APPROVED

Summit Academy Charter School

Minutes

January Board Meeting

Date and Time
Tuesday January 20, 2026 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), K. Montgomery (remote), M. Bernard (remote), T. Coleman-Brown (remote)

Trustees Absent
D. Sleet

Ex Officio Members Present
J. McDonald (remote)

Guests Present
Juned Haque (remote), Melissa Cleveland (remote), N. Campbell, S. Handshaw, T. Price

I. Opening Items

A. Record Attendance

B.

Call the Meeting to Order

K. Montgomery called a meeting of the board of trustees of Summit Academy Charter School to order on Tuesday Jan 20, 2026 at 6:06 PM.

C. Approve Minutes

A. Murray made a motion to approve minutes from December meeting.
M. Bernard seconded the motion.
The board **VOTED** to approve the motion.

II. Academic Excellence

A. Principal's Report

Key Highlights

- In School Suspension and Out-of-School Suspensions increased over the last few weeks due to drug-related incidents
- A comprehensive Professional Development calendar was created for the remainder of the year
- Quarter 2 Parent Teacher Conferences will now be virtual to increase parent engagement
- Middle of year (MOY) diagnostics were administered recently and we saw some strong growth with steady upward trends
- High School varsity sports teams are tied for #1 in their divisions
- Middle School teams are 2nd with the girl’s team and 6th with the boy’s

Areas to Monitor / Risks

- School leadership has identified incidents involving vaping and edibles and is monitoring the situation to determine appropriate next steps in alignment with school policy and student safety expectations.

Upcoming Milestones

- January Regents and midterm administration
- DOE Renewal Public Hearing - 1/21
- Advocacy Day in Albany - 1/27
- Brooklyn Nets Career Day - 2/9
- Maker’s Fair hosted by Summit - 2/26

2. Attendance

- **Average Daily Attendance (ADA- Month):** 79.6%

- **ADA (Year-to-Date):** 76.8%

- **Notes:** We are confident that the attendance percentages are higher. As we are conducting an assessment of the attendance tracking, we notice that there are inconsistencies with teachers taking daily attendance through Jupiter. We are evaluating ways to increase the record-keeping of daily attendance by enacting disciplinary measures for teachers who do not meet expectations. To boost attendance, we will continue to have our Deans and main office personnel reach out to families, offer incentives to scholars for perfect attendance, and cultural competitions between advisories to build school morale.

3. Student Discipline & School Climate

- **In-School Suspensions:** 2

- **Out-of-School Suspensions:** 3

- **Trend:** Up

- **Notes:** Over the course of the last few weeks, the city has seen a growing trend in the use of drug-related substances in and out of school. Summit is working with the co-located school, Youth Officers, and internal leadership to provide more support for scholars using the substances

4. Enrollment

- **Current Enrollment ATS:** 271/300, which puts us at 90% target enrollment.
    - The billable enrollment is 262, which is 87% target enrollment
- **Attrition:** 4 scholars were discharged this month. Both moved and transferred to schools closer to their new homes
- **New Inquiries/Applications:** 2 scholars were enrolled during this cycle. We anticipate two more before the start of the new semester on January 26, 2026. We have 26 applications for our upcoming lottery
- **Outlook:** We are registered with Schoolmint and will begin receiving through the common application portal.
    - SACS has secured a mass mailing through Vanguard to over 8000 grade-appropriate residents. All mail inquiries will be directed to our online application, as last year, only 16% of lottery applications were returned via the U.S. Postal Service.
    - For the next board meeting, we will have more information regarding lottery inquiries - the mailing will have been sent.

5. Assessment & Academic Progress

- **Status of Exams:**
  - 6th-10th grade are completing their assessments for ELA (IA 2) this week. Action plans will be completed by January 23rd based on results.
  - 11th grade ELA assessments (IA 2) will be completed by January 20th→ Action plan due by January 30th
  - MS completed their second iReady diagnostic assessment for ELA after 6 weeks of ELA RTI intervention.
  - 6th-7th will complete their Math (IA 2) on i/20 | 8th grade midterm on 1/22 → Action plans due January 28
- **Results of iReady:**
  - **670: All scholars have taken their assessment for the first time because they are our ELL population. One scholar in particular took the exam prior(8th grade scholar), and went up 86 points in gains.**
  - **6th grade: 9/14 scholars demonstrated growth in the double digits or remained steady (64% of the class)**
    - During assessment one, only 7/14 scholars were on or close to grade level (50%) Therefore, we've had 14% growth.
  - **7th grade: 10/13 scholars demonstrated growth in the double digits or remained steady (77% of the class).**
  - **Particularly in 7th grade 10/13 of scholars are on or close (within 2 grades) to grade level. During assessment one, we only had 4/13 scholars close or on grade level (30%). This is a 47% growth.**
  - **8th grade:** 20/28 scholars demonstrated growth in the double digits or remained steady. (71% of the class).
  - During assessment one, 9/28 scholars scored close or on grade level (32%)
  - While many of our eighth grade scholars are still below grade level, this growth indicates that scholars are on a steady incline for building reading foundational skills and closing gaps.
- **Next Steps for RTI:**
  - Scholars will switch into their math cycle beginning Friday, January 16th. Scholars have been sorted based on iReady exams and supported by our MS math teacher. They will be re-assessed at the end of our 6 week cycle.

6. Professional Development & Staff Capacity

- **PD Topics Covered:** Reintroducing foundational priorities in the classroom, behavioral reset for scholars, data analysis and action plans for midterm exams, and a staff Town Hall to reiterate professional expectations and boost staff morale

- **Coaching Focus Areas:** Accountable Talk, Scholar Discourse, Effective Teacher Talk, Zoning/Grouping, Cognitive Emphasis

- **Staffing Notes (if any):** No staff changes at this time; school leadership will provide tiered coaching in February

7. Renewal / NYCDOE Updates

- **NYCDOE Communication This Month:** No

- **Key Updates or Deadlines:**
  - Public Hearing scheduled for January 21 @ 5:30pm (email correspondence sent to the board on January 8)
  - Community Partnership Team has reached out to parents to sign up to speak during the hearing

- **If none:** *No renewal or compliance updates this month. All submissions remain on track.*

8. Community & Culture

- **Family Engagement Events:** Family Game & Stem Night on Dec. 17th had 50 participants including 8 parents.

- **Cultural Celebrations / Student Showcases:** For the month of February we will facilitate Black History Month Programs including weekly competitions, Spirit Week, a Soul Food Feast, and a performance by SACS arts scholars and LEAP (Arts Team)

- **Partnerships:** We participated in the Red Hook Round Table in December, hosted by Assemblywoman Alexa Aviles. From that meeting we have been communicating with and working on partnerships with a number of local CBO. We have secured 3 partnerships for our upcoming Maker's Fair.

9. Looking Ahead (Next 30–60 Days)

- Increased enrollment strategies with partnerships developed through the Maker's Fair
  - To date, the Maker's Fair will have participants from Summit Academy, KIPP Amp, New Visions, PAVE, BCS, and possibly Hyde.
  - Participants are mainly within the grade band who will be transitioning to a middle or high school next year. This initiative is an introduction to Summit.
- Continued instructional coaching and PD support
- Staff check-ins with Interim Principal Price
- Review of disciplinary actions and effectiveness

III. Finance

A. November Unaudited Financial Report

- As of December 31, 2025, we have about 141 days of cash on hand
  We have received four deposits from the DOE so far in the current fiscal year. The fifth deposit is expected to be
  received in February 2026, and the final deposit is expected to be received by May 2026.
- We have an operating cash balance of about $1.8M plus $1.09M in the interest-bearing account. The management has
  the approval to transfer between the checking and the interest-bearing account to better utilize the available cash.
- Accounts Receivable have a balance of about $67K (mostly title grants)
- 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 $941K, which is the deposit received at the end of December for the months of January and February
  2026.
- The revenue recognized in the current period totals about $3.26M, which is about 45% of the total budgeted revenue. It
  should be at 50% at this time of the year. It’s lower, mostly due to lower enrollment. The title grant application has been
  approved, and we started recognizing the revenue retroactive to the beginning of the grant term (September 1, 2025).
- As per the most recent DOE invoice, the enrollment is 262FTE which is about 38FTE lower than the board approved
  budget of 300FTE.
- The expenses recognized in the current period total about $3.06M, which is about 42% of the total budgeted expenses.
  It’s lower mostly due to timing.
- We have a net surplus of about $207K. The YTD surplus is mainly due to the ERTC funding which wasn’t included in
  the budget.
- Our updated cash flow projections show that we will end the current fiscal year with about 72 days of cash on hand.

B. 990's

M. Bernard made a motion to accept the 990s as presented by the finance team to be filed by the set deadline.
T. Coleman-Brown seconded the motion.

The board **VOTED** to approve the motion.

IV. Committee Reports

A. Governance

The Board continued its assessment of merger partnership feasibility by meeting with prospective organizations to better understand what a merger could entail and to evaluate whether such a partnership would align with and support Summit's long-term vision and mission. The Board will seek to determine whether to proceed with a formal due diligence process.

B. Academic Achievement

No report at this time.

C. Development

No report at this time.

V. Other Business

A. Renewal Update

The board resolution will enter a discussion with a possible merger partner. The potential partner will work with the board to gather information to determine if this potential partner is a fit and will further the mission and vision of the school. The resolution is not a signed contract or agreement. The board will maintain oversight, while giving leadership permission to meet with partners or identify other potential partners.
A. Murray made a motion to end the general meeting and enter into executive session to discuss the resolution.
T. Coleman-Brown seconded the motion.
The board **VOTED** to approve the motion.

VI. Renewal Up-date

A. Executive Session

Executive Session Notes

Board Members Present (Remote):
A. Murray
A. Young
C. McCants
C. Jackson
K. Montgomery
M. Bernard

T. Coleman-Brown

During Executive Session, the Board discussed updates to the initial feasibility assessment related to potential merger partnership. Discussion included information gathered to date, preliminary considerations, and whether proceeding to a formal due diligence phase would be appropriate.
T. Coleman-Brown made a motion to Executive Session and return to General Session.
C. Andrews Jackson seconded the motion.
The board **VOTED** to approve the motion.

VII. Merger Due Diligence Resolution

A. Resolution

K. Montgomery made a motion to proceed with a formal due diligence phase for evaluation purposes only related to a potential merger partnership.
C. Andrews Jackson seconded the motion.
The Board clarified for the record that authorization to proceed with due diligence does not constitute a signed contract or binding agreement. The Board will maintain full oversight of the process while permitting school leadership to engage in information gathering and discussions with the prospective partner and, if appropriate, to identify additional potential partners.
The board **VOTED** to approve the motion.

VIII. 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 7:20 PM.

Respectfully Submitted,
C. McCants