Summit Academy Charter School

Minutes

July Board Meeting

Date and Time
Tuesday July 21, 2026 at 6:00 PM

Location
27 Huntington Street
Brooklyn, NY 11231

Trustees Present
A. Murray (remote), C. McCants (remote), M. Bernard (remote), T. Coleman-Brown (remote)

Trustees Absent
A. Young, K. Montgomery

Guests Present
Juned Haque (remote), Michelle Haynes (remote), N. Campbell (remote), S. Handshaw (remote), T. Price (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

C. McCants called a meeting of the board of trustees of Summit Academy Charter School to order on Tuesday Jul 21, 2026 at 6:12 PM.

C.

Approve Minutes

M. Bernard made a motion to approve the minutes from June Board Meeting on 06-16-26.
T. Coleman-Brown seconded the motion.
Exclude Dr. Sleet from the minutes from the June meeting as he was no longer a seated board member at the time of the meeting.
The board **VOTED** unanimously to approve the motion.

II. Academic Excellence

A. Principal's Report

Summer school and credit recovery

- Summer school began on July 6 and served about 36 scholars across rising grades 6 through 9.
- The program included ELA, math, EML, social-emotional learning, athletics, and eSports.
- Students who could not secure outside summer school placements were enrolled in an online credit recovery program monitored by staff.

Graduation and academic planning

- Of 36 seniors, 28 graduated in June, and 8 were expected to finish remaining requirements in August.
- The principal explained that staff review rising seniors' transcripts each year, identify missing credits or Regents exams, and build individualized schedules that can include credit recovery, independent study, and night school.
- Advisory structures and parent communication were described as part of the ongoing academic monitoring process.
- Board members urged earlier family communication about the risk that summer school seats may not be available externally, so students can intervene sooner during the school year.

Enrollment, attendance, and discipline

- The school ended the year with 263 students and reported 283 enrolled in ATS against a target of 300.
- Average daily attendance was 85% for the year, with year-to-date attendance at 73.5%.
- Discipline data showed a downward trend, with only one in-school suspension near the end of the year and no out-of-school suspensions.

Recruitment and academic supports

- Recruitment efforts continued through community outreach, school visits, tours, and revised digital lead-to-tour processes.
- The school reported 27 completed enrollment packets and three scheduled tours through the new online system.

Regents results showed gains in several areas, including among ENL and special education scholars, while math and science remained focus areas for intervention.

Staff development and upcoming dates

- A leadership institute was scheduled for August 10–11 to review Regents and state test data, master scheduling, strategic planning, and instructional coaching.
- Summer school was set to end on August 6, middle school orientation on August 24, and full-day middle school instruction on August 31.
- High school orientation was scheduled for August 31, with the school year beginning later under DOE timing.

III. Finance

A. May Unaudited Financials

Financial Report and Budget
Fiscal year results and cash position

- The finance report stated that the school closed fiscal year 2025–2026 with preliminary revenue of a little over $8 million and expenses of about $7.9 million.
- The school reported a surplus of about $103,000, supported by personnel savings and lower-than-expected year-end expenditures.
- Cash on hand was described as healthy at roughly 97 days, with additional deposits expected later in the summer.

Revenue and budget assumptions

- The 2026–2027 budget was presented with two enrollment scenarios, and the board was asked to approve the option based on 265 FTE.
- Revenue projections included general education, special education, federal funding, contributions, fundraising, interest income, and board giving.
- Board members questioned the realism of the fundraising and board-donation assumptions, noting limited historical evidence for those amounts.
- Management explained that those lines were included partly because grant applications often expect to see board participation.

Expense planning and staffing

- Personnel costs were the largest expense category and included 3% COLA adjustments, reclassifications, and two additional special education teacher positions.
- The school said it would use current staff more flexibly to cover instructional needs, including cross-grade staffing and increased support from instructional leaders.
- Board members asked about contingency planning for enrollment losses, legal costs, or other unexpected expenses, and management said the budget was built around known costs and did not include separate contingencies.

Budget approval

- After discussion, the board approved the 2026–2027 budget as presented, with a note placed on the record about the uncertainty of fundraising and board-giving estimates.

B. 2026 - 2027 Budget for Approval

M. Bernard made a motion to approve the budget for 2026 - 2027 as presented at the July meeting.
T. Coleman-Brown seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. Committees

A. Governance

Officer continuity

- Because officer terms had expired and the school was navigating renewal and partnership planning, the board considered a resolution to keep current officers in place.
- The board approved the officer resolution unanimously to preserve continuity during the transition period.

Meeting with DOE and participation

- The board emphasized the importance of attending an upcoming DOE meeting to review existing charter conditions and clarify any unresolved expectations.
- Members were also encouraged to register for the DOE operations boot camp and share confirmations in the board group chat.

T. Coleman-Brown made a motion to accept the following slate of officers for the 2026 - 2027 school year. Kenneth Montgomery as chair Cynthia McCants as vice chair Michael Bernard as treasurer Tony Coleman Brown as secretary.
M. Bernard seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Academic Achievement

No minutes at this time.

C. Development

No minutes at this time.

V. Renewal Update

A. Renewal, Consultants, and Compliance

Strategic academic planning and reporting

- The strategic academic plan had been submitted to the DOE on July 15, and the annual report was due August 1.
- The board was asked to complete outstanding disclosure forms needed for the annual report.
- The principal also pointed the board to a DOE boot camp session on charter renewal, governance, and compliance.

Consultant support and merger readiness

- A consultant updated the board on retained support for due diligence, legal counsel, and merger-related work through September 30.
- The board was told that the due diligence process would be streamlined through a screening rubric to help evaluate prospective partners more efficiently.
- The committee said legal counsel would advise on legal, regulatory, governance, and financial issues related to any potential merger.

Merger Committee and Strategic Partner Screening Committee update

- The merger committee reported ongoing evaluation of potential strategic partners for long-term sustainability.
- One consultant had completed a materials review for a prospective partner, and the committee was awaiting a written due diligence report.
- An informational meeting with another potential partner had also been scheduled.

Screening resolution

- The board adopted a resolution establishing a preliminary viability screening process before authorizing full due diligence on prospective partners.
- The resolution requires review of mission fit, charter compatibility, academic and financial history, enrollment trends, governance stability, legal and operational risk, and geographic compatibility.
- A written committee summary will become part of the official record before any full due diligence engagement proceeds.

M. Bernard made a motion to adopt a resolution establishing a preliminary viability screening process before authorizing full due diligence on prospective partners. The resolution requires review of mission fit, charter compatibility, academic and financial history, enrollment trends, governance stability, legal and operational risk, and geographic compatibility. A written committee summary will become part of the official record before any full due diligence engagement proceeds.
A. Murray seconded the motion.
The board **VOTED** unanimously to approve the motion.

VI. 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 7:43 PM.

Respectfully Submitted,
A. Murray