DRAFT

Summit Academy Charter School

Minutes

December Board Meeting

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

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

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

Trustees Absent
A. Murray, A. Young, K. Montgomery

Ex Officio Members Present
J. McDonald (remote)

Guests Present
Darline (remote), Jacqueline (remote), Jonathan Barger (remote), N. Campbell, T. Price

I. Opening Items

A. Record Attendance

B.

Call the Meeting to Order

M. Bernard called a meeting of the board of trustees of Summit Academy Charter School to order on Tuesday Dec 16, 2025 at 6:02 PM.

C. Approve Minutes

C. Andrews Jackson made a motion to approve the minutes from November Board Meeting on 11-18-25.
T. Coleman-Brown seconded the motion.
The board **VOTED** to approve the motion.

II. Academic Excellence

A. Principal's Report

Instructional Leadership Coaching with H2 Practical Solutions
H2 Practical Solutions along with Summit Academy Charter School leadership will be creating an Instructional Priorities plan based on feedback from the Department of Education and internal observations. This will begin January 2026.

The plan will roll out in 4 phases:

- **Phase 1 - Foundational Instructional Moves**
- **Phase 2 - Targeted Improvement Cycles**
- **Phase 3 - Enrichment and Deep Learning**
- **Phase 4 - Culture Environment and Accountability**

ANET Update
We have a new ANet coach/rep named Dr. Colleen Kelly.
There was an e-introduction on Friday, December 12 which we spoke about the following:

- Scheduling dates for the next round of Interim Assessments (January)
- Scheduling a data analysis visit day with new coach
- Curriculum alignment between state test questions and ANet assessments
    - We want to have access to the questions earlier
- Glows
    - There was increased engagement of students in the first round of assessment over previous years'.
- Over 85% of students at nearly all grades across ELA and Math have completed their assessment (and that's with the math window being open for two more days until the end of 12/5.)

ANET Summary

- **6th Grade:** Achieved an average score of **19%**, indicating a clear opportunity for targeted skill development.

- **7th Grade:** Achieved an average score of **36%**, outperforming the **28% network average**.
- **8th Grade:** Achieved an average score of **40%**, demonstrating steady growth across the grade level.
- **Algebra I:** Earned an average score of **45%**, reflecting moderate proficiency with room for continued instructional support.
- **Algebra II:** Earned an average score of **35%**, highlighting the need for reinforcement of key algebraic concepts.
- **Geometry:** Achieved an average score of **49%**, outperforming the **44% network average**.

IREADY

The first i-Ready diagnostic further underscored the starting point for our students: **74% of scholars began the year performing three or more grade levels below**, with only **10% meeting grade-level expectations**. When viewed alongside the ANet results, the data indicates **steady improvement**, as students are making measurable gains from a significantly low baseline. The upward trends in several grade bands and courses reflect the effectiveness of current interventions, small-group instruction, and shifts in instructional planning.

Enrollment

ATS Number is 273, which is 91% of our target enrollment.
For the most recent billing cycle, we billed for 262 (87% of the target enrollment), as that is closer to the actual enrollment.

- 2 discharges from families whose children were involved in fighting
- 3 LTA Discharges

Enrollment Efforts

- **Marketing**
  - Facebook lead ads running
  - New website updated regularly to include special events and achievements
- **Community Engagement**
  - Hosting Holiday Gift-making party for all scholars and those who have expressed an interest in Summit via social media ads, or those who have applied for next year through the lottery.
  - Participation at recruitment fairs
    - Brooklyn Charter School Fair & Expo in February, 2026
- **Targeted Recruitment**
  - Success of basketball and soccer teams used as a recruitment tool
    - Participation in several weekend leagues
- **SWAG Campaign**

- Scholars and staff have been purchasing new Summit swag, which shows school spirit and is free publicity and marketing

Immunization is at 90.4%

III. Finance

A. November Unaudited Financial Report

As of November 30, 2025, we have about 101 days of cash on hand

- We have received three deposits from the DOE so far in the current fiscal year. We are expecting to receive the next deposit by the end of this month (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 $1.15M plus $1.08M in the interest-bearing account. The management requested the board to allow the management to move funds between the checking and the interest-bearing accounts to better utilize the cash on hand. Management has not received an update yet.
- Accounts Receivable has a balance of about $207K. We received the second/final check from the ERTC (Employee Retention Credit) in December. The amount was $164K, which is included in the receivable balance of $207K.
- 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 $500K, which is the deposit received at the end of October for the month of December plus the initial 20% deposit received from the Title grants for the current fiscal year.
- The revenue recognized in the current period totals about $2.6M, which is about 36% of the total budgeted revenue. It should be at 42% 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 approved. Revenue will be recognized and reflected in next month’s financial statements.
- The expenses recognized in the current period total about $2.5M, which is about 35% of the total budgeted expenses. It’s lower due to timing.
- We have a net surplus of about $51K. The surplus is mainly due to the ERTC funding which wasn’t included in the

budget.
- Our cash flow projections show that we will end the current fiscal year with about 59 days of cash on hand.

C. McCants made a motion to move funds from the operating account to the interest-bearing account until the accountant indicates a need to move the monies back.
T. Coleman-Brown seconded the motion.
The board **VOTED** to approve the motion.

IV. Other Business

A. Renewal Update

C. McCants made a motion to move into executive session to discuss the status of our renewal application, the principal search, and the possibility of a merger.
T. Coleman-Brown seconded the motion.
The board **VOTED** to approve the motion.

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 8:00 PM.

Respectfully Submitted,
D. Sleet