



Merrick Academy Queens Public Charter School

**Approved Board Meeting Minutes**

November 30th, 2021

5:00pm

**Board Attendance:** Nicole Barzey, James Ding, Cameil Dalgetty-Jarvis, Gerald Karikari

**Staff Attendance:** Adrian Manuel, Zenzile Keith, Yolanda Valerio, Charles Watterson, Linyu Zheng

**Guests:** Christine Hernandez, Sharon Clarke, Karima Porter, Paul O'Neill

Mr. Karikari called the meeting to order at 5:12 pm.

**Public Comment:**

Public comment was not provided.

**Respond to prior public comment:** N/A

**Agenda/objective:**

I. Opening Items

- |   |              |
|---|--------------|
| A. Call the Meeting to Order                          | Mr. Karikari |
| B. Record Attendance                                  | Mr. Karikari |
| C. Public Comment and response to prior month comment | Mr. Karikari |

**Agenda/objective:**

II. Consent Agenda

- |                                  |              |
|----------------------------------|--------------|
| A. Approve board meeting minutes | Mr. Karikari |
|----------------------------------|--------------|

**Vote on table 10/26/2021 Board Meeting minutes to next board meeting**

1. Ms. Dalgetty-Jarvis made a motion to table 10/26/2021 Board Meeting minutes to next board meeting, Ms. Barzey seconded the motion.
2. The board VOTED unanimously to approve the motion.



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**Agenda/objective:**

II. Consent Agenda

A. Executive Director Report

Dr. Manuel

Dr. Manuel shared the following:

**November Updates**

- Enrollment
- 1st ANET administration
- After school program launched
- Ongoing COVID mitigation
- Staffing
- Budget revision

**ANET Overview for ELA (multiple choice only at this time)**

- Merrick ranked #3 overall in the network of comparable schools for ELA performance

Grade	2nd	3rd	4th	5th	Total
A1	37%	38%	51%	52%	45%
Combined Network Average	35%	30%	42%	42%	37%

**NET Overview for Math (multiple choice only at this time)**

- Merrick ranked #2 overall in the network of comparable schools for Math performance

Grade	2nd	3rd	4th	5th	Total
A1	51%	54%	37%	51%	49%



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<b>Combined Network Average</b>	<b>50%</b>	<b>44%</b>	<b>37%</b>	<b>42%</b>	<b>43%</b>
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Student Enrollment 2021-2022

<b>STUDENT ENROLLMENT 2021-2022</b>	
<b>GRADES</b>	<b>POPULATIONS</b>
<b>K (K-1, K-2, K-3, K-4)</b>	<b>87</b>
<b>1 (1-1, 1-2, 1-3, 1-4)</b>	<b>100</b>
<b>2 (2-1, 2-2, 2-3, 2-4)</b>	<b>86</b>
<b>3 (3-1, 3-2, 3-3, 3-4)</b>	<b>101</b>
<b>4 (4-1, 4-2, 4-3)</b>	<b>70</b>
<b>5 (5-1, 5-2, 5-3)</b>	<b>71</b>
<b>EX (K/1, 2/3, 4/5)</b>	<b>30</b>
<b>TOTAL</b>	<b>546</b>
<b>FAMILIES IN CONVERSATION</b>	<b>10</b>
<b>GOAL TO REACH</b>	<b>570</b>

Open academic and Operational positions

<b>Academic</b>	<b>Operational</b>
SPED ICT teacher	Front desk receptionist
Elementary Education Teachers(3)	Operation Aide (2)
AIS Teacher (2)	Operation Manager
Part-time ELL teacher	Operation Associate
Permanent sub teacher	Enrollment Associate



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Foreign Language - Arabic	Talent and Recruitment Specialist
Foreign Language - Mandarin	Head of security
Leave replacement teacher (2)	Safety Officer (3)
SPED self contained teacher	

Budget Revision

- Strategic priorities focused on learning recovery
- Program improvements and vision alignment (IB/STEM etc.)
- Staffing model for short and long term programming
- Multi-year strategic vision

BOARD ENGAGEMENT OPPORTUNITIES

- BOT walkthroughs December 15th & 16th
- Board Retreat December 18th
  - Student Performance and Learning Recovery
  - Strategic Vision and Development
  - Board Training and Development

**Agenda/objective:**

II. Consent Agenda

B. Academic program Report  
Watterson

Mr.

Mr. Watterson shared the following:

**ANET 1 ELA Performance**

Grade	2nd	3rd	4th	5th	Total
A1	37%	38%	51%	52%	45%
Combined Network	35%	30%	42%	42%	37%



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<b>Average</b>					
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**ANET 1 MATH Performance**

Grade	2nd	3rd	4th	5th	Total
<b>A1</b>	<b>51%</b>	<b>54%</b>	<b>37%</b>	<b>51%</b>	<b>49%</b>
<b>Combined Network Average</b>	<b>50%</b>	<b>44%</b>	<b>37%</b>	<b>42%</b>	<b>43%</b>

**ANET 1 MATH and ELA Performance By Grade**

Grade	2nd	3rd	4th	5th	Total
<b>A1-MATH</b>	<b>51%</b>	<b>54%</b>	<b>37%</b>	<b>51%</b>	<b>49%</b>
<b>A1-ELA</b>	<b>37%</b>	<b>38%</b>	<b>51%</b>	<b>52%</b>	<b>45%</b>

**ELA LEARNING PRIORITIES**

ELA					Source
Grades	Domains	Standards to Re-teach	Questions Addressed on ANET/ Percentage Correct	Re-teach weeks	
2	Reading Literature Reading Informational Text Vocabulary Interpretation	2.3,2.6, 2.7 2.1, 2.2, 2.3, 2.7, 2.8 2.4	Q2; Q4 Q7; Q9; Q12; Q10; Q3,	x5 per week (2 weeks during RTI)	illuminate
3	Reading Literature Reading Informational Text Vocabulary Interpretation	3.1, 3.3, 3.1, 3.3, 3.5, 3.8	Q4; Q1B; Q10; Q1B; Q2; Q5; Q3	x5 per week (2 weeks during RTI)	
4	Reading Literature Reading Informational Text Vocabulary Interpretation	4.1, 4.3, 4.1, 4.2, 4.3	Q8B; Q12B; Q9; Q11; Q2B; Q6, Q3	x5 per week (1 week during RTI)	
5	Reading Literature Reading Informational Text Vocabulary Interpretation	5.1, 5.2, 5.3, 5.9, 5.5	Q11B; Q15B; Q10; Q11A; Q15A; Q8; Q12; Q16; Q17; Q1	x5 per week (1 week during RTI)	

**MATH LEARNING PRIORITIES**



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Math					Source
Grades	Domains	Standards to Re-teach	Questions Addressed on ANET/ Percentage Correct	Re-teach weeks	
2	Number and Operations Base Ten	2.NBT.A.1.a 2.NBT.A.1.b	Q8; Q12 - Q6; Q4, Q10	x5 per week (1 week during RTI)	Illuminate
3	Operations & Algebraic Thinking	3.OA.A.1 3.OA.A.2 <i>3.OA.3*** address within 3.OA.1 &amp; 3.OA.2</i>	Q9, Q15, Q20 Q5, Q12, Q16 Q3, Q7, Q10, Q18	x5 per week (1 week during RTI)	
4	Number and Operations Base Ten	4.NBT.A.1 4.NBT.A.2 4.NBT.3 4.NBT.B.4	Q6, Q11 Q9, Q14, Q19 Q8, Q17 Q1, Q4, Q7, Q18	x5 per week (2 weeks during RTI)	
5	Number and Operations Base Ten	5.NBT.A1 5.NBT.A.2 5.NBT.A.3 5.NBT.A.3.a	Q6, Q19 Q12, Q17, Q23 Q10 Q7, Q15, Q25	x5 per week (1 week during RTI)	

**ACADEMIC CHALLENGES**

<b>Academic Challenges</b>
<b>SPED ICT teacher</b>
<b>Elementary Education Teachers(3)</b>
<b>AIS Teacher (2)</b>
<b>Part-time ELL teacher</b>
<b>Permanent sub teacher</b>
<b>Foreign Language - Arabic</b>



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## Foreign Language - Mandarin

### **Instructional Support and Development**

- Monthly Grade Team Leader Meetings
- Listening Tours
- Weekly Grade Team Meetings
- Weekly “Week at a Glance Memos”
- PD “Domain 2 for the Month of November”
  - Domain 2 Culture Walkthrough
- PD Domain 1 & 3 in the Month of December
- Coaching “Teaching Cycle and Data-Driven Instruction”

### **Discussion:**

Ms. Barzey asked how the school engages with parents? Mr. Watterson shared he is engaging with the parents closely by answering questions and listening to the parents’ concerns.

### **Agenda/objective:**

#### II. Consent Agenda

- C. Board bylaws
- D. Board elections

Paul O’Neill  
Paul O’Neill

Mr. O’Neill presented the following:

- The revised Board bylaws
- Required action- Board members elections

### **Discussion:**

Mr. O’Neill shared that the board was required to take action for board elections. Ms. Dalgetty-Jarvis suggested that board elections be scheduled for the December board meeting because the next board meeting will have full attendance of board members and in alignment with the new bylaws approved this evening.

### **Vote on approving the revised board bylaws**

1. Ms. Dalgetty-Jarvis made a motion to approve the revised board bylaws.
2. Ms. Barzey seconded the motion.



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3. The board VOTED unanimously to approve the motion.

**Vote on table Board election to the next board meeting**

4. Ms. Dalgetty-Jarvis made a motion to table Board election for the next board meeting.
5. Ms. Barzey seconded the motion.
6. The board VOTED unanimously to approve the motion.

**Agenda/objective:**

II. Consent Agenda

E. Student Support Services Report

Ms. Keith

Ms. Keith shared the following:

**Updates on COVID Mitigation Practices/Policies**

- At least 10% of student are tested weekly through CIC. Testing location was changed to meet DOE testing requirements.
- Hosting Community wide COVID informational discussion with medical professionals to answer questions related to COVID, the vaccine, new variant and testing.
- Updated our new family informational portal to include COVID health and safety measures.
- Launching student testing outreach initiative to increase the number of families who want their children tested.
- Finalizing class library safety protocols.

**Health and Safety Report (Covid Data as of 11.30.2021)**





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Ending 11.30.2021

<b>Total Count of COVID-19 confirmed cases since 9/13/2021.</b>	<b>7</b>
<b>Number of Ongoing COVID-19 confirmed cases.</b> This represents all current and past confirmed COVID-19 cases, including the cases confirmed today and any other cases that have members of your school community under quarantine. These cases resulted in a Classroom Closure, a Partial Classroom Quarantine, a Non-Classroom Quarantine or No Intervention as indicated below:	<b>1</b>
<b>No Intervention:</b> Staff or students in the school tested positive, but no members of the school community were exposed.	<b>0</b>
<b>Classroom Closed:</b> The positive case is either a student, teacher, paraprofessional, or other types of classroom-based educators and the most likely result is an entire classroom quarantine.	<b>1</b>
<b>Partial Classroom Quarantine:</b> The positive case is either a student, teacher, paraprofessional, or other types of classroom-based educators and the most likely result is a partial classroom quarantine.	<b>0</b>
<b>Non-Classroom Quarantine:</b> The staff type is someone who wouldn't necessarily be in a classroom and does not require quarantine of a classroom (i.e., school secretary, parent coordinator, facilities staff). The most likely result does not include the closure of a classroom.	<b>0</b>
<b>DOHMH School Investigation Initiated:</b> Due to multiple positive cases in multiple locations in the school, DOHMH has started an investigation.	<b>No</b>
<b>School Closure:</b> Remote teaching and learning .	<b>No</b>

**After School Program - Enrolment update**

AFTER SCHOOL ENROLLMENT SUMMARY as of 10.30						
K	1st	2nd	3rd	4th	5th	TOTAL
27	26	26	26	17	10	132
<b>Students w/ IEPS</b>	<b>%</b>					
21	16%					



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AFTER SCHOOL ENROLLMENT SUMMARY as of 11.30						
K	1st	2nd	3rd	4th	5th	TOTAL
27	26	29	26	20	22	150
Students w/ IEPS	%					
21	14%					

Learnings & Reflections

- Easy transition between dismissal and after school pick-up
- Teachers are engaged with their students
- Each class has at least one enrichment activity.
- 3rd and 4th grade students have begun small group incentive reading workshops.

Increase staffing to support family demand.

In the Horizon (Beginning January)

- Boys and Girls Group
- Therapeutic enrichment programs
- Music
- Karate

Virtual Online Platform

3rd grade schedule

	3-1, 3-2, 3-3 A107 Budansingh (M-Th), Lungu, Ms. Sorine				
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
4:00-4:10	SNACK	SNACK	SNACK	SNACK	SNACK
4:15-5:00	Robotics(3-1)	LaCrosse	Robotics(3-3)	LaCrosse	
4:45-5:15	Guided Reading (3-2)		Guided Reading (3-4)		
5:15-5:25	Homework (3-3, 3-4)	French/Math Club	Homework (3-1, 3-2)	French/Math Club	Robotics/Guided Reading
5:25-5:30	DISMISSAL	DISMISSAL	DISMISSAL	DISMISSAL	DISMISSAL

AIS Program

Last week one of our AIS teachers resigned. In response we:

- Redistributed the 41 students who were assigned to him between the two other AIS instructors.



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- Students were pulled this week to complete IXL post assessments and data was recorded.
- Keith will conduct the PTC with his students.
- 3 members of the SST have been assigned to a portion of the K-2 AIS students while we look to fill his position.

### Transition to Cycle 2:

- Pre Assessment Testing for K-2 students will begin this week.
  - Families of these students will receive notification that their child is receiving AIS support. Phone calls will be made to each parent to describe the program.
  - Based on IXL data and teacher consultation students will be moved out of AIS and continue with Tiered 1 supports.
- During cycle 1, 3rd-5th grade students received from 90 to 135 minutes of AIS per week.
  - During cycle 1 (K-2) and Cycle 2 of (3-5), students will receive 90 minutes of AIS per week.
  - Students are pulled from Enrichment periods and periods that are extensions of math and ELA.

**Cycle 1 AIS Data Analysis is in progress. Below are the preliminary findings.**

<b>Cycle 1 (Progressed Out of Program) Grades 3-5</b>			
<b>Grade</b>	<b>Number of Students</b>	<b>Math</b>	<b>ELA</b>
<b>3rd</b>	50	16	0
<b>4th</b>	29	11	1
<b>5th</b>	28	7	1
<b>Total Students</b>	107		



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<b>Cycle 1 Grades K-2</b>	
<b>Grade</b>	<b>Number of Students</b>
<b>K</b>	52
<b>1st</b>	23
<b>2nd</b>	35
<b>Total Students</b>	110

**Family Engagement**

November Family Engagement:

- Formalized a template for Merrick Academy Monthly Family Calendars
- Stress Management and self care parent workshops led by our clinical team and visiting clinicians
- Role out of Class Parent Initiative

December Family Engagement:

- COVID-19 Community Meeting
- News you can use with Principal Watterson
- Start of our Book Drive
- 4th and 5th grade middle school application process
- Class Parent Training
- ELL Program Info Session
- Chromebook Distribution for grades 2-5
- Braata Grand Market Celebration
- Special Education Parent Workshop
- Conversation with the Counselors

**SPED and ELL Programs**

SPED program:

- Parent informational session on 12/13/2021 led by Ms. Hernandez and Ms. Bowen.
- Charter collaborative virtual walkthrough in December to assess ICT teachers' planning modalities.
- Completion of our SPED and Student Support Handbook (December)



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- SPED goals assessment project
- Para PD and training initiative (begins December)

### ELL program:

- Parent informational session on 12/8/2021 led by Ms. Curley. Translators will be present.
- We will be launching our new McGraw Hill K-1 ELL curriculum next month.
- Will begin community outreach initiative to foster relationships between Spanish, Haitian Creole and Yoruba speaking families.
- Partner with programs to provide free English programs for parents.

### **Meeting adjournment:**

Meeting adjourned at 6:52 pm.