**Memphis Merit Academy**

**MEETING MINUTES**

**10.20.22  Board Meeting**

**Date and Time**

Thursday October 20, 2022 at 5:30PM

**Location:** Memphis Merit Academy Charter School,  4775 American Way, Memphis, TN 38118

**Topic:** Memphis Merit Academy Monthly Board Meeting

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.

Purpose Presenter Time

**I. Opening Items 5:40PM**

 **A.** Record Attendance and GuestsA. McBride

 Melisa Moore; Aurelia McBride; Timorie Belk, Tressa Johnson, LaShawn Lester

 1 guest: Demeka Cavalier

Quorum present

 **B.** Call to Order M. Moore

**II. Public Comment**

1. Public Comment
2. Welcome

**III. Agenda**

1. **Approval of Agenda  VOTE** M. Moore

**-**motion to approve by Tressa; 2nd bl LaShawn; all in favor, no opposition

1. [Approval of Minutes from prior Meetings](https://drive.google.com/drive/folders/1WcDFM0XvjPE5oTcPSGl59KipdW05mVuN?usp=sharing) **VOTE**  M. Moore

**-**motion to approve by LaShawn; 2nd by Timorie; all in favor, no opposition

1. **Presentation of Monthly Financials -Edtec**

[Monthly Financials -September](https://drive.google.com/drive/folders/1WcDFM0XvjPE5oTcPSGl59KipdW05mVuN?usp=sharing)B. Crowe/L.Booker

* Slightly under-enrolled; increase in expenses
* Personnel changes
	+ Added custodial, added part time admin assistant, swapped interventionist for a full-time teacher
* Increase in guest educators
* $407k at the end of September; estimated to have $491k at the end of the fiscal year (June 2023)
	+ Increase in cash from November thru April due to BEP and other federal payments

**D. Acceptance of Monthly Financials VOTE** M. Moore

**-**motion to approve by Timorie; 2nd by Tressa; approved by a roll call vote, no opposition

1. **Approval of Invoices/Contracts**

[SchoolMint Contract](https://drive.google.com/drive/folders/1WcDFM0XvjPE5oTcPSGl59KipdW05mVuN?usp=sharing)**VOTE** L.Booker

-system used for enrollment, registration, lottery, and communication; has allowed MMA to make it through a federal audit

[HMH ELA Curriculum Invoice](https://drive.google.com/file/d/1vgrLv7rI8zQee6wVnh3wXe00Nhk0bbUA/view?usp=sharing)**VOTE** L.Booker

**-**new curriculum for 3rd and 4th graders

**-**based on new TN law stating that failure of a 3rd grade student to pass TN Ready will lead to retention

**-**MMA has been using the piloted curriculum for the past 2 months and students have been seeing growth

**-**-will hopefully be implemented throughout the entire school next year

**\*\*approval of both invoices presented for approval at once**

 -motion to approve by Tressa ; 2nd by LaShawn; approved by a roll call vote, no opposition

1. **Overview of MMA Real Estate Organization DISCUSS** L. Booker

[MMA Real Estate Documents](https://drive.google.com/drive/folders/1tay9dN8JMY14nNb39pBD445vT6sk3gQ1?usp=sharing)

* MMA real estate organization created so that MMA the school does not collect funds
* MMA Charter School will pay MMA Real Estate, along with other tenants
	+ Currently 5 tenants
* There are a few follow up questions regarding the real estate documents; L. Booker will reach out to attorney drafting documents for clarification
1. **Committee Updates DISCUSS** Committee Chairs
2. Finance/Facilities Committee
3. Development Committee
* 5k in the spring will be virtual
* Giving Tuesday via BetterUnite 🡪 focus on a playground for the new facility
	+ General giving page is for the facility
* Trunk or treat
1. Academic Committee
* 3rd grade commitment
* What can the academic committee want to monitor the school on?
* Bilingual assistance?
* Parent complaints
1. Governance Committee
* Board training DUE 11/15/22
* New board members 🡪 finance, development
1. [**HOS Report**](https://drive.google.com/drive/folders/1WcDFM0XvjPE5oTcPSGl59KipdW05mVuN?usp=sharing) **DISCUSS**  L. Booker
2. Enrollment Updates
* 92% enrollment
* Marketing firm assistance
* Open houses, i.e. trunk or treat
* Truancy letters went out 9/12/22
1. Academic Updates
2. 3rd Grade Commitment
3. Policy Updates
4. Current Academic Data Dashboard
5. Operational Updates
* All scorecard scores are above a 3, which is what would be required by the authorizer when looking to review our charter
1. Facility Updates

[AIA GTG Contract](https://drive.google.com/drive/folders/1WcDFM0XvjPE5oTcPSGl59KipdW05mVuN?usp=sharing)

* To add archemania as architects
1. Successes & Area of Opportunity
* Successes
	+ Student incentives
	+ Hispanic heritage month
	+ Attendance average at 93%
	+ Daily schedule has been restructured to put literacy FIRST
	+ Tutoring launching for 3rd and 4th next week
	+ 8 new students have been added to the community
* AOO
	+ Reach attendance goal of 95%; same subset of families that were truant in previous years
	+ Balancing teacher wellness
	+ Fund development for capital campaign

**I.  Adjourn Meeting** M. Moore

-meeting adjourned at 7:12pm