APPROVED

Summit Academy Charter School

Minutes

September Board Meeting

Date and Time
Tuesday September 16, 2025 at 6:00 PM

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

Trustees Present
A. Murray (remote), A. Young (remote), C. Andrews Jackson (remote), C. McCants, D. Sleet, K. Montgomery (remote)

Trustees Absent
M. Bernard

Ex Officio Members Present
J. McDonald

Guests Present
Erin Cochran (remote), Jonathan Barger, Juned Haque (remote), Kerianne Harrison (remote), N. Campbell, Nancy Gonzalez (remote), S. Handshaw, T. Price, Vanessa Paris (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 Sep 16, 2025 at 6:06 PM.

C. Approve Minutes

D. Sleet made a motion to approve the minutes from August Board Meeting on 08-19-25.
C. Andrews Jackson seconded the motion.
The board **VOTED** to approve the motion.
Alicia Murray was remote for the August meeting. The minutes will be revised to reflect.
D. Sleet made a motion to to adjust the board minutes to reflect that Alicia Murray was remote for the August Meeting.
C. Andrews Jackson seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. Finance

A. August Unaudited Financials

Notes for the August Financial Statements

Ratios
Current Ratio: 1.80
Days of Cash on Hand: 145.30
Debit to Asset Ratio: 0.50

Cash & cash equivalents:
The balance increased by about $1M and that is due to the deposit received in August from the DOE for the months of September and October

Prepaid Expenses:
Prepayment of premium for the General Liability, Umbrella, D&O, Cybersecurity and others for the remaining 10 months

Accounts Receivable:
Includes $126,424 from Title IA, and $40,641 from Title III Immigrant. We have prepared and submitted the FS10F forms already
We should be receiving the payments soon

Fixed Assets:
We had a $20K additions in August 2025 minus the depreciation expenses for July and August

Payable to the DOE:
Based on the FY 2024-25 Year-end Recon (pending approval)

Accrued Payroll Liabilities:
Salaries paid to the 11-month instructional staff members in July but accrued in FY 2024-25

Revenue:

- DOE Revenue is based on the estimated billing (based on 300 students) that was done in June for the months of July and August
- DOE Revenue will be adjusted based on the actual enrollment number once we have the information
- The Title Funding for FY 2025-26 won't start until the grant application is approved. The grant period is: September to August
- The Title IA and IIIA revenues that we recognized in this period was the leftover funding from the last grant period

Expenses:

- YTD personnel expenses are about 9% of the annual budget, due to the 11-month employees salary accrual
- Overall total expenses are about 10% of the annual budget, whereas we should be at around 17%. This variance is primarily due to timing.

Cash Flow Projections:
We are projecting to maintain more than 100 days of cash on hand at the end of each of the next three months.

Audit is underway. The year end portion started last week.

- Expect a draft the first week of October in preparation for the Nov. 1st submission.

Filing for an extension for the 990. Original due date was Nov. 1 but because of where we are in the audit, we need more time.

III. Principal's Report

A. Instruction

Summer Graduation Rates:

- 4 scholars successfully passed Regents in August 2025 to earn their Regents or Local Diplomas
    - Updated graduation rate is 86%

- 2 scholars (rising 9th graders) successfully passed summer school and matriculated to 9th grade
    - Updated graduation rate is 100%

New Hires for 25-26

- Mr. Stephon Roberts - MS Math
- Mr. Julius St. Rose - HS Math

Vacancies

- MS- ELA

1 HS Sp.Ed. Math/Science

Parent Orientation
We had a successful Parent Orientation night held on Thursday, September 11, 2025

Middle School - 43% (36 out of 81 families were in attendance)
High School - 38% (75 out of 200 families were in attendance)

Teachers introduced themselves and their classrooms and reviewed the syllabus. Deans and went over expectations for behavior and climate and culture. Support staff shared internal and external partnerships and resources for families and scholars.

Upcoming Events

- **BLACC March for Excellence Rally** - Thursday, September 18
- **Community Health Fair** - Saturday, September 20 (12pm - 4pm)
- **Family Achievement Council Meeting** - Saturday, September 20 (11am)

Partnerships
NYU has opened a School Based Health Center as of Monday, September 15 that will offer free medical treatment and consultation for all scholars on campus.

Who's eligible?

- Any scholar registered with Summit and through the medical program
- Anyone regardless of insurance status

Testing Data
Proficiency Distribution (2025):

- **Entering:** ~12% of students remain at the Entering level. While this is the smallest subgroup, continued targeted support is essential to accelerate their language acquisition.
- **Emerging:** ~30% of students scored at the Emerging level, reflecting foundational English skills with increasing ability to engage in academic content.
- **Transitioning:** ~28% of students are Transitioning, representing one of the fastest-growing groups. These scholars are progressing toward greater independence in reading, writing, and speaking English.
- **Expanding:** ~30% of students achieved Expanding, demonstrating advanced proficiency and readiness to engage with grade-level academic tasks with minimal scaffolding.

MS State Exams

English Language Arts (ELA)

- **Sixth Grade:** Overall proficiency reached **29%**, with General Education (GE) students at **50%**. English Language Learners (ELLs) achieved **33%**, while Students with Disabilities (SWDs) did not reach proficiency, underscoring the need for targeted literacy interventions.
- **Seventh Grade:** Proficiency rose to **38%**, with GE students achieving **64%**. SWDs reached **33%**, while ELLs scored **0%**, highlighting a critical gap in language-based supports.
- **Eighth Grade:** Eighth graders demonstrated the **highest proficiency at 60%**, with GE students at an impressive **93%**. SWDs scored **38%**, and ELLs achieved **25%**, reflecting measurable improvement compared to earlier years.

Mathematics

- **Sixth Grade:** Proficiency is at **21%**, with GE students at **38%**, SWDs at **0%**, and ELLs at **20%**.
- **Seventh Grade:** Proficiency rose to **42%**, showing the most significant math gains compared to earlier cycles. GE students performed strongly at **64%**, while SWDs and ELLs scored **33%** and **22%**, respectively.
- **Eighth Grade:** Performance remains a challenge, with **0% proficiency overall** and no subgroup reaching proficiency.

Science (8th Grade)

- Overall proficiency reached **58%**, with GE students excelling at **87%**.
- SWDs scored **25%**, while ELLs achieved **0%**, reflecting persistent gaps in content vocabulary and conceptual understanding for these subgroups.

June Regents Exams
In June, student participation was high across all core subjects. Performance outcomes varied, but several key patterns emerged:

- **English Language Arts (June):** 34 students tested, averaging **57.1**, with a **52.9% pass rate** and **8.8% mastery**. While over half of students achieved proficiency, relatively few reached advanced levels, signaling a gap in higher-order literacy skills.
- **Mathematics (June):** Subjects such as Algebra I, Geometry, and Algebra II saw participation but reflected persistent challenges. Average scores were modest, with pass rates generally below 50% in certain areas, underscoring math as a priority growth area.

- **Science & Social Studies (June):** Results across Life Science Biology, Earth & Space Science, Chemistry, and Global History showed mixed outcomes. While some students demonstrated readiness, pass and mastery rates revealed the need for continued scaffolding in content-specific literacy and problem-solving.

August Regents Exams (Updated Subject-Specific Data)
The August administration involved smaller testing groups but offered insight into students who required additional attempts:

- **Algebra I (August):** 13 students tested, with an average of **58.3**, but only **23.1% passed** and **no students reached mastery**. This highlights Algebra I as a continued challenge area.
- **English Language Arts (August):** 9 students participated, averaging **49.8**. The **pass rate was 44%**, with **12.5% mastery**, showing that while some students gained proficiency, performance remained limited overall.
- **Global History & Geography II (August):** Though only 3 students tested, they performed relatively well, averaging **69.0** with a **100% pass rate** (but no mastery).
- **Algebra II (August):** 3 students tested with an average score of **57.0**, and **no students passed**, indicating continued difficulties with advanced math concepts.
- **Earth & Space Science (August):** Among 10 students, the average score was **64.6**, with **60% passing**, marking it as the most successful August subject, though mastery remained at **0%**.

B. Operations

- The new registration sticker was received on Monday and applied by Mr. Livingston. The annual Department of Transportation (DOT) inspection is scheduled within the next 10 days; the exact date will be confirmed via email. Mr. Bernard is scheduled to visit the school tomorrow to verify that the bus meets all required standards and is operational. Currently, no scholars have requested the

Summit bus. The Department of Education (DOE) yellow school bus provides transportation for eight general education scholars and four scholars requiring door-to-door service. Upon successful completion of the DOT inspection, the bus will be available for trips outside the five boroughs or for trips requiring departure before 9:30 am and return after 3:00 pm, beginning in October or November. We are not currently hiring a full-time driver. We have three drivers covered under our insurance, and we will use them on a need-to-basis for trips and excursions.

- The Operations Team consists of the Director of Finance and Operations, the Operations Manager (Mr. Livingston), the Office Administrator (Ms. Taylor, who replaced Mrs. Turner), and the Operations Associate (Sammy Wilkins). This school year has presented several challenges, to which the team has responded effectively. Although access to major systems was temporarily lost, access to Principal Price NYS and ATS has been restored, and Mr. Livingston's access has been reinstated. Currently, Ms. Taylor and I are using Mr. Price's login credentials. Multiple support tickets have been submitted for ATS and CPS, and Jennifer Rivera from the Extended Use Office is submitting permits until full access is restored. The help desk continues to work to resolve these issues.

C. Recruitment and Retention

Enrollment
280 curent scholars
For the month of September, 18 scholars were discharged and 16 were enrolled. The 16 does not include scholars who were in the lottery.

Enrollment & Recruitment Efforts

- **Marketing**
  - Facebook lead ads running
  - Postering around Red Hook, Sunset Park, Park Slope
- **Community Engagement**
  - Participated in RHI Freedom School, Red Hook Art Project summer activities
  - Hosting our Annual Health and Wellness Fair on Sept. 20, 2025 12pm to 4pm in the playground
    - Fliers for the event have been shared in various community groups, and in local establishments
- **Enrollment Center Visits**
  - The Community Partnership Team has visited the Brooklyn Enrollment Center six (6) days (9/4, 9/5, 9/8, 9/9, 9/10, 9/15).
    - Speaking to parents who are looking for a new school option

- Engaging parents regarding our program and inviting them to the school for a visit

IV. Committee Reports

A. Governance Committee

- Successfully submitted the renewal application on time.
  - DOE visit to be announced
- There is optimal collaboration between Lavinia and ANET
  - Increasing the coaching days with Lavinia
- Engaged H2 Practical Solutions
  - Leadership coaching and support for the Interim Principal
  - Strengthen instructional practice and develop sustainability
  - Visiting the school 2-3 times per week
  - Board and governance training TBA
- Board looking at strategic organization
  - reviewing processes to ensure effectiveness and reduce redundancy

B. Development Committee

No report until next month.

C. Academic Achievement Committee

V. Old Business

A. Principal

In Executive Session

- Mr. Price will serve as the Interim Principal for Summit
  - Board agreed to get training for Price
  - Compensation to reflect new role

VI. Executive Session

A. Personnel, Legal/Compliance

D. Sleet made a motion to move into executive session.
C. Andrews Jackson seconded the motion.
The board **VOTED** 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 7:48 PM.

Respectfully Submitted,
D. Sleet