APPROVED

Merrick Academy Charter School

Minutes

Monthly Board Meeting

Date and Time
Tuesday November 27, 2018 at 7:30 PM

Location
136-25 218th Street Springfield Garden, NY

Trustees Present
C. Dalgetty-Jarvis, G. Karikari, J. Ding, L. Johnson, T. Pierre-Louis

Trustees Absent
M. MUNOZ, T. Boothe

Guests Present
A. Featherstone, C. Phaire, D. Goulbourne, David Houlihan, S. Pugh, Samantha Pugh, T. Miller

I. Opening Items

A. Call the Meeting to Order

G. Karikari called a meeting of the board of trustees of Merrick Academy Charter School to order on Tuesday Nov 27, 2018 at 7:43 PM.

B. Record Attendance and Guests

C. Approve Minutes from October 30, 2018 Board Meeting

C. Dalgetty-Jarvis made a motion to approve minutes.

L. Johnson seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call	
T. Pierre-Louis	Aye
L. Johnson	Aye
M. MUNOZ	Absent
J. Ding	Aye
G. Karikari	Aye
T. Boothe	Absent
C. Dalgetty-Jarvis	Aye

II. Executive Director's Report

A. Executive Director's Report

No report presented for this period as Executive was on Jury duty.

III. CHIEF ACADEMIC OFFICER'S REPORT

A. CAO

Ms. Pugh discussed her report which can be found within the board packet. She noted that grades 1 through 5 completed the quarter 1 interim assessments for ELA and math on November 14, 2018. She highlighted Parent Talk session which was held on November 9 which saw approximately 15 parents in attendance, also breakfast with the Principal which was held on November 21st was a great success , this event saw numerous amount of parents in attendance.Ms. Pugh congratulated Mr. Charles L. Watterson who was appointed Assistant Principal. P.T.O and Merrick Academy have partnered to start a Book club which will be apart of the school's after school activities, this will be held on Wednesdays. Ms. Pugh also noted that Parent Teachers Conference had a very good turnout. Rensselearville Institute of School Turnaround (TRI) met with the School Leadership and conducted a walk through highlighting areas to strengthen and improving.

IV. DIRECTOR OF OPERATION'S

A. Director of Operations Report

Mr. Phaire noted that we currently down to 520 students enrolled.We are expected to have a few students coming in by the end of the week. He explained that they are working to meeting the budgetary goal of having a total of 540 students .H pointed out that teacher attendance is currently at a rate of 95.5%.There are currently several positions to be filled which includes, Math Coach, Data Analyst and Registrar.For this period there was one termination and one resignation. Mr. Karikari asked for an update

on the Broiler system, Mr. Phaire responded that the Broilers were repaired within 3 days and they are working pretty well.

B. FAMILY COORDINATOR'S REPORT

Mrs. Miller reviewed her report for the month. Her report focused on November completed projects which includes, painting of the Ed office and relocation of the AP office. Among these projects were also campus building deep cleaning and the creation of an internal non-ATS bus rosters. Additionally the upcoming December projects will include restroom remodeling, office transfers and a holiday garden.

V. PTO PRESIDENT'S REPORT

A. PTO President Report

Ms. Johnson shared that the communications committee produced their monthly newsletter and continue to enroll parents in GroupMe for direct communication with parents. There will be a pop up shop for holiday gifts December 18th to 20th , this will be done during lunch time and dismissal. The book club is on schedule to begin on November 28th, there is approximately 29 students signed up. As of October 24, 2018, the PTO has $7000.11 in its Treasury.

VI. Committee Reports

A. Academic Committee

There was no report presented for this period, calendar invite to be sent for the next committee meeting

B. Human Resource Committee

There was no report for this period, next meeting scheduled for Friday November 30, 2018

C. Finance Committee

They reported that they are currently strategizing increases in terms of students, ad also setting committee goals for the rest of the year.Additionally they will be implementing a Finance compliance calender on their agenda

D. Operations Committee

- The Operations Team presented on their achievements to date for the current Academic School year.

-Mrs. Miller presented on the overall improvement on the aesthetics of the building

which includes the Reception area, Building A and C hallways and bulletin boards,and additionally the painting of Building C.The staff lounge was remodeled and painted.There was increased lighting added to the basement area and the A building and LED light panels added.Renovations was carried out in the E2 classroom. Structured classroom layouts which included the improvement of a library area and student mailboxes installed.Campus and classrooms signed added and installed. The campus exterior was also enhanced with the addition of entrance awnings and a staff sitting area. Mrs. Miller also highlighted the operations team participation in the execution of school event set up. She also noted the creation of protocols and procedures in submitting operational request.

-Mr. Parker reported on the school safety aspects of operations. He noted the recent updates to the bus systems.Also he highlighted the following areas

- School Safety Compliance of NYC DOE.
- 5 Fire Drills completed have been under 4 minutes (Record Times).
- Merrick Academy scored a 21 out of 21 on Code Blue Drill (Health/Medical Emergency) conducted by DOE.
- 0 reported incidents involving violence, weapons or terror threats.
- NYPD & Fire Dept have complimented The Safety Plan, all practice and procedures implemented here at Merrick Academy.

-Mrs. Valerio presented on the HR aspects noting the following

- Updated employees attendance files. (Aug.2018)
- Orientation and Onboarding new Hires. (Aug. 2018)
- Updated employees accrual time (personal, sick and vacation).
- UFT Increases (9/1) / Anniversary Increases. (Aug.-Nov)
- Finalized previous school year 2017-2018 Accounts Payable and Receivables.
- Open Enrollment Littlebird- November 20, 2018.
- Sexual Harassment Training (Completing certificate with SafeSchools Training).

-Mr. Stringer presented on the Technology side , highlighting the following;

- Database Creation
- Chromebook Deployment
- Inventory and Asset Management System
    - Inventory Policy
- Digitizing Student Coursework
- Illuminate Software Setup and Configuration
- Device Management
    - Laptop and Desktop Stations
    - Copier
    - Tablets
    - Phone

- Phone Management System
- Procurement and Vendor Management

VII. Action Items

A. Hiring

T. Pierre-Louis made a motion to To finalize hiring (Data Specialist, Assistant Principal, IT Manager, Other Leadership).
L. Johnson seconded the motion.
The motion did not carry.
TABLED

B. Board Elections

L. Johnson made a motion to -Vote on Tameka Pierre-Louis as the new Board Treasurer (formerly title Board Secretary) - Vote Tatum Booth as the new Board Secretary.
C. Dalgetty-Jarvis seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

T. Pierre-Louis	Aye
J. Ding	Aye
G. Karikari	Aye
T. Boothe	Absent
C. Dalgetty-Jarvis	Aye
M. MUNOZ	Absent
L. Johnson	Aye

C. Approval for Assistant Director of Operations

T. Pierre-Louis made a motion to Approval for Assistant Director of Operations.
L. Johnson seconded the motion.
The motion did not carry.

Roll Call

T. Boothe	Absent
G. Karikari	Aye
M. MUNOZ	Absent
C. Dalgetty-Jarvis	Aye
T. Pierre-Louis	Aye
J. Ding	Aye
L. Johnson	Aye

D. Board Projects for the academic year 2018-2019

T. Pierre-Louis made a motion to Board projects for the Academic Year 2018- 2019.
J. Ding seconded the motion.
The motion did not carry.

Roll Call

J. Ding	Aye
T. Pierre-Louis	Aye
G. Karikari	Aye
C. Dalgetty-Jarvis	Aye
M. MUNOZ	Absent
L. Johnson	Aye
T. Boothe	Absent

E. Campus Restrooms

F. Building B and C Staircases

VIII. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:00 PM.

Respectfully Submitted,
D. Goulbourne