APPROVED

Summit Academy Charter School

Minutes

November Board Meeting

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

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

Trustees Present
C. Andrews Jackson (remote), C. McCants, D. Sleet (remote), K. Montgomery (remote), M. Bernard (remote), T. Coleman-Brown (remote)

Trustees Absent
A. Murray, A. Young

Ex Officio Members Present
J. McDonald (remote)

Guests Present
Darnell Williams, Jonathan Barger, Juned Haque (remote), Melissa Cleveland (remote), Michelle Haynes (remote), N. Campbell, S. Handshaw, Shannon Bland (remote), T. Price, Tracy-Ann Robinson (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 Nov 18, 2025 at 6:23 PM.

C. Approve Minutes

II. Finance

A. October Unaudited Financials

- As of October 31, 2025, we have about 117 days of cash on hand
- We received the third deposit from the DOE at the end of October. We are expecting to receive the next deposit in
- December 2025. The fifth deposit is expected to be received in February, and the final deposit is expected to be received by May.
- We have an operating cash balance of about $1.5M plus $1.08M in the interest-bearing account. The management proposes the board to authorize the management team to analyze and transfer funds between the checking and interest-bearing accounts. This would allow the management team better utilize the cash balance and earn interest.
- The funds in the interest-bearing account is fully FDIC insured.

- Accounts Receivable has a balance of about $176K. Majority of the receivables is from the Title IA grant. The final form to close out the grant has been submitted. We are expecting to receive the funds within the next few days.
- The two big items in the liabilities are the Payable to the DOE and the Deferred Revenue line items. The Payable to the DOE was created to true-up the revenue based on the most recent DOE invoice. The Deferred Revenue line has a balance of about $910K, which is the deposit received at the end of October for the months of November and
  December.
- The revenue recognized in the current period totals about $1.95M, which is about 27% of the total budgeted revenue. It should be at 33% at this time of the year. It's lower due to lower enrollment and delay in recognizing the Title Grant Funding. The title grant application has been submitted and is awaiting approval. Last year, the revenue as of October 31 st was about 29% of the budgeted revenue due to the recognition of the ARP funding between July and September.
- The ARP grant has closed out and is no longer available to us.
- The expenses recognized in the current period totals about $2M, which is about 28% of the total budgeted expenses. It's lower due to timing. Last year, the expenses as of October 31 st was about 28% which is the same as this year.
- We have a net deficit of about ($54K).

- Our cash flow projections show that we would end the current fiscal year with about 46 days of cash on hand.

III. Academic Achievement

A. Principal's Report

Instructional Focus

- Mr. Price has instituted a bi-weekly newsletter that is sent out to staff highlighting several updates throughout the school
- There is also an Instructional Focus that the school prioritizes monthly:
  - **October - Scholar Discourse**
    - Optimizing and mobilizing scholar voice and collaboration in the classroom.
  - **November - Effective Teacher Questioning**
    - Increasing the level of high-level thinking teachers bring to their classrooms through questioning
- Parent Orientation Update

We had a successful Parent Orientation night held on Thursday, September 11, 2025
Summit Academy Charter School

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

PAVE Charter School (middle school only)
40%

Harbor Middle School (virtual)
No data collected

Vacancies: There was no new staff hired in the month of October

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

Interim Assessment Data

Middle School ELA Summary (Grades 6–8)

- Middle school results showed strong performance overall, with both sixth and seventh graders outperforming the network average.

- ***Sixth grade*** exceeded the network by scoring 41% overall, with notable strengths in Literature–Story (50% vs. 37%) and Poetry (46% vs. 35%).
- ***Seventh grade*** demonstrated especially strong achievement, earning 46% overall compared to the network's 43%, and performing at or above the network in every assessed passage type.
- While ***eighth grade*** scored slightly below the network average, students showed clear strengths in Informational Literary Nonfiction (44% vs. 38%) and Literature–Story II (66% vs. 52%), even as they struggled in some literature-based passages.

High School Data: High school results showed mixed performance, with strong outcomes in
ELA I (grade 9) but lower results in ELA II (grade 10) and III (grade 11).

- ELA I students exceeded the network average overall (47% vs. 43%), performing above peers on both scientific/technical informational texts and literature passages.
- ELA II students scored below the network average, with lower performance across both literary and nonfiction passages.
- ELA III students performed slightly below the network overall but showed strengths in Informational–Historical texts, including matching the network exactly in one passage and outperforming it in another (40% vs. 34%).

DOE Renewal Visit

- **Wednesday, November 19, 2025 | 9:30am - 3:30pm**
- People in attendance will be: Richard Webster, Mieasia Edwards, Kerianna Harrison, Virginia Williams, and a member of their special education team.
- Denae Howard from The Lavinia Group
- An agenda was submitted on Monday, November 17 for DOE review and approval

November/December at a Glance

- **November 19: DOE Renewal Visit**
- **November 26: Pre-Thanksgiving activities**
  - **Dancing with the Scholars talent show**
  - **I'm Thankful Feast**
- **November 27-28: School closed**
- **December 22 - January 2: School closed**

Enrollment: 263 total (87% of targeted enrollment)
For the month of November, enrollment dropped from 277 to 263. Of the 14 students who left,

- 8 were migrant LTA's who are finally off of our roster
- 3 migrant families who moved shelters and switched schools
- 1 scholars officially unenrolled out of school
- 2 families where scholars changed custody and went to a school closer to their homes.

Recruitment Strategies:

- **Marketing**
  - Facebook lead ads running
  - Postering around Red Hook, Sunset Park, Park Slope
  - New website updated regularly to include special events and achievements
- **Community Engagement**
  - Partnered with Harbor Middle School for Breast Cancer Awareness activities in hopes of encouraging their 8th graders to apply to Summit
  - Participation at recruitment fairs
    - Brooklyn Charter School Fair & Expo on Nov. 1, 2025
    - Coordinating with 2 elementary schools to participate in tabling at their schools
- **Targeted Recruitment**
  - Success of basketball and soccer teams used as a recruitment tool

IV. Board Committees

A. Academic Achievement

Ms. Coleman-Brown & Mr. Bernard update on the Principal search

- Board email address to receive application
- Finalize good faith range and full range of the position

Some resumes have been received. The board to strengthen the process.

B. Governance

On Nov. 10, 2025, the board met to establish and vote on a resolution to give the school leadership permission to explore merger partners.

- For the purpose of due diligence to maintain the mission, vision, and charter of the school.

Dr. Cassandra Jackson- leading up the resolution process for exploring mergers.

- The DOE has received the resolution and has acknowledged receipt.

- Regular updates to the board regarding the merger.

C. Development

V. Renewal

A. Renewal Visit Preparation

Michelle Haynes from H2 Consulting

- Is in need of a discussion with the board via Executive Session

VI. Closing Items

A. Adjourn Meeting

The board will go into Executive Session to meet with Ms. Hanyes.
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:00 PM.

Respectfully Submitted,
C. McCants
C. Andrews Jackson made a motion to adjourn the November 2025 meeting to enter into executive session.
T. Coleman-Brown seconded the motion.
The board **VOTED** to approve the motion.