APPROVED

Summit Academy Charter School

Minutes

February Board Meeting

Date and Time
Tuesday February 24, 2026 at 6:00 PM

Location
27 Huntington Street
Brooklyn, NY 11231

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

Trustees Absent
A. Murray, K. Montgomery

Ex Officio Members Present
J. McDonald (remote)

Guests Present
Jonathan Barger (remote), Juned Haque (remote), N. Campbell (remote), S. Handshaw (remote), T. Price (remote), Tracey-Ann Robinson (remote)

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 Feb 24, 2026 at 6:13 PM.

C. Approve Minutes

T. Coleman-Brown made a motion to approve the minutes from January Board Meeting on 01-20-26.
A. Young seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. Academic Excellence

A. Principal's Report

Regents outcomes and next assessments

- January Regents results: ELA 55% (5/9, with 3 scores >85), US History 50% (2/4), Biology 20% (1/5), Earth and Space Science 0% (0/7), Algebra I 27% (3/11), Global History 50% (2/4).
- Earth and Space Science is a newer, challenging exam with content and format changes; several students scored 60–64, allowing potential appeals where applicable.
- SAT/PSAT planned for Friday, March 27, mirroring prior administration structure for grades 9–12.
- Middle school state testing windows: ELA April 14–24; Math April 28–May 8; Grade 8 Science May 12–15.
-

Test preparation and supports

- State test prep begins March 2 with interventions, added support periods, and mastery skill blocks (45–90 minutes) led by all middle school teachers.
- Weekly progress tracking, RTI, office hours, and Saturday Academy will target multiple-choice and extended response competencies.
- Regents preparation included Saturday Academy, office hours, and targeted tutoring (e.g., Earth Science), plus external professional development for teachers to align to new exam expectations.

Behavior, culture, attendance, and safety

- Behavior trends and disciplinary actions
- Scholar behavior remains steady; suspensions have neither increased nor decreased month-over-month.

- Last month: 1 in-school suspension and 3 out-of-school suspensions, linked to bullying or drug-related incidents.
- Increased adult presence across all floors and common areas during transitions and class time to deter vaping and alcohol incidents, and to identify trends quickly.

Attendance and engagement

- Average daily attendance: 79.6; year-to-date attendance: 76.8.
- Increased parent outreach is underway to improve attendance where family circumstances limit participation.

Instruction, staffing, and professional development

- Coaching model and instructional priorities
- A yearlong, monthly PD calendar continues in partnership with H2 Practical Solutions, with supports tapering later in the year to build internal capacity.
- Tiered coaching launched for all teachers (weekly, biweekly, or monthly), with coaches assigned based on classroom needs and strengths.
- Coaching focuses: accountable talk, student discourse, effective teacher talk, zoning/grouping, and cognitive emphasis to shift “heavy lifting” from teachers to students.

Staffing status and leadership development

- No new hires or separations reported.
- Interim principal completed midyear staff check-ins; 17 of 42 staff completed a post-check-in survey.
- Feedback highlighted strong visibility, communication, and partnership; growth area is expanding staff leadership opportunities (e.g., staff-led PD). A follow-up survey will occur in June.

Family engagement, culture, partnerships, and recruitment

- Parent engagement and surveys
- January parent-teacher conferences were held virtually.
- DOE family and staff surveys due April 1; plan for 100% staff completion during PD time.
    - A spaghetti dinner and painting event will serve as a family engagement opportunity, with survey completion as the “admission,” supported by provided laptops and separate middle/high school sessions.

Cultural events, athletics, and community partnerships

- Black History Month feast and student performances will culminate this Friday, with LEAP after-school program participation; a Spirit Week is postponed to next week.
- Athletics: high school boys' and girls' teams advanced to playoffs; middle school girls won a recent championship.
- Partnership with Brooklyn Basketball Training Center will be rescheduled due to weather.
- Advocacy Day on March 4 will bring charter stakeholders to Albany in support of charter education.
- Maker's Fair and enrollment pipeline
- Maker's Fair postponed to March 11 and positioned as a STEAM event and recruitment tool.
- Confirmed visiting schools include Brooklyn Charter (entire 5th grade), PAVE (8th grade), and three others to target transition-grade students.
- Make Inspire partnered to donate $300 in workshop prizes, splitable among team winners, and will provide STEAM demonstrations onsite.

Enrollment and student movement

- Enrollment stable over the last 2–3 months, with new students added before the February break: three 8th graders and one 10th/11th grader.
- Two new 6th graders are anticipated as the building reopens.
- Ongoing efforts continue to reach enrollment targets through partnerships and events.

III. Finance

A. January Unaudited Financial Report

Finance and budget outlook

- Balance sheet and liquidity
- As of January 31: 124 days cash on hand, including four DOE deposits received; two additional deposits expected (one this week/next, one late April/early May).
- Cash: $1.3M operating and $1.1M interest-bearing; prepaid insurance $47k; accounts receivable $98k from current-year Title grants.
- Liabilities include an adjusting payable to DOE based on updated enrollment; accrued liabilities for 11-month staff; deferred revenue reflects a February DOE deposit received in December.
- YTD results, annual projection, and variances
- YTD revenue $3.86M; YTD expenses $3.67M; YTD surplus -$192k.
- Annual projection: revenue -$6.4M; expenses -$6.8M; projected deficit -$387k.
- Key revenue drivers: enrollment variance (budgeted 300 vs. actual 262 FTE) leading to -$756k loss; six students in each of two higher-need categories

contributing -$176k reduced funding; Employee Retention Credit received (unbudgeted); Summer Boost revenue added; interest income down -$22k.
- Expense management and outlook
- Personnel line savings of -$494k, offset partly by -$63k added substitute/consultant costs due to staffing turnover; net personnel savings -$430k.
- Other adjustments: compliance consulting +$20k; reduced education partner scope (–$27k expense); other consultants –$19k; non-instructional PD and board development +$107k (primarily H2); career readiness program –$50k (not implemented due to vendor leadership changes); database services +$10k.
- Net expenses reduced by -$390k; overall reductions do not fully offset revenue shortfall.
- Cash flow and merger due diligence funding
- Cash flow projection incorporates remaining DOE deposits and Title grant receipts, with projected 77 days cash on hand by June 30, a seasonal low point.
- Administration will coordinate with finance to plan and fund once-only merger due diligence costs (e.g., legal and consulting), with a meeting to be scheduled promptly.

IV. Committee Reports

A. Governance

- DOE communications and documentation. The board has repeatedly sought DOE guidance on merger steps; DOE responses emphasized timelines/deadlines rather than detailed process steps.
- The board continues frequent, documented communication, updates on resolutions and status, and requests for confirmation of receipt.
- NextGen partnership exploration and supports
- An NDA with NextGen is executed for preliminary due diligence document exchange.
- Dr. Campbell is the designated point of contact to streamline communications and logistics.
- Site visit plans: NextGen to visit Summit on March 5 (itinerary to be finalized); Summit to visit NextGen on March 11, potentially shifting to March 12 due to the rescheduled Maker’s Fair.
- H2 Practical Solutions provides ongoing coaching to the interim principal and strategic guidance to the board, including curated lists of attorneys and consultants for merger legal work. Engagement of counsel is prioritized to ensure parity in discussions.
- The board aims to have member presence at initial visits, coordinated around availability, recognizing potential limits for classroom-level walkthroughs.

Finance and governance

- Schedule finance meeting to plan funding for merger due diligence (legal/consulting).

B. Academic Achievement

No new business.

C. Development

No new business.

V. Closing Items

A. Adjourn Meeting

D. Sleet made a motion to adjourn the meeting at 7:14pm.
T. Coleman-Brown seconded the motion.
The board **VOTED** to approve the motion.
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:15 PM.

Respectfully Submitted,
D. Sleet