APPROVED

Summit Academy Charter School

Minutes

October Board Meeting

Date and Time
Tuesday October 21, 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 (remote), D. Sleet, M. Bernard

Trustees Absent
K. Montgomery

Guests Present
J. McDonald (remote), Jonathan Barger, Juned Haque (remote), S. Handshaw, T. Price

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 Oct 21, 2025 at 6:09 PM.

C. Approve Minutes

M. Bernard made a motion to approve the minutes from September Board Meeting on 09-16-25.
D. Sleet seconded the motion.
The board **VOTED** to approve the motion.

II. Finance

A. September Unaudited Financials

Finance and Audit
Balance sheet and cash position

- Net assets increased about $14,000 July–September, reflecting surplus activity to be detailed in the P&L.
- Approximately 104 days of cash on hand as of late September, described as healthy.

Budget pacing and revenue recognition

- Year-to-date revenue recognized: $1.46M (about 20% of the annual board-approved budget).
- Year-to-date expenses: $1.45M (about 20% of budget); by September 30 the target pacing would typically be -25%.
- Government grants (DOE/title/other) are recognized only upon application approval; an application submitted in early September was kicked back and resubmitted today. Recognition will begin once approved.

Cash flow projection

- Cash flow projection horizon extended from 3 months to the full fiscal year through June 30, 2026, to support board/management oversight.
- End-of-year projection: -44 days of cash on hand by June 30, 2026.
- Prior-year comparison: June 30, 2025 actual ended at -84 days of cash.
- Last year’s projection near year-end (May report) estimated 86 days; actual 84, indicating close alignment.

Audit results and financial statement highlights

- Independent auditors issued a clean opinion; no material misstatements or internal control issues found. Risk-based testing focused on cash and government revenue.
- One audited adjustment: a finalized amount recalculated to -$62,000, increasing expense by -$22,000 versus the unaudited version.

- Statement of activities (FY24–25): per-pupil revenue -$5.6M; government funding -$450k (Title + remaining ESSER/ARP); in-kind facilities contribution recognized with offsetting expense; other income -$25k interest; ERTC -$68k.
- Program vs. admin mix: about 92% of total expenses for program services (regular and special education); the remainder in management/general and fundraising.
- Selected balance sheet items as of June 30, 2025: cash and equivalents -$1.8M; fixed assets net -$263k; escrow $75k. AP/other current liabilities -$145k (including audit fees and retirement match); accrued payroll -$291k (11-month instructional staff); deferred revenue -$17,697 (summer program). Net assets decreased from -$2.16M to -$1.85M due to the FY24–25 deficit.

C. Andrews Jackson made a motion to Accept audited financials for submission by November 1, 2025.
M. Bernard seconded the motion.
The board **VOTED** to approve the motion.

III. Academic Achievement

A. Principal's Report

Instructional focus and staffing climate

- Monthly instructional priorities guide observations and walkthroughs.
- October focus: scholar discourse (mobilizing student voice and collaboration).
- Next month’s focus: effective teacher questioning (rigor, checks for understanding, and assessment alignment).
- Leadership reports stable staff morale and responsive support from instructional leadership.

Coaching and support

- H2 Practical Solutions engaged: on-site leadership coach (Olympia Haynes) two days/week for observations, instructional management, feedback, and teacher coaching; virtual mentor (Michelle Haynes) meets weekly on systems and alignment.
- Coaching underway in middle and high school, including math; integration with renewal preparation.

Assessments and data use

- i-Ready diagnostics completed for ELA and math in middle and high school; results used as baseline.
- High school: ELA 6% on/above grade level; 14% one grade level behind. Math 10% on/above; 7% one behind.

- Middle school: ELA 18% on/above; 20% one behind. Math 6% on/above; 26% one behind.
- Data informs intervention blocks (Power Hour): mixed-grade grouping by instructional level, direct instruction (e.g., vocabulary), individualized MyPath, and independent reading.
- ANet assessments: ELA this week; middle school math next week; high school ANet math in November.
- Next i-Ready diagnostic checkpoint expected in January; Regents-related rosters being finalized for the January ELA exam.

Renewal visit planning

- DOE annual renewal visit tentatively scheduled for November 19, 2025; confirmation pending.
- Preparation steps: session with Charter School Center; H2-led leadership walkthrough next week; internal leadership walkthrough the week of November 3.
- Board members are invited to participate in the internal walkthrough to prepare for DOE board interviews.

Key dates and activities

- ANet ELA testing (current week, MS and HS); MS math next week; HS ANet math in November.
- Theater/dance classes trip to “Hell’s Kitchen” (Broadway).
- October 23: Charter School Center visit and joint Breast Cancer Awareness Walk with the co-located Harbor School.
- October 29: engineering interest activity.
- October 30: picture day and Safe Halloween community event.
- November 4: Election Day remote learning.
- November 11: Veterans Day (no school).
- November 19: tentative DOE renewal visit.
- November 21: first homecoming dance.
- November 26: pre-Thanksgiving activities (Dancing with the Scholars talent show and “I’m Thankful” feast).

Other Business

- Clarification on recent eighth-grade camping trip: planning was not finalized at last meeting; intent is to make it annual based on interest.

Enrollment and Recruitment

- As of 10/21, ATS total enrollment is 277.
- October changes: three discharges (two long-term absences) and one new enrollment.

Recruitment tactics and next steps

- Ongoing tactics: Facebook lead ads; postings in Red Hook, Sunset Park, and Park Slope; open house during Health & Wellness Fair; participation in fairs (e.g., PS 249 middle school fair); Brooklyn Charter School Fair on November 1.
- New collateral and channels: updated school website launched; new brochures for outreach.
- Board direction: deliver a formal, measurable enrollment plan by November 1, including tactics, timelines, lead-source tracking (“How did you hear about us?”), channel effectiveness, KPIs, and expected outcomes.
- Interim updates: provide weekly email progress updates; target to increase enrollment above 277 toward 285–300.

IV. Board Committees

A. Academic Achievement

B. Governance

DOE compliance filings

- DOE flagged three missing uploads in its compliance system; two were uploaded before notice, the final item was uploaded immediately afterward.
- DOE contact confirmed all items are now cleared.

Board composition and training

- DOE issued a no-objection letter for new trustee Ms. Tony Holmes Brown; she will be seated and attend the November meeting.
- In-person attendance emphasized; DOE monitors attendance modality and expects regular in-person board meetings.

Board training: members are encouraged to use BoardOnTrack self-directed courses and report completions; schedule board coaching/training with consultants to support renewal readiness.

C. Development

V. Renewal

A. Renewal Visit Preparation

Renewal visit planning

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VI. 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 7:37 PM.

Respectfully Submitted,
D. Sleet