

DRAFT



# Summit Academy Charter School

## Minutes

### April Board Meeting

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#### Date and Time

Tuesday April 21, 2026 at 6:00 PM

#### Location

Summit Academy Charter School  
27 Huntington Street  
Brooklyn, NY 11231

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#### Trustees Present

A. Murray (remote), A. Young (remote), C. Andrews Jackson (remote), C. McCants (remote), D. Sleet (remote), K. Montgomery (remote), T. Coleman-Brown (remote)

#### Trustees Absent

M. Bernard

#### Ex Officio Members Present

J. McDonald (remote)

#### Non Voting Members Present

J. McDonald (remote)

#### Guests Present

Jonathan Barger (remote), Juned Haque (remote), Michelle Haynes (remote), N. Campbell (remote), S. Handshaw, T. Price

## I. Opening Items

### A. Record Attendance

### B. Call the Meeting to Order

T. Coleman-Brown called a meeting of the board of trustees of Summit Academy Charter School to order on Tuesday Apr 21, 2026 at 6:20 PM.

### C. Approve Minutes

C. McCants made a motion to approve the March 2026 minutes as presented.

C. Andrews Jackson seconded the motion.

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

## II. Academic Excellence

### A. Principal's Report

**Academics and testing:** State testing progress and performance data

- Middle school ELA state testing began last week; students adapted well to computer-based testing and used classroom strategies effectively.
  - Sixth grade ELA: day one started yesterday; day two completed today; testing spanned 9:00 AM to -3:30 PM for some students. Eighth grade ELA begins tomorrow; math testing starts next week.
- Mock math exam results:
  - Sixth grade (n=13): high performers 15% (level 3–4), approaching 30% (level 2), below proficiency 55% (level 1).
  - Seventh grade (n=15): proficient 27% (level 3–4), approaching 33% (level 2), below proficiency 40% (level 1).

Data is being used to target supports to move students to approaching or proficient levels.

RTI and Saturday supports

- RTI focus shifted from ELA to math and science as of last Friday:
- Grades 6–7: math RTI aligned to upcoming state exams.
- Grade 8: science RTI now (June test timeline); Algebra support coordinated.
- Mr. Lubin supports Mr. Roberts with instruction.
- Saturday Academy will focus on sixth grade ahead of math testing.

**Operations, culture, and community engagement:** Attendance and discipline

- Average daily attendance: 76.9%; year-to-date: 76.1%.
- Targeted outreach by deans, main office, and leadership continues, with incentives for perfect attendance and advisory-based competitions to boost engagement.
- Attendance challenges include 7–10 students with inconsistent attendance (not LTAs), and students who have left but are not yet pulled from rosters; these factors depress rates. The school does not bill for students no longer attending.
- **Discipline:** in-school suspensions were two (down from last month); zero out-of-school suspensions since last month.

### **Enrollment, lottery, and recruitment**

- Current enrollment (ATS): 282 (93% of target). Billable enrollment: 263 (85% of target). One student was discharged due to a family move.
- Lottery: 81 applications to date; 16% of mailed items were returned by USPS. Applications continue via SchoolMint and outreach through Vanguard.
- Post-lottery recruitment includes enrollment packet distribution, follow-up calls/emails, tours (about 4 to 5 families expected this week), open houses, and school visits by the community partnership team (led by Dr. Campbell, with support from Ms. Handshaw).
- FY26–27 enrollment target: budgeted at 300; goal is 310–315 to build cushion. The 81 lottery applications are expected to contribute toward this target.

### **Family engagement, events, and senior activities**

- Parent-teacher conferences: first of the year held in person (Oct/Nov). Subsequent sessions (January and April) are virtual to maximize participation; in-person meetings are available upon request.

### **College and career programming:**

- College and Career Day: April 24.
- Monroe University partnership: hosting a college acceptance reception for accepted seniors on April 28.
- College Signing Day will occur in May after May 1 commitments, typically the third week of May.
- **Graduation:** June 26 for both middle and high school at Clara Barton; tentative times—Middle School at 9:00 AM and High School at 12:00 PM (awaiting final confirmation).
- **Senior trip:** tentatively May 26–29 in Pennsylvania; if minimum interest and deposits are not met by month-end, alternatives will be local day trips. Seniors are

fundraising, including Spring Fling dances (High School: April 24; Middle School: May 1, pending permits).

### **Community and culture:**

- National Poetry Month celebrated next week with instruction and a spoken word showcase.
- Multiple Sclerosis Walk on April 26 with school community participation.
- Staff Appreciation Week: May 4–8.

### **Staffing and professional development**

- Staffing: Ms. Taylor (main office administrator) moves from full-time to a three-day per diem schedule; coverage on off-days by Ms. Hansen and Mr. Livingston. Duties are clearly assigned to ensure continuity.
- **Instructional focus:** strategic thinking and evidence-based responses (building on fall focus on effective teacher questioning). Emphasis on intentional scholar conferencing for students near proficiency.
- **PD:** a session led by Ms. Cleveland covered conferencing techniques; administration is observing classrooms to see conferencing in practice.

### **Observations and AP:**

- Round two of formal observations runs over the next 30–60 days (High School window: April 27–May 1; Middle School to follow).
- AP exams begin in early May across six classes.
- Planning is underway for new courses/programming in the 2026–2027 school year.

## **III. Finance**

### **A. Unaudited Financials- March**

#### **Financial status and outlook (period ending March 31)**

- **Days cash on hand:** approximately 127 as of March 31, including five deposits received from the DEA; one additional current-year deposit is expected by end of month or early next month.
- **Cash and cash equivalents:** approximately \$1.26M in the operating account and about \$1.1M in an interest-bearing account.
- **Receivables:** approximately \$149K, including Title grant funds. Recent allocation updates increased the annual Title amount; an amendment will be submitted, followed by a drawdown. Cash is expected in May or early June.

- **Liabilities:** payroll liabilities include accruals for 11-month employees. Approximately \$0.5M in prepaid/deferred revenue (February deposit for April) will be recognized in April; another deposit expected for May and June will temporarily increase this balance before it drops to near zero by June 30.

### **Revenue, expenses, and projections**

- Year-to-date revenue: approximately \$4.9M; expenses: approximately \$4.7M.
- Year-to-date surplus: approximately \$171K.
- Projections improved due to an updated rate in the 20%–60% category (+-\$1,000 per student) applied to 34 students, increasing revenue by about \$34K. The projected deficit narrowed from -\$250K to -\$228K, alongside minor projection adjustments.

### **Cash flow outlook**

- Cash flow projections estimate inflows from the pending deposit (expected by early May) and receipt of the Title grant drawdown.
- Outflows are estimated for the next three months; projected days cash on hand by June 30 is about 90, subject to actual inflows/outflows.

## **IV. Committee Reports**

### **A. Governance**

Board leadership transition: Dr. Cassandra Andres Jackson submitted her resignation effective April 30; DOE was notified, and handoffs to Ms. Coleman Brown are underway.

### **B. Development**

No report at this time.

### **C. Academic Achievement**

The Academic Excellence Committee lead is recovering from a medical procedure; a report will be provided when available.

## **V. Renewal Up Date**

### **A. Next Steps**

A draft renewal report was received; factual corrections submitted by the school were accepted. The school is awaiting the Chancellor and Board of Regents vote.

An ACR (annual review) visit date is being scheduled; confirmation is to be sent by Thursday.

### **B.**

## Potential Merger

### VI. Executive Session

#### A. Board Due Diligence

C. McCants made a motion to enter executive session at 6:55 to discuss confidential matters related to partnerships, strategic planning, and renewal conditions; no votes were taken in session.

A. Murray 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 8:00 PM.

Respectfully Submitted,

D. Sleet