



Dr. Adrian C. Manuel, Executive Director
Mr. Rael Jones, Chief Operating Officer
Mr. Charles L. A. Watterson, Principal
Ms. Zenzile Keith, Chief Supports Officer

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Approved Board Meeting Minutes

November 28, 2023

5:30 pm

Board Attendance: Gerald Karkari, Cameil Dalgetty-Jarvis, Paula James, Nicole Barzey

Staff Attendance: Adrian Manuel, Zenzile Keith, Yolanda Valerio, Jaime White, Rael Jones

Guests:

Ms. Dalgetty-Jarvis called the meeting to order at 5:35 pm.

Public Comment:

No public comments were made.

Respond to prior public comment: N/A

Agenda/objective:

I. Opening Items

- | | |
|--|---------------------|
| A. Call the Meeting to Order | Ms. Dalgetty-Jarvis |
| B. Record Attendance | Ms. Dalgetty-Jarvis |
| C. Public Comment and response to the prior month's comment
Dalgetty-Jarvis | Ms. |

Agenda/objective:

II. Consent Agenda

- | | |
|---|------------|
| A. Approve Board Meeting Minutes: <ul style="list-style-type: none">○ The board of trustee's motioned to not approve the minutes for October. The board members need additional time to review, the trustee's will revisit the October approved minutes during the December board meeting | |
| B. Executive Director Report | Dr. Manuel |



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Dr. Manuel shared the following:

The leadership team has a retreat taking place on Friday, December 1st, 2023 to review information and performance from the first quarter and to have a discussion about their strategic goals and course correction.

- The 5 strategic priority areas are: Performance, Program Model, Culture, Health and wellness, Expansion
 - About 41% of the school year passed and the school has spent 34% of the budget
- Quarter #1 Accomplishments
 - Enrollment target met: The goal was 590, we currently have 601
 - Improved instructional supports
 - Intensified coaching
 - Increased observations
 - Data-driven instructional PDs and systems
 - Performance baseline established for goal setting
 - IB Program of Inquiry drafted
- Quarter #1 Challenges/Improvement Focus for Q2
 - Suspension/Classroom Removals
 - Staffing: STEAM Dir, Guidance Counselor, Gen. Ed Teacher
 - Attendance: staff and students slightly below 95% (The goal is 95% or above)
- Open Architect is the company that Merrick has partnered with to have more robust dashboards for all departments
 - With this partnership, Merrick can look at student demographics data, district comparison, and other charter schools. They will also have more insight into student support data dashboards such as, after-school programs, student intervention on ELL and IEP students
 - Merrick has loaded about 3 to 4 years of data onto the system so they can look at some sort of vertical progression over time to see how the students are tracking
 - Merrick is also going to include more data around recruitment and retention, staff (in terms of their credential before Merrick, how many years they've been at Merrick, etc)
- December Preview
 - Accelerate middle school planning and personalized support
 - Prepare to meet January i-ready growth targets
 - Re-Focus STEAM program and leverage grants
 - Ramp up 6th grade recruitment
 - Increase family outreach for students in need of accelerated improvement
 - Enhance instructional support during Principal MsWilliam's maternity leave
 - Adjust budget for mid-year course corrections
 - Implement POI and additional IB training for staff



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C. Academic Report

Ms. White

Ms. White shared the following:

- Data-Driven Culture Around One Interim Assessments Complete
 - Data Cycles Begin: By Grade and Subject:
 - Creation of skills-based flexible ability grouping
 - The whole group re-teach area identified and planned
 - Standards mastered moved into a spiraled review
- Whole School PD Focus Area: Data Darien Culture Q2 Focus: Making Thinking Visible
 - Researcher at Project Zero - Harvard
 - Culture of thinking
 - Effective use of questioning, listening, documentation, and facilitative structures called thinking routines
 - All students are thinking and engaged
 - Visible thinking becomes data
- Principal McWilliams is out on maternity leave - CAO, AP of Literacy, and AP of Math have divided responsibilities
 - Ms. Kumar: Parents
 - Parent communication
 - Parent newsletter - Smore (Weekly)
 - Parent workshops for December and January
 - Monitor safety drills and implementation
 - Assessment Coordinator
 - Sending out trends and data to teachers
 - Ms. Forger: Teachers
 - Teacher concerns and communication
 - Teacher newsletter - Smore
 - Teacher culture check-ins
 - Approver of days off for teachers
 - After-school enrichment program curriculum planning
 - Coverages and morning emails
 - Ms. White: Interim Principal
 - Teacher supervisor
 - AP supervisor
 - Academic program
- Student Grades: Humanities, Math, and STEAM
 - Ms. White shared students performance metrics for Q1
 - STEAM has the highest performance and Mathematics has the lowest performance. However, there is a 4th-grade class that is not on the data and



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will be updated once they have the accurate test scores.

- Highlights for Mathematics
 - K-2nd Grade:
 - Finding ways to bring the real world into the classroom setting
 - Finding ways to keep students engaged and excited to explore math through a mathematical lens
 - 3rd-5th Grade:
 - Finding new and innovative ways to prepare students for testing
 - They will have a spiral review and a strong focus on world problems
 - Parent Involvement:
 - Merrick will host an “academic corner” in the next Parent SMORE
 - Parents are sent a grade team newsletter each month which includes topics and tips
- Highlights for ELA
 - Students are engaging in inquiring about rich themes in the text
 - Students have begun close reading for the deepest level of meaning
 - Upcoming IB Unit: Aligned to their Wit and Wisdom curriculum students engage in research projects
 - Upcoming Virtual Family Workshop: On Dec 13th family will learn more about supporting their students with reading for deeper meaning with Ms. Kumar
 - Upcoming Family S’more: Have an “Academic Corner” that will share topics and skills students are exploring in Humanities

Agenda/objective:

II. Consent Agenda

C. Operations Report

Mr. Jones

- Enrollment
 - 601 total students: K- 101, 1st- 99, 2nd- 110, 3rd- 104, 4th- 84, 5th- 103
 - Completed the open house on Saturday, 11/11. 10 - 12 families attended the event
- Attendance
 - Oct. attendance was 91%, a 1% increase from last year's Nov.
 - Oct. late students 6%, 8% decrease from last year Nov.
- Facilities
 - Building Walks
 - Digital forms for facility walkthroughs are completed
 - Will be completed quarterly by Jones, monthly by the facilities team
 - Building Upkeep
 - A fence/gate was installed in the back of the parking top to fully secure the campus
 - NFC technology has been a small challenge, Merrick is seeking



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- alternatives
 - Facilities Trend & Updates
 - Reducing service interruptions for MEP's with regularly scheduled maintenance
 - Holiday Work
 - Scheduling work for December
 - Deep cleaning, rug cleaning, signage
- Technology
 - The team is taking PowerSchool University PD & MS Azure certification to reduce the cost of Cortevo services
 - Merrick is looking into building their own website. Currently spending \$4,000 a year, the goal is to spend between \$500 - \$700 a year
 - Systemize all educational database access through RapidIdentity
 - Work with vendors for IT infrastructure and planning for future site
- Safety and Security
 - Security QR code checkpoints are working. Monthly Statistics for November will be available in December
 - BRT meetings are helping to find immediate concerns
 - Planning tabletop drills for upcoming meetings
- Drills
 - The last bus drill for the calendar year is scheduled for the upcoming week
- Registrar
 - Updating parent contracts through intent to return
 - Increasing student attendance to 95% through the winter month
- Operations
 - Vision Screening was completed before Thanksgiving
 - Intent to return will launch before Winter Break
 - 98% Immunizations
- Recruitment
 - The 2024-25 Application is live
 - Middle school fair 12/11
 - Open House event 12/09. One per month until 3/2024
 - Partnership with local daycare on 12/14
- Satellite Space
 - Met with developers & have options for 6th grade site
- Furniture Needs
 - 400-500 new/lightly used desks and chairs at no cost
 - Finalizing a storage plan for the December break
 - Will save approx 260k for our budget

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D. Chief Supports Officer

Ms. Keith



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- 102 students with IEP's, 16.97%
- 2nd grade has the largest number of students with IEP's
- Number of students under evaluation as of 11/28: 16
- Special Education training at Merrick will target 3 specific groups of educators:
 - 1st-year teachers
 - 1st year teaching SPED
 - Experienced teachers with SPED experience
- AIS Update
 - Academic support to 113 students, grades K-5
 - K grade has the least amount of students due to most students not attending pre-school and adjusting to the environment
 - Parents will receive a PMRs report on 12/15/23. The report will detail what students are learning, their goals, their progress during 3 week period, and their continued progress at the end of the 3 week period
 - AIS and ELL have created a video that provides more information in regards to the program
- MACS Family Engagement Highlights
 - Book Character Family Extravaganza: Over 150 families were in attendance
 - November MFA Meeting: Over 140 families actively engaged in discussion and updates
 - Family Engagement Partnership with Chase Bank: Offering a series of free workshops on essential topics such as credit repair, first-time homeownership, saving, etc
 - Parent Support Group Session: Taking place on 12/07 at 6 PM. The focus is to provide assistance to families during the holiday season, Talk with Pi
 - Reading Family Workshop: Taking place on 12/13 at 6 PM. Ms. Kumar will host the workshop to discuss the pivotal role of literacy in the home
 - Chase Bank Credit Parent Workshop: Explore the significance of credit, credit analysis tips, ways to improve credit score, etc
 - Merrick Family Association Winter Wonderland Family Fundraiser: 12/15 at 6:30 PM. The goal is to raise funds for the IT department for the upcoming middle school expansion
- Afterschool
 - 200 students enrolled, 34% of the school
 - 15 families waitlisted
 - 96% attendance rate for Nov.
 - BLACC Grant
 - K-2 receives gardening & robotics
 - 3rd receives Digital Illustration
 - 4th receives Pod Casting
 - 5th receives Wild Science Experiments
 - Minute-by-Minute Programming:
 - STEAM - 240 minutes per week
 - Academics - 150 minutes per week
 - Sports: 600 minutes per week
- Enrichment
 - Commenced Trips



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- MOMA: Museum of Modern Art Master class
- 5th grade Native American Museum
- KG private theater room - to see Trolls
- Complexions - Modern Dance Trips
- 3rd-grade Discovery Tank
- Upcoming Trips
 - 4th grade: The Met
 - 2nd grade: The botanical garden
 - 1st grade: Rockets @ Radio City Music Hall
- Japan 2025
 - Take place during the 2025 Spring Break
 - The cost of the trip is \$4,800, \$1,000 will be requested by parents (the remaining balance will be fundraised and Granny found
 - Trip includes Roundtrip flight, food, boarding, and world-class experiences
 - The attraction includes Tokyo Skytree, Maglev Exhibition Center, Mount Fuji, etc
 - The trip will be led by a STEAM expert
- School Culture Data
 - K-5 between Sept-Oct 136 students were pulled out of class, for the month of the number the total number of students that were pulled out of class is now 95
 - 2nd and 5th grade still needs additional support
 - Ways to improve overall support to all grades
 - Increase the number of walkthroughs
 - Grade-level meetings with culture agenda
 - Included tier 1 interventions that aligned with restorative practice
 - Revamped the weekly reports sent home via Deanslist
 - 3 suspension for Nov: 2 of the 3 was with 1 student
- School Culture (Athletics)
 - 17 first and second grader played 7 games with a record of 3 wins and 4 loses
 - Earned a 3rd place trophy and Mr. Pettaway was voted Coach of the year
 - The basketball team coming this winter for the 4th and 5th grade
 - Cheer upcoming during the Fall/Winter/Spring
 - Flag Football during the Spring for the 4th and 5th graders
 - Sports survey will be sent out in December
- MACS Holiday Spirit Week: December 18-22
 - Monday: Ugly Holiday Sweater
 - Tuesday: Festive Color Day
 - Wednesday: Holiday Sock & Accessory Day
 - Thursday: Grinch Day
 - Friday: Holiday Pajama Day

Voting Items



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Motions:

1. Ms. Jarvis made a motion to end the board meeting public session at 7:14 pm.

The Meeting adjourned at 7:15 pm.