APPROVED

Summit Academy Charter School

Minutes

Rescheduled May Board Meeting

Date and Time
Tuesday May 26, 2026 at 6:00 PM

Trustees Present
A. Murray (remote), A. Young, C. McCants, D. Sleet, K. Montgomery (remote), M. Bernard (remote), T. Coleman-Brown (remote)

Trustees Absent
None

Guests Present
N. Campbell (remote), 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 May 26, 2026 at 6:05 PM.

C. Approve Minutes

A. Murray made a motion to accept the minutes from the April 2026 meeting as presented.

T. Coleman-Brown seconded the motion.
The board **VOTED** to approve the motion.

II. Academic Excellence

A. Principal's Report

Enrollment, Attendance, and Student Movement
Enrollment, billing, and long-term absences

- Current enrollment: 282/300 (94% of seat capacity); billable enrollment: 263 (85% of target), reflecting long-term absences.
- Long-term absences: 21, often involving highly mobile or migrant families with limited contactability.
- DOE ATS rules: when a student enrolls in a DOE school, records are pulled automatically and billing stops immediately. LTAs remain in ATS, but the school cannot bill for them.
- The team conducts outreach via letters, emails, calls, and local home visits as feasible; prior-year records were cleared before leadership transitions.

Attendance and discipline trends

- Average daily attendance: 73%; year-to-date: 74.6%. Non-excused travel and vacations are a driver despite parent outreach and certified letters.

Discipline

- One in-school suspension and three out-of-school suspensions; behaviors rose seasonally with warmer weather but show a recent downward trend.
- Increased adult presence and building-wide monitoring aim to sustain improvements.

Academics, Testing, and Programs
Testing status, Regents preparation, and data

- State and AP testing completed; Regents begin in the second week of June, with intensive prep for high school and select middle school students.
- Mock Regents completed; data submitted to DOE with interim assessments and action plans.
- Final state test results expected in late July or early August.
- Summer learning, graduation readiness, and curricular shifts
- Middle school summer program hosted on-site due to completed construction; supported by Summer Boost grant funds for staffing and materials.
- High school students are directed to DOE-hosted summer sites based on course needs.

- Seniors: of 39, 26 have committed to college or career; 6 await FAFSA/aid packages; 7 are undecided and receiving targeted guidance, credit recovery, independent studies, and night school options.
- New York State's "portrait of a graduate" initiative will phase in over nine years, shifting from Regents exams to broader competencies. The school will implement a financial literacy course for middle and high school beginning Fall 2026.

Staffing, Instruction, and Operations
Leadership development and coaching

- Leadership rotation pilot: deans, APs, and coaches cycle across departments to build capacity and insight.
- Coaching and lesson review continue, with emphasis on strategic thinking and evidence-based responses.
- Hallways, bulletin boards, and classroom materials are updated in preparation for oversight visits.

Personnel changes and coverage

- Main office administrator resigned; responsibilities distributed among operations team members.
- A middle school math teacher departed; a full-time instructor with a finance background is in place, co-taught and receiving frequent coaching from school leadership and external partners, and shadowing a high school algebra teacher.
- Recruitment is ongoing, though a mid-year replacement before year-end is unlikely given timing.

Community, Events, and Outreach
School culture and recognition

- National Poetry Week showcased literacy; Mental Health Month featured activities like walks, art therapy "sip and color," and music therapy sessions.
- Honor Society inductions scheduled for high school, middle school, and technical chapters.
- College Signing Day recognizes senior commitments.
- The school musical "Grease," prom, and an alumni weekend (basketball game and brunch) are planned.

Marketing and enrollment recruitment

- Lottery yielded 81 applications; 11 completed enrollment packets received to date, with rolling intake ongoing.
- Community Partnership Team personally contacts all applicant families, offering tours and guidance.

- Marketing efforts include renewed Facebook lead ads, and updated photography and videography for promotional materials.

Immunization compliance stands at 92%, aided by the on-site NYU Clinic.

III. Finance

A. April Unaudited Financials

Balance sheet and cash status

- Cash and cash equivalents: approximately $1.8M on hand, inclusive of the latest DOE deposit for the current school year
- Additional $1.1M held in an interest-bearing account.
- Prepaid expenses at $50K; accounts receivable at $160K, largely Title funds, with drawdowns planned in June.
- Accounts payable shows a negative balance due to a credit; key liabilities include accrued items and equipment liabilities (-$2K and -$22K). Deferred revenue slightly over $1M reflects deposits covering May–June.
- Year-to-date surplus: approximately $217K, reflecting net asset increase since July.

Revenue, expenses, and current year projection

- Year-to-date revenue: -$5.4M; expenses: -$5.2M, producing the YTD surplus.
- Projections adjusted: previously forecasted deficit of -$220K reduced to -$191K; year-end projection indicates a deficit in the -$191–$192K range due to pending graduation and year-end costs.
- Expense execution currently shows -78% vs. an expected -83% by this point, given unincurred year-end items and buffers retained for contingencies.
- Final reconciliations are expected by late July to confirm actuals.

Cash Flow and Funding Timing

- Cash flow projections prepared for May–June only; no additional DOE operating funding expected within this period.
- Estimated days cash on hand at June 30: -94 days. This is lower than prior years due to recent deficits but remains above minimums typically favored by authorizers.

Receipts, grants, and billing basis

- Title-related reimbursements are targeted for June submissions to accelerate receivables.

- Funding and budget projections referenced billable enrollment; the last invoice reflected 263 billable students, with projections adjusted to 262.
- A recent state rate update suggests a 3.8% increase versus a 4% assumption; revenue estimates will be revised accordingly in the next draft.

Budget Planning for Next Year

- Enrollment scenarios and revenue assumptions
- Two options modeled: maintaining enrollment at 265 vs. targeting the authorized 300.
- State funding comprises the majority of revenue; federal grants include IDEA, Title, and E-rate.
- Contributions in the draft are cash-based; miscellaneous income includes interest and board contributions.
- Under option one (265 students), total revenue shown at -$6.5M (noting earlier draft references near -$6.2M in state-related estimates to be adjusted for the updated rate).

Expense structure, staffing, and deficit drivers

- Expenditures are held constant between scenarios; no additional hiring or OTPS assumed for the higher enrollment option.
- Compensation approximates 60% of costs; payroll taxes and benefits -15% (-$1.1M). Other categories: curriculum/classroom (-9%), professional services (-6%), administrative (-3.8%), technology (-2%), professional development (-1.4%), and depreciation (-8.4%).
- Planned roles include an ENL coordinator, a math coach, a permanent bus driver, an assistant principal, and two special education teachers.
- Expense controls and enrollment growth have reduced deficits in recent years: FY23 (-$597K), FY24 (-$462K), FY25 (-$310K). Current year projected deficit near -$192K.
- Loss of COVID-related funds and the one-time employee retention credit, which aided prior results, increases next year’s gap pressure.

Fundraising and External Revenue

Past efforts and current capacity

- Board fundraising to date centered on gala ticket purchases; some in-kind gifts noted; cash donations limited.
- Parents face significant financial hardship, constraining school-based fundraising; pantry usage is high and has increased in recent years.

New ideas and feasibility considerations

- Proposals included alumni events (e.g., basketball game, gala with alumni speakers) and leveraging success stories to inspire giving.

- Constraints include alumni living out of state or full-time schedules and venue/approval hurdles; an example $5 game idea was declined operationally.
- Members agreed to continue exploring options while recognizing community limits.

IV. Committees

A. Governance

Governance and Action Items
DOE review and compliance

- An annual comprehensive visit by DOE is scheduled; final agenda pending. Staff, classrooms, and artifacts are being prepared.
- Interim assessment submissions and data action plans are in progress.

Planning documents and next steps

- A draft statistics curriculum plan was submitted as a working document. The board requested clearer targets, milestones, and a triage plan, especially for math.
- Leadership noted this request is new this year and will incorporate feedback from instructional coaching and the team.
- The budget draft will be refined after consultations with the board chair and finance committee, with updates on rate assumptions and margin-related costs.

B. Academic Achievement

C. Development

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 7:00 PM.

Respectfully Submitted,
M. Bernard