APPROVED

Merrick Academy Charter School

Minutes

Monthly Board Meeting

Date and Time
Tuesday December 18, 2018 at 7:30 PM

Location
136-25 218th Street Springfield Garden, NY

Trustees Present
C. Dalgetty-Jarvis, G. Karikari, J. Ding, L. Johnson, M. MUNOZ (remote), T. Pierre-Louis (remote)

Trustees Absent
T. Boothe

Guests Present
A. Featherstone, Adrian Manuel, C. Watterson, D. Goulbourne, J. Stringer, S. Pugh, T. Miller

I. Opening Items

A. Call the Meeting to Order

C. Dalgetty-Jarvis called a meeting of the board of trustees of Merrick Academy Charter School to order on Tuesday Dec 18, 2018 at 7:45 PM.
Mrs. Jarvis acknowledged Mr. Featherstone who would be resigning from his position as Executive Director at Merrick Academy. She thanked him on behalf of the Board, Parents and students for his contributions to the school. Mrs. Jarvis also welcomed Dr. Adrian Manuel will be the new Executive Director effective January 2, 2019.Dr. Manuel gave a

brief description of his background and experience, he welcomed the opportunity to embark on his new role.

B. Record Attendance and Guests

C. Approve Minutes from November 27, 2018 Board Meeting

T. Pierre-Louis made a motion to approve minutes from the Monthly Board Meeting on 11-27-18 Monthly Board Meeting on 11-27-18.
L. Johnson seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

II. Executive Director's Report

A. Executive Director's Report

Mr. Featherstone reported on the effectiveness of utilizing the Board on Track system in storing and collecting data for our Board and Committee meetings. He mentioned that the workflow, practices and activities were documented by the Operations consultant and the Director of Operations is implementing a work plan to facilitate the features of the recommendation. He recognized the Instructional and Operations teams on their collaboration for the MOC renewal visit with the renewal consultant. Featherstone stated that he had completed a list of Table of Contents for a standard Board Manual. In his outgoing report, Mr. Fethertherstone recommended that Merrick Academy launches an integrated school wide data collection team, establish a management by objective, revamp building maintenance operation and to establish a robust and stable HR team.

III. CHIEF ACADEMIC OFFICER'S REPORT

A. CAO

Ms. Pugh noted that the 1st quarter of the Interim Assessments for ELA and Math was completed on November 14, 2018.A data tracker was also completed by teachers on November 30, 2018 and a MOC CSI walk through was conducted on December 6, with the renewal consultants from TUGBOAT. The Special Education student as of November 19, 2018 were 98.Ms. Pugh noted several teachers who were recognized as staff of the month. She also mentioned several upcoming Professional Development sessions from

Illuminate and Educlimber. Additionally, the next Interim Assessments will on January 15,2019, and the second I-Ready diagnostic testing is scheduled for January 22, 2019. Ms. Pugh noted that the 1st quarter of the Interim Assessments for ELA and Math was completed on November 14, 2018.A data tracker was also completed by teachers on November 30, 2018 and a MOC CSI walk through was conducted on December 6, with the renewal consultants from TUGBOAT. The Special Education student as of November 19, 2018 were 98.Ms. Pugh noted several teachers who were recognized as staff of the month. She also mentioned several upcoming Professional Development sessions from Illuminate and Educlimber. Additionally, the next Interim Assessments will on January 15,2019, and the second I-Ready diagnostic testing is scheduled for January 22, 2019.

IV. DIRECTOR OF OPERATION'S

A. Director of Operations Report

There Director of Operations was absent for this meeting.

B. FAMILY COORDINATOR'S REPORT

Mrs. Miller noted that current enrollment was at 521 students. As of September 5th, we lost a total of 76 students. 22 Students went to New York Public schools, 27 went to out of New York city Public schools, 14 went to other Charter schools, 9 went to non-Public schools, and 4 moved to out of state schools. The current immunization is at 98.6%. Mrs. Miller reported on several community and family engagements, these will include a Women’s Empowerment workshop, Parents Talk night, Sylvan Test Prep Parents Workshop and Legislative Breakfast. Mrs. Miller expressed thanks to the School for collecting over 77 gifts that were presented to the Forestdale Foster Care agency. She mentioned that Mr. Stringer has created an Intranet which connects all our users and allows us to share the same data. Operations also now has a HR portal that will streamline HR requests with absolutely no paper. There are several new systems that have been implemented for student information, inventory and Transportation

V. PTO PRESIDENT'S REPORT

A. PTO President Report

Ms. Johnson shared that the communications committee continues to produce monthly newsletter and enroll parents into GroupMe. The fundraising committee conducted a Pop-up shop selling holiday gifts on December 18th, 19th, and 20th during lunch time and dismissal. To date we currently have 34 students apart of the book club. As of December 17, 2018, the PTO has $5000.11 in treasury.

VI. Committee Reports

A. Academic Committee

Mr. Ding briefly discussed the Academic report. He noted that in committee meeting they had looked at the results of the Interim Assessments, instructional rounds and I-Ready testing.

B. Human Resource Committee

Mrs. Jarvis reported that in the last HR meeting the committee discussed issues around salaries, the budget and the impact. They also looked at recruitment and staffing model.

C. Finance Committee

Mr. Karikari noted that he will be chairing the Finance committee until a new Chairperson is appointed. He shared that the committee along with the school leadership has been looking at strategies to move forward with the current budget deficit

D. Operations Committee

Mrs. Pierre -Louis reported that the operations committee have been reviewing issues connected to the budget deficit. They are also discussing recommendations made by the Operations Consultant, DEH partners.

VII. Comments from the Public

A. Public Comment

There was an average turnout from the parents. They had a vibrant conversation with Teacher's and Trustees on student's development. Several parents voiced their concerns on the importance of communication from the school and upcoming strategies to strengthen and improve students' performance.

VIII. Executive Session

A. Motion to enter Executive Session

C. Dalgetty-Jarvis made a motion to Enter Executive session to discuss the medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation.
L. Johnson seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

Roll Call

M. MUNOZ	Aye

IX. 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 10:00 PM.

Respectfully Submitted,
D. Goulbourne
J. Ding made a motion to adjourn the meeting.
L. Johnson seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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