**Date and Time**

**Memphis Merit Academy Board Meeting**

**MINUTES**

Thursday, March 16, 2023 @ 5:30 p.m.

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

**Topic:** Memphis Merit Academy 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.

# Opening Items

* 1. **Call to Order**

The meeting was called to order at 5:41 p.m. by board chair, Melissa Moore. Chairperson Moore asked board secretary Angelia Allen to call the role of board members and guests in attendance. After the roll call, it was determined that a quorum was not present. Tressa Johnson joined the meeting.

# Record of Attendance

* + 1. Melisa Moore - Chair (present)
    2. Brad Schmiedicke - Immediate Past Chair (present)
    3. Aurelia McBride Patterson - Vice Chair (absent)
    4. Angelίa Allen - Secretary (present)

\* 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.

# Record of Attendance (continued)

* + 1. LaShawn Lester (present)
    2. Tressa Johnson (present)
    3. Dimika Cavalier (absent)
    4. Talunja Prophet (absent)
    5. Timore Belk (absent)
    6. Lakenna Booker - MMA HOS (present)
    7. Betty McCline - MMA Director of Operations (present)
    8. Ben Crowe – Edtec (present)

# Public Comment

* 1. There were no comments from the public at this board meeting.

# Agenda

**A. Approval of Agenda**

Board Chair Moore called for a motion to approve the meeting agenda. Mr. Lashun Lester made the motion. Mr. Brad Schmiedicke offered the second to the motion. The motion to approve the agenda was approved by a unanimous vote.

* 1. **Approval of Meeting Minutes**

Board Chair Moore called for a motion to approve the meeting minutes. Mr. Lester made the motion. Ms. Schmiedicke offered the second to the motion. The motion to approve the meeting minutes was approved by a unanimous vote.

* 1. **Presentation of Monthly Financials**

Ben Crowe from Edtec presented the monthly financials that included a review of MMA’s current and forecast financial position. Mr. Crowe pointed out that expenses related to long-term leases for the shopping center and costs associated with the staffing company were transferred to the contracted services line item. The HOS has requested an increase in the amount of the line of credit – from $250k to $500k.

# Approval of Monthly Financials

After the presentation from Edtec and board discussion, Chairperson Moore called for a motion to approve the February 2023 financials.

* + 1. Lashun Lester made a motion to approve the financials.
    2. Brad Schmiedicke seconded the motion.
    3. The Board VOTED unanimously to approve the motion.

# ABA Contract

# The contract for therapy sessions and other “filing in the gaps (“FITG”) services was presented by Ms. McCline.

* + 1. Lashun Lester made a motion to approve the ABA contract.
    2. Brad Schmiedicke seconded the motion.
    3. The Board VOTED unanimously to approve the motion.

# Resolutions

# The board discussed the matter of identifying an authorized agent for MMA Real Estate. HOS Booker shared that legal counsel had advised that an authorized agent needed to be identified. Lakenna Booker was identified as the appropriate representative as the authorized agent.

* + 1. LaShun Lester made a motion to appoint Ms. Booker as the authorized agent for MMA Real Estate.
    2. Brad Schmiedicke seconded the motion.
    3. The Board VOTED unanimously to approve the motion.

# 

# Committee Updates

# Finance/Facilities Included in HOS Report)

# Academic Committee Update (Included in HOS Report)

# G. HOS Report

# 1. Success

# Levels of intervention for instruction range from Tier I to Tier III. Tier 1

# Gifted education is now part of the school program.

# 83% of students are deemed in Tier I level of instruction

# 2. Student Enrollment – Betty McCline

# Enrollment at 88% of target enrollment of 330

# Budgeted enrollment of 294. Current number of students enrolled is 291.

# Open House is scheduled for 3/24/23.

# Radio announcements will begin 4/1/23 – 4/30/23.

# Attendance is at 90%. Incentives include field trips have proven to be effective in encouraging attendance. Files are being prepared for 5 scholars to be reported to truancy.

# 3. Academic Update

# RTI data demonstrates that instruction that is being delivered to address learning deficits, measures progress towards performance at grade levels. Measurement of effectiveness of intervention and identifies opportunities for referrals for special education (i.e., learning needs or gifted).

# Review of Annual Measurable Objectives (AMO) designed to help school determine where shifts need to occur. As a result, the school made a shift in curriculum to address deficiencies in AMO proficiency.

# 

# 4. Facilities Update – Betty McCline

# Groundbreaking ceremony around to be scheduled midday April 13th or April 20th).

# Church Health is looking at the property for potential occupancy

# 901 Properties has secured possession of the shopping center; will market and secure tenants for spaces in shopping center

# Fire Marshall inspections underway.

# 5. Success & Areas of Opportunity

# Scorecards

# Immunization

# The Overall Charter School

# LIT assessment of school calendar

# Hiring and staffing for upcoming year; challenged by teacher crisis throughout the country.

# Chairperson Moore closed out the MMA business discussion at 7:06 p.m. and proceeded to lead the board in the discussion of MMA Real Estate business.

**MMA Real Estate Discussion**

# 901 Properties Budget summary (2023-2026)

# Covers cost to operate the shopping center and impact on school operations. Based on the current budget for the shopping center, the school experience an operating deficit of $60k. FY24 the operating costs associated with the shopping center is $13K. In FY 25, the school will begin to realize a positive return. Security is a significant cost associated with the costs of operating the school.

# 

1. Lashun Lester made a motion to approve the 901 Properties Operating budget.

2. Brad Schmiedicke seconded the motion.

3. The Board VOTED unanimously to approve the motion.

# V. Adjourn Meeting

With no objections or further discussion, the meeting was adjourned at 7:26 p.m.

# Respectfully Submitted,

***Angelia Allen***

**Angelia Allen**

**MMA Board Secretary**