



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

October 30, 2023

5:30 pm

**Board Attendance:** Tatum Boothe, 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 5:36 pm.

### Public Comment:

Mr. Williams, Vice President of MFA suggested a writer be attached to bylaws for the MFA that would allow knowledge on Principal replacements

**Respond to prior public comment:** Dr. Manuel responded that it was not intentional to exclude the MFA, they were able to quickly find a prospect for the Principal position when interviewing for the CAO position.

### 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<br>Dalgetty-Jarvis | Ms.                 |

### Agenda/objective:

#### II. Consent Agenda

- |                              |            |
|------------------------------|------------|
| A. Executive Director Report | Dr. Manuel |
|------------------------------|------------|

Dr. Manuel shared the following:

- NYS ELA and Math Results
  - ELA



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- 50% NYC ELA Proficiency +
- 48% MACS Proficiency +
- 21% MACS 1+ Yrs. Below (NYC= 24%)
- ELA Proficiency Comparison
  - 48% District 29
  - 50% NYC 3-5
  - 48% MACS
- Proficiency 2+ Years = 49%
- Proficiency Less than 2+ years = 44%
- 18% Students with IEPs (1/5)
- Math
  - 52% NYC Math Proficiency
  - 51% MACS Proficiency +
  - 14% MACS 1+ Years below (NYC = 23%)
  - Math Proficiency Comparison
    - 47% District 29
    - 52% NYC 3-5
    - 51% MACS
  - Proficiency 2+ years = 52%
  - Proficiency less than 2+ years= 50%
  - 23% Students with IEPs (1/4)

### **Agenda/objective:**

#### II. Consent Agenda

##### B. Academic Report

Ms. White

Ms. White shared the following:

- Big Rocks and Syrens 2023-2024
  - Big Rocks
    - Increase academic achievement through rigorous, engaging, vibrant, inquiry-based classrooms.
    - Coaching Systems
      - Tiered
      - Regular
      - Focused
      - Feedback
      - Support
  - Coaching and Feedback Results to Date
    - 117 observations logged in Whitestone (approx. 3 per teacher)
    - 42 informal and 4 formal observations
    - Leader Alignment Activities
    - Weekly Leader PLC Sessions
    - Continuous Improvement for all staff



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- Coaching Next Steps
  - Execute evaluation system strategically and with fidelity.
    - Continue PD to align on excellence
    - Begin PD on coaching practices
      - Strategic Practice
      - Real-Time Coaching
- Student Performance Systems
  - I-Ready- ELA Proficiency 29%, Math Proficiency 11%
  - Interim Assessment System
    - State Test Aligned
    - Snap Shot
    - Practice Interactive Testing
    - Item Analysis
  - Interim Assessment Results
    - Learning new technology
    - Completed Math and ELA (Science to come)
    - Poised to use qualitative and quantitative data
  - Interim Assessments Next Steps
    - Identify key areas for improvement in various sub-groups and create strategic action plans.
  - Looking toward MAP NWEA
- Systems of Staff Development
  - PLC's
  - Professional Development Scope and Sequence
    - Data-Driven Culture
    - IB Implementation
  - Results
    - 28 teachers responded, 70%
    - Approx. 60% report a positive impact on teaching
    - Discrepancies between Content Areas
  - Next Steps
    - Focused Leader PD on PLC's
    - Implement PD Scope and Sequence
    - Surveys for Continuous Improvement
- IB Middle School Planning
  - Program Inquiry Drafts Units
  - MS planning with Academic leadership Bill C
- Highlights from October
  - Hispanic Heritage Lessons and Events
  - I-Ready Data to parents- Teacher-driven conversations
  - Book Character Day- October 30th

## **Agenda/objective:**

### II. Consent Agenda



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## C. Operations Report

Mr. Jones

- Enrollment
  - 607 total students: K- 103, 1st- 100, 2nd- 111, 3rd- 105, 4th- 85, 5th- 103
  - Completed the last Family Meet and greet on Friday, 10/27. Roster topped out at 607
- Attendance
  - Oct. attendance was 95%, a 1% increase from last year's Oct.
  - Oct. late students 7%, 10% decrease from last year Oct.
- Facilities
  - Building Walks
    - Convert facility walk-throughs to a digital format for quicker data pulls and easier data analysis.
  - AHERA
    - Perform bi-annual preventative maintenance. Follow schedule.
    - Next reporting to be done February 2024
  - Building Upkeep
    - Review contracts, and ensure optimal rates and services.
    - Calendar all appointments
    - Inquire more from QR codes to NFC technology for maintenance and security divisions
  - Facilities Trend & Updates
    - Reducing service interruptions and emergencies with more regularly scheduled maintenance
- Systemization
  - Purchase 5% buffer Chromebooks using Reso-A funds
  - Execute transition to PowerSchool enrollment from SchoolMint
  - Review printer contracts and strategize to reduce costs. Enacted quota to reduce paper and printer usage.
  - Work with vendors for new building infrastructure and planning
  - Ed Law 2-d Compliance
- Safety and Security
  - Held monthly BRT meetings to identify challenges and responses in building
  - Executed a digital security checkpoint log to improve round and identity gaps on campus
- Drills
  - 5 fire drills and 2 Lockdown drills. The school only needs 1 more fire drill before 12/31
  - 4-minute times for the all-clear with fire drills
- Registrar
  - Updating Parent Contacts
  - Tracking the attrition rate of students
- Operations
  - November Vision Screening
  - FRPL currently 87.7%
  - 90% Immunizations
- Recruitment



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- Finalizing application
- Tabling marketing materials
- Open House event 11/1/23-1/2024
- Satellite Space
  - Engage developers to find satellite space for 6th grade
- Furniture Needs
  - Work with/ MWBE vendors to assess furniture needs for the new building

## **Agenda/objective:**

### II. Consent Agenda

#### D. Chief Supports Officer

Ms. Keith

- 101 students with IEP's, 16.64%
- 2nd grade largest number of students with IEP's
- Moving to non restrictive learning environment
- AIS Update
  - Academic support to 126 students, grades 1-5
  - Each student has an ILP to address and accommodate:
    - Diverse learning modalities
    - Effectively targeting instructions
    - Scholars setting their own short/long term goals and bridging learning gaps
  - AIS leverages PMRs as a means of communication with teachers, fostering collaboration and enabling tailored small-group instruction to enhance student support
  - Employs a variety of resources, GEODES, IXL, I-Ready, and Leveled Literacy Interventions to actively engage scholars in tangible analysis.
  - AIS providers hold weekly office hours for families via Zoom
- MACS Family Engagement Highlights
  - Book Character Day: 10/31, 5 pm over 150 families hosted by MFA
  - K-2 Picture Day Thursday 11/2
  - 3-5 Picture Day Friday 11/3
  - I-Ready Family Workshop: Thursday 6 pm 11/19, over 180 participation members
  - September Principal Meeting: Over 150 attendees present
  - September MFA Parent Body Meeting: Over 170 participants
  - October MFA Parent Body Meeting: 170 participants
  - MFA Progress: Actively advancing towards achieving 501c3 status
    - MFA successfully created a volunteer committee, and over 30 parents
- Afterschool
  - 197 students enrolled, 33% of the school
  - 15 families waitlisted
  - 96% attendance rate for Oct.
  - BLACC Grant



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- Expanding to include Robotics, Podcasting, Digital Illustration, Gardening, and wild Science Experiment
- K-2 receives an additional 120 minutes of STEAM in November, which will increase to 180 minutes
- Enrichment
  - Commenced Trips
    - 5th Grade Tour York College
    - K-1 Farm Petting Zoo
    - K Oberia Dempsey Theater in Harlem to “The Little Mermaid”
  - Upcoming Trips
    - MOMA with Mr. Puentes
    - 3rd STEAM Fresh Water Discovery Tank Project
    - K movies to see Trolls
    - 5th Native American Museum
    - The Edge Architectural observation
- School Culture
  - Each homeroom has data sets entered in the Deanslist.
  - New Systems/Activities
    - 3rd-5th Grade Clubs
    - Assemblies (Learner Profile Focus)
    - 2nd Grade Swim for Life
      - Free membership to all NYC Park Facilities
    - DeansList
    - CPI Training (Winter PD)
    - Second Step SEL

## Voting Items

- Audit Report - Tatum Boothe motioned to approve, and Paula James seconded the motion
- SUNY Accountability Report- Nicole Brazey and Tatum Boothe need more time
- Schoolhouse Service Proposal- Paula James moved to approve, and Tatum Boothe seconded the motion
- Boosted Renewal- Tatum Boothe motioned to approve, and Paula James seconded the motion
- New Trustee: Linda Johnson- Nicole Brazey moved to approve, Paula James seconded the motion

## Motions:

1. Cameil Dalgetty-Jarvis made a motion to end the board meeting public session at 7:16 pm.
2. Nicole Brazey made a move to seconded the motion.



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3. Paula James seconded the motion to adjourn.

The Meeting adjourned at 7:17 pm.