DRAFT

Summit Academy Charter School

Minutes

October Board Meeting

Date and Time
Tuesday October 20, 2026 at 6:00 PM

Trustees Present
C. McCants (remote), K. Montgomery (remote), M. Bernard (remote), T. Coleman-Brown (remote)

Trustees Absent
A. Murray, A. Young

Guests Present
Darnell Williams (remote), J. McDonald (remote), Jonathan Barger (remote), Juned Haque (remote), Melissa Cleveland (remote), Michelle Haynes (remote), N. Campbell (remote), S. Handshaw (remote), T. Price

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 Oct 20, 2026 at 6:18 PM.

C. Approve Minutes

M. Bernard made a motion to approve the minutes from September Board Meeting on 09-15-26.
T. Coleman-Brown seconded the motion.
The board **VOTED** to approve the motion.

II. Academic Excellence

A. Principal's Report

Academic Data, Instruction, and Student Support
Assessment results and instructional response

- Mr. Price said the school had received iReady data and beginning-of-quarter assessments across content areas.
- He explained that teachers entered the results into the master tracker, completed initial data analysis, and began planning interventions for scholars.
- The school is using a wider range of assessments, including projects, exams, and quizzes, to measure learning more comprehensively.

iReady diagnostic findings

- Mr. Barger reported that the iReady diagnostic measures grade-level equivalency in ELA and math for middle and high school students.
- For high school ELA, 6% tested above grade level, 5% on grade level, 16% one grade below, 10% two grades below, and 63% three grades below.
- For high school math, 0% tested above grade level, 7% on grade level, 1% one grade below, 12% two grades below, and 80% three grades below.
- For middle school ELA, 3% tested above grade level, 14% on grade level, 27% one grade below, 14% two grades below, and 42% three grades below.
- For middle school math, 2% tested above grade level, 5% on grade level, 24% one grade below, 24% two grades below, and 46% three grades below.

Data analysis protocol and follow-up cycle

- Mr. Barger described the school’s data analysis protocol as a repeatable cycle of assessing, identifying needs, planning instruction, teaching, monitoring, addressing gaps, and reassessing.
- Teachers reviewed assessment data, defined success criteria, compared performance by class, and identified strengths, weaknesses, and subgroup patterns.
- He said teachers then developed action plans, intervention timelines, progress checks, and targeted support plans for scholars needing extra help.

- He also noted that iReady will be administered again in January and May to track growth.

Coaching and classroom observation

- Mr. Price said the instructional leadership team is serving as internal coaches across major content areas and electives.
- Informal observations began with a focus on planning/preparation and classroom environment.
- Feedback is being shared through Teachboost and coaching meetings.
- Support is emphasizing classroom procedures, differentiation, pacing, and co-teaching, with Samantha continuing to assist, especially in math and ELA.

School Climate, Attendance, and Family Engagement

- Mr. Price reported an increase in scholar misbehavior linked to mental health challenges at school and at home.
- He said some incidents included bringing drug paraphernalia into the school and other erratic behavior.
- Leadership and staff are responding by reviewing the scholar-family handbook and reinforcing expectations and consequences.
- The school plans a town hall with parents and school leadership, along with mental health training support from the Department of Mental Health.

Attendance, discipline, and enrollment

- The average daily attendance was reported at 74%, with year-to-date attendance at 77.7%.
- In-school suspensions increased from 3 to 5, and out-of-school suspensions increased from 4 to 6.
- Billable enrollment stood at 266 out of a projected 300, or 88.5% of target.
- Long-term absences remained at 34, and the school sent certified letters as part of attendance follow-up and documentation efforts.

Family outreach, recruitment, and compliance

- Mr. Price said parent engagement has been strong, with families volunteering at events such as the smoothie bar and Hispanic Heritage activities.
- He reported that the immunization rate reached 90.7%, supported in part by work with the NYU Langone Clinic in the building.
- The school continues recruitment through online inquiries, Facebook leads, and video marketing, and enrolled a new scholar on October 7, 2026.

- A recruitment event was also scheduled for October 27.

Upcoming school events

- The school highlighted recent and upcoming community events, including Hispanic Heritage Month, Unity Day, a Great Adventure trip, Breast Cancer Awareness Day, a Safe Halloween event, and remote learning days for Election Day and Veterans Day.
- Mr. Price said these activities are intended to strengthen culture, student engagement, and community involvement.

B. Approval of Summit Academy Charter School's Ice Policy

III. Committee Reports

A. Development

Charter Renewal and Board Reconstitution
Renewal submission and DOE correspondence

- Toni reported that the renewal and board reconstitution committee submitted a revised charter renewal application on October 19 in response to the DOE's October 9 clarification request.
- She said the application reflects the board reconstitution pathway and a distinct educational advisory relationship with Next Generation.
- The DOE also confirmed that its October 15 informal meeting with Next Generation did not change the October 9 requirements or the October 19 deadline.

Trustee process and governance review

- Toni said prospective trustees identified through Next Generation were invited for introductions and initial discussion of Summit's mission, priorities, and board responsibilities.
- She stated that candidate interviews, eligibility checks, conflict-of-interest review, and transition steps will follow established board procedures.
- The committee will continue coordinating with counsel on trustee process requirements and any further authorizer correspondence.
- She emphasized that no appointment, advisory agreement, merger, or renewal determination should be treated as approved or complete.

B. Academic Achievement

C. Renewal

Charter Renewal and Board Reconstitution

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IV. Finance

A. September Unaduited Financials

M. Bernard made a motion to Accept the audited financial records from 2025-2026.
T. Coleman-Brown seconded the motion.
The board **VOTED** to approve the motion.
Audited Financial Statements
Clean audit opinion and reported results

- Juned reported that the 2025–26 audited statements received a clean audit opinion, with no material issues found in the records or estimates.
- He noted that the statements were consistent with the version previously presented to the board.
- Revenue totaled a little over $8 million, expenses were about $7.9 million, and the year ended with a surplus of $151,000.
- Expense allocation and financial statement contents
- Juned explained that program services accounted for about 91% of expenses, with the remaining 9% split between management/general and fundraising.
- He said the cash flow statement and notes were standard, with no new accounting pronouncements or rule changes.

- Mr. Bernard added that the auditors were impressed with the quality and clarity of the work provided.

Year-to-Date Financial Performance

Balance sheet and cash position

- Juned reviewed the 2026–27 year-to-date statement through September 30, 2026.
- Cash and cash equivalents included about $1.27 million in the operating account and $1.48 million in another cash account.
- He said two of six DOE deposits had been received, with the third expected by month-end and the fourth by the end of December.
- Prepaid expenses were about $67,000, mainly for insurance, and deferred revenue was $539,000 tied to a deposit received in August.

Surplus and budget comparison

- Juned reported a year-to-date surplus of $413,000, which increased net assets from a little over $2 million to $2.4 million.
- Revenue was about $1.7 million and expenses were about $1.28 million.
- He explained that early revenue is partly based on estimated DOE invoices, so it can appear higher until enrollment-based corrections are made later in the year.
- Compared with the board-approved budget, revenue was slightly above target at about 26%, while expenses were at 19%, with timing differences expected to balance out later.

Cash flow forecast

- Juned said the cash projection covered the next three months using expected DEU deposits and budget-based outflow estimates.
- He noted that December would likely be the school’s strongest liquidity point because four of six deposits would have been received by then.
- He also said the lowest cash position occurs near the end of the fiscal year when only two deposits have been received.

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 8:00 PM.

Respectfully Submitted,
T. Coleman-Brown