DRAFT

Summit Academy Charter School

Minutes

April Board Meeting

Date and Time
Tuesday April 21, 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), D. Sleet (remote), K. Montgomery (remote), T. Coleman-Brown (remote)

Trustees Absent
M. Bernard

Ex Officio 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