



Merrick Academy Queens Public Charter School

Approved Board Meeting Minutes

October 26th, 2021

5:00pm

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

Staff Attendance: Adrian Manuel, Sherri Caso, Zenzile Keith, Samantha Pugh, Yolanda Valerio, Charles Watterson, Linyu Zheng

Guests: Aretha Miller, Christine Hernandez, Narissa Reid, Sharon Clarke, Karima Porter

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 approve 08/03/2021 Board Meeting minutes:

1. Ms. Boothe made a motion to approve the 08/03/2021 board meeting minutes
Ms. Dalgetty-Jarvis seconded the motion.



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2. The board VOTED unanimously to approve the motion.

Vote on approve 09/28/2021 Board Meeting minutes:

1. Ms. Barzey made a motion to approve the 09/28/2021 board meeting minutes Ms. Boothe seconded the motion.
2. The board VOTED unanimously to approve the motion.

Agenda/objective:

II. Consent Agenda

B. Executive Director Report

Dr. Manuel

Dr. Manuel shared the following:

Initial priorities

- **State of the school**
 - Observations
 - Conversations
 - Performance analysis
 - Feedback
- **School Safety and Covid -19 Mitigation**

School walkthrough observation

- Over 90% of classrooms were operating at the baseline expectations for safety, instruction and student supports. There were addressable areas for improvement.
- Noticings included actionable items that could be addressed within the month (storage, meeting spaces, room configurations, maintenance)
- Space is a premium and Merrick has opportunities to re-organize and be innovative

Community survey

- Communication and support need improvement
- 38% of staff feel that current COVID safety practices are effective and sufficient while 47% feel they are somewhat effective and could use improvement
- Improvements suggested include: strengthen student screening, PPE supplies more accessible, limit population sizes in areas, additional layers in current protocol
- 44% of faculty believe that Merrick provides a high quality academic program



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while 47% believe there needs to be improvements

- 58% of faculty do not believe they have had sufficient training and support for a successful school year
- Feedback on improvement centers on professional development, communication, culture, safety precautions and clear expectations/support

Conversations

- Improve school-wide communications
- Clarity on COVID practices and protocols
- Support on curricular/instructional initiatives
- Clarity on academic intervention
- Staff attendance and coverage
- Pre-service improvements
- Culture

Next steps

- Address actionable items with priorities of safety, academics, and school culture
- Clarify priorities and performance targets for the school year in alignment with school vision and strategic plans
- Revise Merrick's strategic plan to align with realities of COVID recovery and opportunities in the sector

Board engagement opportunities

BOT walkthroughs December 15th & 16th

Board retreats:

- December 18th
- March (TBD)
- May/June (TBD)

*20/20 Committee

IB school visits

- April-June



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Covid safety and prevention plan

- policies, practices and protocols
- faculty, students and families
- living document meant to be adaptive

Academy performance

- i-Ready performance data
- Intervention
- Instructional program observations
- After school program overview

Discussion:

Ms. Barzey questioned that where are you landed beside the safety plan? Dr. Manuel emphasizes the importance of safety and shared that he is planning to focus on safety, operation, and academics.

Dr. Manuel shared that Data practice needs to improve at Merrick Academy.

Mr. Karikari questioned that what is the facility plan? Dr. Manuel responded that Mr. Waterson will share some facility plan information during our presentation.

Agenda/objective:

II. Consent Agenda

C. Health and Safety Report

Ms. Keith/ Mr. Watterson

Ms. Keith and Mr. Watterson shared the following:

Development of the Merrick COVID Safety Plan

HEALTH AND SAFETY PROTOCOLS

Daily Screening

Parents/caregivers of students are required to complete a one-time form to commit to performing daily health screenings of their child prior to taking their child to school. Parents/caregivers should screen for symptoms consistent with COVID-19 and may not send a sick child to school. A list of questions will be provided to parents/caregivers of students for daily screening at home.



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Staff must also conduct a daily wellness self-assessment to screen for symptoms consistent with COVID-19. Staff may not come to work sick.

MACS will conduct temperature and symptom screenings of all students and staff before entering the facilities. Temperature screenings will be conducted with a “no touch” infrared thermometer and in accordance with all applicable safety and privacy guidelines. Any individual with a temperature at or above 100.4 degrees Fahrenheit or 38 degrees Celsius or who is exhibiting symptoms consistent with COVID-19, will not be permitted on site. Failure to comply with screening protocols will result in denial of access to the building.

Cohorts and Zoning

Cohorting will be used to limit the number of students, teachers, and staff who come in contact with each other, especially when it is challenging to maintain physical distance. Additionally, the school is divided into zones, which outline where students and staff are able to work, learn and travel.

Staff who work across multiple zones and classes must take extra precautions when interacting with students. These precautions include but are not limited to:

- Staff must wear additional PPE, such as doubling their mask or wearing a mask and a face shield.
- Staff must limit walking through class aisles.
- When possible staff must stay 6 ft. away from students during instruction. In the event that this is not possible, make sure that the student is properly masked and limit your interaction to less than 5 minutes.

Internal and external related service providers, AIS instructors, and any person working with students in small isolated groups working in specific zones must take the extra precautions below:

- Staff must wear additional PPE, such as doubling their mask or wearing a face shield in addition to their mask.
- Students pulled from the same class must be seated at least 3 ft. apart, while students pulled from different classes at the same time must be seated at least 6 feet apart.

COVID Testing



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Weekly Student Testing

1. Parents are encouraged to complete the COVID-19 Consent for Testing Form.
2. At minimum 10% of students whose caregivers completed the consent form will be randomly tested on a weekly basis.
3. Testing will be performed by an external testing company.
4. Parents will be emailed within 24-48 hours prior to testing.
5. Parents will be emailed if their child receives a positive test result.

Staff Testing

1. 100% of staff will be tested bi-weekly using an external testing company.
2. If a staff member does not test at the school, they must test on their own and submit their COVID-19 PCR results to staffhealth@merrickacademy.org by 8pm the Sunday before returning to work. If a staff member does not test they will not be able to return to work until the test results are sent to staffhealth@merrickacademy.org. The staff that fail to test within the designated testing window will be placed on involuntary leave until test results are submitted to staffhealth@merrickacademy.org.

Consent For Testing Data

*Parents must opt into testing for their child to participate in our COVID-19 testing program.

Grade	Total Number of Students	Number who consented	Average
1st	100	73	73.00%
2nd	104	74	71.15%
3rd	106	81	76.42%
4th	73	57	78.08%
5th	75	61	81.33%
Total	458	346	76.00%



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Number of Ongoing COVID-19 confirmed cases. 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:	6
No Intervention: Staff or students in the school tested positive, but no members of the school community were exposed.	2
Classroom Closed: 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.	3
Partial Classroom Quarantine: 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.	
Non-Classroom Quarantine: 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.	1
DOHMH School Investigation Initiated: Due to multiple positive cases in multiple locations in the school, DOHMH has started an investigation.	No
School Closure: Remote teaching and learning .	No

Class Closure

When a positive COVID-19 case is reported, the DSSS and DOA will follow the COVID protocol listed above. If the positive case is a student:

- If there is a positive case and the student or staff was in close contact with a class or classes, the class(es) will be quarantined based on the quarantine protocol listed above.
- The room(s) will be professionally cleaned and sanitized.
- Students will be provided with their designated chromebooks and materials.
- Teachers will ensure that families have access to the classes google classroom and onelogin information
- Once the room has been sanitized, the homeroom teacher(s) will return to



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the classroom and teach remotely until the class is out of quarantine.

- All other staff who interact with the class(es) will continue working on sight unless they are not fully vaccinated. If they are not fully vaccinated they must follow the COVID protocol listed in this document.

School Closure (not designated by the city, state, or Federal government)

When multiple positive cases are reported the school will consider the following when determining if school closure is necessary (this list is not exhaustive):

- The number of confirmed COVID-19 cases across classes and zones.
- The rate of transmission.
- School closure is not an easy decision. Ultimately, school leadership will make a decision that upholds the health and safety of our scholars and staff.

VISITOR POLICY

All visitors, contractors and others entering the building will be required to be vaccinated. In order to minimize any potential transmission of COVID-19, parents and visitors will be limited on campus. However, related service providers and vendors will be provided access in compliance with MAC's updated safety protocols.

Proof of Vaccination

All visitors including parents/guardians must show proof of the COVID-19 vaccination to enter Merrick Academy Charter School. Acceptable proof of vaccination is one of the following:

- A CDC Vaccination Card ; a photo or photocopy is also acceptable.
- A NYC Vaccination Record or other official immunization record from within or outside the US, including from a health care provider. A photo or photocopy of this card is also acceptable.
- NYC COVID Safe App on Android or iOS
- Excelsior Pass or Excelsior Pass

In Person Protocols

The types of In-person parent/staff and community gatherings will be determined based on but not limited to the city and local COVID-19 transmission rates, and state and local



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policies and guidance.

Transmission rates defined:

"Low" transmission is considered no more than 10 cases per 100,000 people, or a test positivity rate of less than 5%.

"Moderate" transmission is 10 to 50 cases per 100,000 people, or a positivity rate between 5% and 8%.

"Substantial" transmission is 50 to 100 cases per 100,000, or a positivity rate between 8% and 10%.

"High" transmission is 100 or more cases per 100,000 people or a positivity rate of 10% or higher

Covid Data as of 10/25/2021

Number of Ongoing COVID-19 confirmed cases. 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:	6
No Intervention: Staff or students in the school tested positive, but no members of the school community were exposed.	2
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Non-Classroom Quarantine: 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.	1
DOHMH School Investigation Initiated: Due to multiple positive cases in multiple locations in the school, DOHMH has started an investigation.	No
School Closure: Remote teaching and learning .	No



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CATEGORIES	26 Classrooms	OPERATIONAL NOTICING/FOLLOW UP
Classroom PPE: sanitizer, gloves, masks	24 out of 26 (92%)	All classrooms are currently updated with proper PPE for scholars. Two classes were out of compliance when the walkthrough took place..
All scholars are masked	24 out of 26 (92%)	All scholars are constantly being reminded to honor the health/safety protocols. The two classes that were out of compliance have been addressed. Support was added for one class whose teacher is absent.
All Teachers are Masked	26 out of 26 (100%)	All teachers are working and honoring the health/safety protocols.
Desks appropriately distanced	20 out of 26 (77%)	Kindergarten, First, Second and Third Grade desks in the class have appropriately been distanced where applicable. Fourth and Fifth Grade chairs have struggled with the new swivel chairs/desks.
All students have appropriate desk/chairs	20 out of 26 (77%)	Kindergarten, First, Second and Third Grade desks and chairs are appropriate for learning. Fourth and Fifth Grade chairs have struggled with the new swivel chairs/desks.
Room clean and orderly	20 out of 26 (77%)	Kindergarten, First, Second and Third Grade classes have maintained room order and cleanliness. 23% of our rooms are progressively correcting issues in the class. The 6 classes have been identified as our 4th and 5th grade classes
Two air purifiers in each room	25 out of 26 (96%)	*Over the past year and a half, ventilation has been added to each classroom in Merrick. *As an added precaution, every classroom has been provided with two HEPA purifiers. *One of the purifiers malfunctioned. Class purifier has been replaced.
Cafeteria	100%	*The cafeteria has been provided with 3 wall HEPA units for added protection and window-based exhaust fans to provide additional air circulation, and we continue to increase ventilation in classrooms and schools.

Student Enrollment Update

Grade	POPULATION
K-(K-1, K-2, K-3, K-4)	86
1-(1-1, 1-2, 1-3, 1-4)	98
2- (2-1, 2-2, 2-3, 2-4)	88
3-(3-1, 3-2, 3-3, 3-4)	100
4-(4-1, 4-2, 4-3)	70
5-(5-1, 5-2, 5-3)	97
Excellence (4 Classes)	32
Total	545
Families in Conversation:	10
GOAL IS TO REACH:	580

Discussion:

Ms. Boothe questioned what is the “pretty brown girls”? Leadership responded that it’s a curriculum that makes girls more confident about themselves. Ms. Keith will share the “pretty brown girls” curriculum with the board.



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Agenda/objective:

II. Consent Agenda

D. Academic Performance Report

Ms. Pugh/ Ms. Keith

Ms. Keith shared the following:

Afterschool

The after school program will initially serve 25% of our population. Increasing the size of the program will depend on:

- Staff availability
- The number of COVID cases school wide
- Transmission rates (if any) within the program
- The correlation between class closures and the new cohorting of students in the after school program.

Fall Program Offerings

- Mission Homework
- Guided Reading
- Robotics
- Chess
- Pretty Brown Girls
- Musical Theater
- Lacrosse
- Basketball
- Tennis
- Arts and Crafts
- Knitting
- Broadcast Journalism
- Digital Photography

Future Program Offerings

- Art Therapy
- Music Therapy



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- Dance and Movement Therapy
- Gardening
- Martial Arts
- Math Tutoring

Who are we serving:

K	1st	2nd	3rd	4th	5th
28	34	29	29	16	20

October I-Ready Math and ELA Performance Levels of Participants:

Reading	On Grade Level	1 Grade Level Below	2 or More Grade Level's Below
	17.31%	54.49%	24.36%
Math	On Grade Level	1 Grade Level Below	2 or More Grade Level's Below
	5.77%	57.05%	28.85%

iReady Data-ELA

ELA	# Students Mid or Above Grade Level	% Students Mid or Above Grade Level	# Students Early On Grade Level	% Students Early On Grade Level	# Students One Grade Level Below	% Students One Grade Level Below	# Students Two Grade Levels Below	% Students Two Grade Levels Below	# Students Three or More Grade Levels Below	% Students Three or More Grade Levels Below	Overall Average Scale Score	Students Assessed	Total
K	2	3%	11	15%	60	82%	0	0%	0	0%	336	73	79
1	7	8%	7	8%	60	68%	14	16%	0	0%	390	88	90
2	7	8%	10	12%	40	47%	29	34%	0	0%	440	86	91
3	10	10%	24	24%	25	25%	30	30%	12	12%	482	101	105
4	5	6%	9	12%	35	45%	14	18%	15	19%	512	78	82
5	4	5%	9	12%	23	31%	23	31%	16	21%	537	75	77

Key Takeaways

- Approximately 21% of students are early on to on or above grade level in ELA.
- Approximately 79% of students tested are 1 or more grade levels below in ELA.



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- Approximately 30.54% of students tested 2 or more grade levels below in ELA.

iReady Data- Math

Math	# Students Mid or Above Grade Level	% Students Mid or Above Grade Level	# Students Early On Grade Level	% Students Early On Grade Level	# Students One Grade Level Below	% Students One Grade Level Below	# Students Two Grade Levels Below	% Students Two Grade Levels Below	# Students Three or More Grade Levels Below	% Students Three or More Grade Levels Below	Overall Average Scale Score	Students Assessed	Total
K	2	3%	3	4%	69	93%	0	0%	0	0%	333	74	79
1	3	3%	3	3%	64	73%	18	20%	0	0%	365	88	90
2	0	0%	1	1%	42	48%	44	51%	0	0%	382	87	91
3	0	0%	0	0%	39	38%	42	41%	21	21%	405	102	105
4	0	0%	2	3%	28	36%	22	29%	25	32%	424	77	82
5	1	1%	5	7%	37	49%	15	20%	18	24%	448	76	77

Key Takeaways

- Approximately 4% of students tested are early on to on or above grade level in Math.
- Approximately 96% of students tested are 1 or more grade levels below in Math.
- Approximately 41% of students tested are 2 or more grade levels below in Math.

iReady Data - student with disabilities

i-Ready Fall Diagnostic Scores for Student with IEPs												
Math	# Students Mid or Above Grade Level	% Students Mid or Above Grade Level	# Students Early On Grade Level	% Students Early On Grade Level	# Students One Grade Level Below	% Students One Grade Level Below	# Students Two Grade Levels Below	% Students Two Grade Levels Below	# Students Three or More Grade Levels Below	% Students Three or More Grade Levels Below	Overall Average Scale Score	Students Assessed
K	3	75.00%	0	0%	1	25.00%	0	0.00%	0	0.00%	347	4
1	0	0.00%	0	0%	4	80.00%	1	20.00%	0	0.00%	362	5
2	1	8.33%	0	0%	5	41.67%	6	50.00%	0	0.00%	369	12
3	2	11.11%	0	0%	5	27.78%	4	22.22%	7	38.89%	383	18
4	0	0.00%	0	0%	5	19.23%	9	34.62%	11	42.31%	412	26
5	0	0.00%	0	0%	3	17.65%	3	17.65%	11	64.71%	426	17

Key Takeaways

- Approximately 9.76% of students tested are early on to on or above grade level in ELA.
- Approximately 90.24% of students tested are 1 or more grade levels below in ELA.
- Approximately 59.76% of students tested are 2 or more grade levels below in Math.

AIS Tier Reconfiguration



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Math Placement				
% Students Mid or Above Grade Level	% Students Early On Grade Level	% Students One Grade Level Below	% Students Two Grade Levels Below	% Students Three or More Grade Levels Below
1.19%	2.78%	55.36%	27.98%	12.70%
Tier 1	Tier 1	Tier 2	Tier 3	Tier 3
3.97%		55.36%	40.67%	
Supposed to be approx. 80% of student body		Supposed to be approx. 15% of student body	Supposed to be approx. 3-5% of student body	
What does this mean for Academic Intervention Services				
Tier 1	Plus	Tier 2	Equals	New Tier 1
Tier 3 (2 grade levels below)			Equals	New Tier 2
Tier 3 (3+ grade levels below)			Equals	Tier 3

ELA (Tier reconfiguration)				
% Students Mid or Above Grade Level	% Students Early On Grade Level	% Students One Grade Level Below	% Students Two Grade Levels Below	% Students Three or More Grade Levels Below
6.99%	13.97%	48.50%	21.96%	8.58%
Tier 1	Tier 1	Tier 2	Tier 3	Tier 3
20.96%		48.50%	30.54%	
Supposed to be approx. 80% of student body		Supposed to be approx. 15% of student body	Supposed to be approx. 3-5% of student body	
What does this mean for Academic Intervention Services				
Tier 1	Plus	Tier 2	Equals	New Tier 1
Tier 3 (2 grade levels below)			Equals	New Tier 2
Tier 3 (3+ grade levels below)			Equals	Tier 3

Ms. Pugh shared the following:

Response to Intervention and MACS

Tier 1 Strategies-IReady (green and yellow)- “ grade-level instruction should be provided to increase student achievement”

- Revamping of curriculum maps to ensure that standards not previously prioritized and embedded and deeply covered early.
- Targeted small group instruction during academic blocks.
- In-school tutoring for “cusp” students



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Tier 2 Strategies-IReady (end of yellow)- “ grade level instruction should be provided to increase student achievement with additional supports”

- All Tier 1 strategies.
- Student Learning Labs 2x per week ELA 2x per week Math
- Afterschool tutoring and support
- Academic Intervention Services and Title I
- Night School

Tier 3 Strategies-IReady (Red)- “ grade level instruction should

- All Tier 1 and Tier 2 strategies.
- Night School

Operation: Merrick restoration Protect the Learning

1. Address Unfinished Learning

2. Content Knowledge Building and Implementation of New Curriculum

Goal/s for Strong Start in this area:

90 percent of teachers observed would be delivering grade level curriculum at the right time.

90 percent of teachers will deliver small group and targeted group strategies

Learning Labs will begin in all classrooms and students will be assigned

Collect IReady data of 95 percent of our scholars

Protect the Learning

1. Address Unfinished Learning

2. Content Knowledge Building and Implementation of New Curriculum

Goal/s for Strong Start in this area:

1. 90 percent of teachers observed would be delivering grade level curriculum at the right time. (Met goal)

2. 90 percent of teachers will deliver small group and targeted group strategies (Met goal)

3. Learning Labs will begin in all classrooms and students will be assigned (met goal)

4. Collect IReady data of 95 percent of our scholars (partially met goal)

Protect the Learning

1. Address Unfinished Learning



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2. Content Knowledge Building and Implementation of New Curriculum

Goal/s for Strong Start in this area and Next Steps

1. **90 percent of teachers observed would be delivering grade level curriculum at demonstrating a deep understanding of student success and mastery.**

Alignment of the next six weeks: Teacher Learning Labs, next three PDs and coaching and feedback. "Writing the exemplar." "Writing Criteria for Success and anchor charts" "Addressing misconceptions through 'back pocket' questioning".

1. 90 percent of teachers will deliver small group and targeted group strategies (Met goal)

"Aggressive Progress Monitoring" in three parts. Teacher Lesson Labs

1. Learning Labs will begin in all classrooms and students will be assigned (met goal)

"Aggressive Progress Monitoring" in three parts. Teacher Lesson Labs. Individual Learner Profiles

Protect the Learning

Barriers

- Staffing
- Scheduling for Safety
- Space
- Time
- Apathy for Lesson Planning

Agenda/objective:

III. Vote Matters

A. Financial Audit

Mr. Karikari

B. Change in names on Bank accounts

Mr. Karikari

Vote on Merrick Academy's Independent Auditor's Reports and Financial 2020 and 2021.

1. Ms. Dalgetty-Jarvis made a motion to approve Merrick Academy's Independent Auditor's Reports and Financial 2020 and 2021.
2. Ms. Barzey seconded the motion.
3. The board VOTED unanimously to approve the motion.



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Vote on remove Ms. Mauterstock from the bank account and add Dr. Manuel to the Carver's bank account

1. Ms. Boothe made a motion to approve remove Ms. Mauterstock from the bank account and add Dr. Manuel to the Carver's bank account
2. Ms. Barzey seconded the motion.
3. The board VOTED unanimously to approve the motion.

Discussion:

Mr. Karikari requested that time be set a time for board members to learn how to use BoardOnTrack properly. Ms. Zheng responded that she will inform the BoardOnTrack team.

Agenda/objective:

VI. Executive Session

Mr. Karikari

VII. Adjournment

Mr. Karikari

Mr. Karikari announced to enter Executive Session at 7:42 pm to discuss the HR and legal matter.

Ms. Boothe made a motion to enter the Executive Session. Ms. Barzey seconded the motion and the motion was passed unanimously.

Meeting adjournment:

Meeting adjourned at 8:30 pm.