projected (projected *deficit:* **$424K**).

The final amount may change mainly due to the following reasons:

- DOE Year-end recon: we adjusted the revenue based on the year-end recon (pending approval).
- Retirement Match: We estimated about $40K match for FY 2024-25. Last year it was about $38K. I believe the amount is finalized by September 2025. We will update the amount once we know more details.

Ended the year with 102 days of cash on hand

- SACS met all benchmarks in regards to risk or potential liabilities
- More than $1.7 million in the interest-bearing account
- We will owe $23,000 for DOE reconciliation for the previous school year
- Received $24,000 for Summer Boost Program
    - Will be recognized once all expenditures are entered

Cash Flow Projections

- 2 deposits from DOE in July and August were received
    - Invoices updated in September when school opens fully

Year-End Audit

- Begins the first week of September with preliminary work done
    - No findings from preliminary audit
    - Projecting a draft by early October for the Nov. 1st submission to authorizer

III. Governance

A. Candidates

Toni Coleman-Brown

- Howard graduate
- Finance, marketing, publishing, and human resources
    - Worked with Port Authority, Double Direct, MTA
- Director of Internship Program at MTA
    - Serving up to 500 students
    - Building pathways to employment'
- Manages DYCD and 21st Century Contracts at Transit Tech HS
    - CTE Programs
    - Apprenticeship programs
    - Workforce Grants
        - match participants with employment
        - host workshops in career readiness, college prep, and life skills
- Self-described as impactful
    - lifts people up
    - move mission and dial in the right direction

Board Questions:
Do you have any board experience?

- Never served on a board, but has worked with and supported board members

Do you understand the fiduciary and efficacy role of board members?

- Having worked in the MTA president's office, I am clear about the need for loyalty and confidentiality.

Are you able to attend board meetings in person?

- Yes

What experience do you have with fundraising, grant opportunities, or cultivating donor relationships?

- In current capacity, has been able to get support from personal network to support a small scholarship. Manages 2 grants in current role. Cultivates donor relationships in current role

Are you comfortable with the expectation that board members have a give or get?

- Yes

Can you give us a single strategy to increase enrollment?

- Look at the geographical area to determine which schools would be good feeders. Be present at local schools, facilitate open houses participate in Career Days. Creating a marketing campaign. Bring current students to speak at feeder schools.

If elected, how would you define success in your role?

- Once I have clarity around the expectations for board members, I would measure my success by an improvement in school's academic goals.

Candidate Questions
Insight into your experience on the board

- A big learning curve. Resource in board on track is readily available; learned that the charter is given to the board; the board is responsible for ensuring the school complies with the charter.
- There are engagement requirements to get the work done. The board has to work.
- Expectation that board members help to bring revenue to the school, and publicize the school.

D. Sleet made a motion to accept the candidacy of Toni Coleman-Brown as a board member of Summit Academy Charter School.
C. Andrews Jackson seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. Principal's Report

A. Summer Closeout - New Year Startup

Vacancies

- MS- ELA
- 1 HS Math
- 1 HS Sp.Ed. Math/Science

New Hires for 25-26

- Mr. Gomez- Hs Humanities - Hired as of June 29
- Mr. Chan - HS Math as of July 21
- Ms. Smith is returning as a support teacher for Math/Science (MS)
- Ms. Taylor - Main Office Admin.

Hiring Plan
In order to fulfill these vacancies with the most qualified candidates, we will be attending several job fairs. Here are the dates:

- September 5 - **Open House/Job Fair and Resource Fair**

Enrollment

- As of July 7, 2025, there were 245 scholars in ATS
- Since several scholars were added and discharged.
- We have just received some ATS access today with the departure of Ms. Turner and Mr. Edwards, so we will disseminate updated numbers by the end of the week.

Recruitment Efforts

- Marketing
    - Facebook lead ads are running
    - Postering around Red Hook, Sunset Park, Park Slope
- Community Engagement
    - Participated in RHI Freedom School, Red Hook Art Project summer activities
- Sports
    - Participation in leagues and tournaments.
        - To date, 9 participants have registered at Summit Academy

Summer School Closeout

Middle School concluded summer school on August 7

- A total of 32 scholars were registered for summer school (MS)
    - 27/32 regularly attended summer school
- 16 students enrolled for promotional considerations upon completion of summer coursework
    - Promotional criteria included daily attendance at summer school and passing marks on their post-assessment
        - 14 scholars will be promoted to the next grade
        - 2 scholars will be retained
- 16 ELL students who attend summer school for academic enrichment
- Received ENL instruction as well as math instruction

High School also concluded summer school on August 7

- HS scholars and their families enrolled themselves in summer sessions throughout the city with the support and course recommendations from Summit
- Grades will not be available for another 2 weeks when they are released through ATS

August Regents

- We will be administering the August Regents exams on August 20

Start of the New Year
School theme: Rooted in Purpose: Believing, Belonging, and Becoming

Summer Professional Development began on August 4 with a Leadership Summit
We welcomed new teachers on August 5 for our New Teacher Institute

The full staff was present on August 6 for their first full day of PD

- We shared messages about staffing changes and transitions
- Began goal setting and aligning our mission and vision to our designated work in the school
- Created clear, purpose-driven educational intentions for our renewal year

2 weeks of instructional and cultural planning, partnered with data reflection and next steps
We welcomed our middle school scholars on Monday, August 18!

V. Committee Reports

A. Academic Achievement

No report at this time. The Principal's report was comprehensive.

B. Development

Dr. Sleet is looking for locations near the school for the first event. Event for before Dec. 2025. Ms. Handshaw and Mr. Price will support with space identification.

C. Renewal Process

The school has been working on various components of the charter application.

- Executive summary has been submitted to the board for approval
- Succession plan has been submitted to the board for approval
- Narrative is underway

BLACC meeting about renewal and coaching support. Awaiting the board to approve a formal relationship.

VI. Executive Session

A. Personnel Discussions

D. Sleet made a motion to move into executive session to discuss principal compensation and role.
C. Andrews Jackson seconded the motion.

The board **VOTED** to approve the motion.
D. Sleet made a motion to move into executive session.
C. Andrews Jackson seconded the motion.
The board **VOTED** unanimously to approve the motion.

VII. 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 7:38 PM.

Respectfully Submitted,
C. McCants