**Date and Time**

**Memphis Merit Academy Board Meeting**

**MINUTES**

Thursday, April 20, 2023 @ 5:30p.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, unlimited 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 5:38 p.m. by board chair, Melisa 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

# Record of Attendance

* + 1. Melisa Moore - Chair (present)
    2. Brad Schmiedicke - Immediate Past Chair (absent)
    3. Aurelia McBride - Vice Chair (present)
    4. Angelίa Allen - Secretary (present)
    5. LaShawn Lester (present)
    6. Tressa Johnson (present)
    7. Dimika Cavalier (present)
    8. Talunja Prophet (absent)
    9. Timore Belk (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. Lakenna Booker - MMA HOS (present)
    2. Betty McCline - MMA Director of Operations (present)
    3. STAFF????
    4. Ben Crowe – Edtec (present)
    5. Christian Heyser-Price (guest) sp

# 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. Ms. McBride made the motion. Mr. Cavalier offered the second to the motion. The agenda was approved by a unanimous vote.

**B. Approval of Meeting Minutes**

Board Chair Moore called for a motion to approve the meeting minutes. Ms. Johnson made the motion. Ms. Cavalier offered the second to the motion. The meeting minutes were approved by a unanimous vote.

**C. Presentation of Monthly Financials**

1. Ben Crowe from Edtec presented the monthly financials that included a review of MMA’s current and forecast financial position. The previous forecast for operating income was ($84K). Due to a $49K grant, the current forecast for operating income reflects a decrease in the deficit to ($35K). MMA ended the month of March with $848K in cash on hand. However, FY23 year projection is $375K. The repayment of the balance on the Line of Credit ($174K) and the absence of BEP for the month of May contributed to the decrease in cash on hand. Mr. Crowe pointed out that the balance on the Line of Credit (LOC) is zero ($0). The maximum limit for the LOC is currently $200K. The HOS will consult with the Finance Committee to request an increase to the LOC up to $300K to cover expenses for the months of July and August. Mr. Crowe reviewed future cash flow projections and noted that is important to achieve enrollment targets since enrollment drives sustainability. BEP funding will be replaced by TISA (Tennessee Investment In Student Achievement) for the 2023-2024 school year. TISA funding formula will generate a higher rate of funding per student than the BEP funding.

2. **Approval of Monthly Financials**

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

i). Ms. McBride made a motion to approve the financials.

ii). Ms. Johnson seconded the motion.

iii). The Board VOTED unanimously to approve the motion.

# D. Approval of Calendar

# The MMA school calendar aligns with SCS requirements. The school leaders will use additional professional development days and administrative days if there is a need to “make-up" instructional time due to unplanned closures during the school year.

* + 1. Mr. Lester made a motion to approve the financials.
    2. Ms. McBride seconded the motion.
    3. The Board VOTED unanimously to approve the motion.

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# E. DEX Imaging

# Ms. McCline explained there will be a $1500 reduction in the cost associated with printing materials for the school with the installation of the commercial-grade copier. MMA owns 2 copiers and will lease a commercial copier. The cost associated with printing/copying will be included in the lease agreement.

# 1. Lashun Lester made a motion to approve the ABA contract.

# 2. Aurelia McBride seconded the motion.

# 3. The Board VOTED unanimously to approve the motion.

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# F. Committee Updates

# 1. Finance/Facilities Included in HOS Report)

# 2. Academic Committee Update (Included in HOS Report)

# G. HOS Report

# 1. Academic Update

# a. 3rd grade retention waiting on final response. The state has not outlined details for appeal. Summer school is required. Federal law requires that students with IAPs receive accommodations.

# b. Academic Committee: Board OnTrack contract secured. Board OnTrack provides professional development training for committee members.

# c. MMA will be subject to a Year 5 Interim Review year (halfway); time for review for academic, financial, cultural review. The review team will start with Academic Achievement report. Charter school authorizer will come out to the school to conduct the interim review. There are 9 goals in the charter. Since the charter was written pre-pandemic, school leaders will need to understand what changes (if any) will be made to the charter performance goals.

# d. MMA scorecards are strong. Performance is ranked 3 or 4 (rank of 1 is not good). As a result, the school should move from “surviving” to “thriving Academic Committee - Annual Report is due late July, early August.

# 2. Governance

# a. Pinnacle Bank employee for board member. Consider quarterly board meetings as opposed to monthly meeting. Consider raising the $10k limitations for signing authority. Board OnTrack can help with board assessment by the end of April, 2023. Review of the bylaws due in May, 2023; will be circulated.

**3. Successes**

a. Daily attendance rate of 99%

b. 93% re-enrollment rate of 274 of 291

**4. Areas of opportunity**

a. 94% average attendance; goal is 95%

b. Board Fund Development

c. Curriculum

d. Staffing – teacher shortage; Lots of turnover among 2nd grade staff

e. Request for board participation in Teacher Appreciation week ; Draft an email; bring donuts and/or coffee.

**5. Current enrollment = 88%**

a. Response: incentive field trips;

b. $152k award for summer school boost grant

c. Potential for additional $299k for summer boost grant

**6. Upcoming events**

a. RTI overview intervention for Feb – March overall improvements in performance for the school population

b. AMO Targets

i). Reading, Math, and Science assessment/benchmark

ii). 2nd grade improvements

c. 3rd grade TCAP testing and retention; NOTE: 3rd grade has the most students with learning deficits.

**H. Facilities Update**

a. Strategic planning underway for summer planning

b. Launch a 5th grade academy

c. Hiring and staffing for upcoming year

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.

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**MMA Real Estate Discussion**

# MMA has received copies of all current Leases to date; 901 will draw up future leases.

# Lease revisions Opportunities

# Village Mart has been in a location where a charter school is located; has requested a 3–5-year lease; largest revenue generating lease.

# African Braid Shop – requested a one-year; currently month-to-month

# Security contract will need to be renewed – approx. $9k/month; expect to get a better deal.

# Future Tenant Opportunities – may not want to come to a construction site.

Ms. Booker (HOS) thanked the board members for their expertise for support.

# Adjourn Meeting

With no objections or further discussion, the meeting was adjourned at 7:21 p.m.

# Respectfully Submitted,

***Angelia Allen***

**Angelia Allen**

**MMA Board Secretary**