

# Memphis Merit Academy

## MINUTES

### Board Meeting

#### Date and Time

Thursday, September 19, 2019 at 5:30 PM

#### Location

Memphis Merit Academy Charter School  
4775 American Way  
Memphis, TN 38118  
605-472-5474 Ext 787470

PUBLIC COMMENT AT MEMPHIS MERIT ACADEMY BOARD MEETINGS - An opportunity for the public to address the Board will be provided at the conclusion of the agenda. Members of the public who wish to speak on any item are requested to identify themselves and indicate on which agenda item they wish to speak. The Board will provide an opportunity for the public to speak for a maximum of three (3) minutes, unless granted additional time at the discretion of the Board. Testimony shall be limited in content to matters pertaining to Memphis Merit Academy. The Board may not take any action on matters discussed during the public testimony period that are not listed on the agenda.

**Board Members Present:** A. Allen, F. Hopkins, M. Moore, T. Prophet, V. Ragland, B. Schmiedicke, M. Welch

**Board Members Not Present:** K. Dixon, K. Gibbs, A. McBride, J. Vuylsteke, D. Williams

**Others Present:** L. Booker (Head of Schools), Hannah Shore (EdTec, via conf call), Teresa Barnhill

#### I. Opening Items

##### A. Welcome and Call the Meeting to Order

B. Schmiedicke called the meeting of the Board of Directors of Memphis Merit Academy Charter School to order on Thursday, September 19, 2019, at 5:39 pm at 4775 American Way, Memphis, TN 38134

#### II. Public Comment

##### A. Public Comment

No Public Comment

#### III. Agenda

##### A. Financial Update (H. Shore, EdTech)

98 students on First day of school.

--Day 30 today and have 113 students. Still want 7 more.

Need to raise private funds to meet budget.

Transitioning from Hannah Shore to Nita as our EdTech representative.  
Will provide Financial Meeting dates to EdTech  
--EdTech will then provide updates prior to meetings.

**B. Roll Call**

It was determined a quorum was present.

**C. Approval of Agenda**

A. Allen made a motion to approve the amended agenda  
M. Moore seconded the motion  
The Board VOTED unanimously to approve the motion.

**D. Approval of Minutes for the August 15, 2019 Board Meeting**

T. Prophet made a motion to approve the minutes  
V. Ragland seconded the motion  
The Board VOTED unanimously to approve the motion.

**E. Approval of Head of School Contract Renewal**

Discussion: No changes in contract from last year  
A. Allen made a motion to approve the contract renewal  
T. Prophet seconded the motion  
The Board VOTED unanimously to approve the motion.

**F. Head of School Evaluation**

**a. TEAM Rubric**

J. Vulsteke is currently in an advisory role.  
-- He could possibly be a certified evaluator  
-- Or possibly A. Brumfield  
We must use a state-approved tool (new policy for State of TN)  
--For teachers and Head of Schools  
Board will review this evaluation tool to approve at October Board Meeting

**b. Contracting Evaluator**

Discussed by the Board, lead by K. Gibbs.

**G. Board Retreat Agenda Review**

**September 21, 2019, 8:30-1:00 pm**

Discussed by the Board, lead by L. Booker and M. Moore  
Focus on orienting new Board Members  
Using actual data to review where we are  
Board evaluations

**IV. Other Business**

**A. Finance Committee Updates (A. Allen)**

a. Monthly financials

**B. Governance Committee Updates (M. Moore )**

- a. Board Manual Handbook
- b. Possible Board Member: Teresa Barnhill

**C. Academic Achievement Committee (L. Booker)**

- a. Enrollment Tracker / AAC Tracking

**E. Development Committee (M. Welch)**

- a. Upcoming events:
  - i. Ribbon Cutting Ceremony Follow Ups (August 24, 2019 11-1 pm)
- b. Lakenna met with elected official
  - i. We need approximately \$70,000 per classroom for construction
  - ii. donors have expressed support. Lakenna will follow up

**V. Founder Updates**

A. HOS Updates (L. Booker)

- 1. 53% of students are already in "average, high average, or above average" categories
- 2. Teachers are using data for education, with great results
- 3. A lot of Parental Support
  - Over 100 grandparents for "Grandparents Day"
- 4. Food service provided by Shelby County Schools

**VI. Closing Items**

A. Adjourn Meeting

- M. Moore made a motion to adjourn the meeting
- T. Prophet seconded the motion
- The Board VOTED unanimously to approve the motion.
- There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:52 pm

Respectfully Submitted,  
M. Welch

\* 8-44-102. Open meetings -- "Governing body" defined -- "Meeting" defined. (a)All meetings of any governing body are declared to be public meetings open to the public at all times, except as provided by the Constitution of Tennessee...(ii) The provisions of this subdivision (b)(1)(E) shall not be construed to require the disclosure of a trade secret or proprietary information held or used by an association or nonprofit corporation to which this chapter applies. In the event a trade secret or proprietary information is required to be discussed in an open meeting, the association or nonprofit corporation may conduct an executive session to discuss such trade secret or proprietary information; provided, that a notice of the executive session is included in the agenda for such meeting. (iii)As used in this subdivision (b) (1) (E): (a)"Proprietary information" means rating information, plans, or proposals; actuarial information; specifications for specific services provided; and any other similar commercial or

financial information used in making or deliberating toward a decision by employees, agents or the board of directors of such association or corporation; and which if known to a person or entity outside the association or corporation would give such person or entity an advantage or an opportunity to gain an advantage over the association or corporation when providing or bidding to provide the same or similar services to local governments; and (b)"Trade secret" means the whole or any portion or phrase of any scientific or technical information, design, process, procedure, formula or improvement which is secret and of value. The trier of fact may infer a trade secret to be secret when the owner thereof takes measures to prevent it from becoming available to persons other than those selected by the owner to have access thereto for limited purposes.