APPROVED

Merrick Academy Charter School

Minutes

Monthly Board Meeting

Date and Time
Tuesday January 29, 2019 at 7:30 PM

Location
136-25 218th Street Springfield Garden, NY

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

Trustees Absent
J. Ding

Guests Present
C. Phaire, C. Watterson, D. Goulbourne

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

G. Karikari called a meeting of the board of trustees of Merrick Academy Charter School to order on Tuesday Jan 29, 2019 at 7:39 PM.

C. Approve Minutes

T. Pierre-Louis made a motion to approve minutes from the Monthly Board Meeting on 12-18-18 Monthly Board Meeting on 12-18-18.
T. Boothe seconded the motion.
The board **VOTED** unanimously to approve the motion.

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

II. Executive Director's Report

A. Executive Director's Report

Dr. Manuel discussed his report. He shared on his current and upcoming projects since assuming his role as Executive Director.Multiple meetings were held with the Chief Academic Officer and Director of Operations individually and collaboratively.The master calendar was also updated.During these initial weeks meetings were also held with consultants.An outline of a strategic for Merrick Academy was created and initiated. Dr. Manuel shared he delivered a state of the school address on January 18th to faculty and staff, this he will do at least four times for the Academic year. He shared that the most immediate issue facing the school is the current enrollment gap. He noted several recommendations such as , the board will need to play an active role in the strategic planning process, also a revised budget will need to be sent to SUNY CSI during the February reporting period. Dr. Manuel also added that the school needs a complaint policy which will help to lessen confusion and limit issues brought directly to the board.

III. Chief Academic Officer's Report

A. Assistant Principal

Mr. Watterson presented on behalf of Ms. Pugh in her absence.He reported that data dives are currently occurring in grades 1-5. The second round of Interim assessments was conducted on January 21 - 25, 2019. I-Ready Diagnostic testing was also done January 28 to February 1, 2019.He added that no data will be collected by February 6, 2019.Teachers continue with extensive Unit and lesson planning.Family Teacher conference is scheduled for Friday February 1, 2019. Additionally there has been regular observation and feedback of teaching.A few teachers will be moved around to accommodate persons who has gone on maternity leave and also who is expected to go off in the upcoming months.

Currently there are 98 students who are classified as Special Education.Professional development sessions were conducted on January 18, 2019 by Natalie Howell from Illuminate.

IV. Director of Operation's Report

A. Director of Operations Report

Mr. Phaire reported that our current student enrollment is at 526 students.Our application period for the upcoming school year opened on on January 1, 2019. Thus far there has been 466 applicants. Our school lottery is scheduled for April 10, 2019 . Currently teacher attendance rat is at 94.1% . He noted that for this period we had one resignation which was from our former Executive Director, Mr. Aubrey. Featherstone. His position was filled by Dr. Adrian Manuel who started on January 2, 2019.
Merrick academy played members of the NYPD from the 105th precinct friendly basketball game which saw a good turnout from spectators.On Saturday January 26, members of the board along with the school leadership participated in a retreat led by Bill Clarke from School Turnaround, The Rensselaerville Institute.

V. PTO President's Report

A. PTO President Report

Ms. Johnson reported that the communications committee continues to enroll parents into Groupme for communicating with parents. The PTO continues their Friday snack sale.There have'nt been much interest expressed to sign up for class parents. The PTO have commenced a dues drive, where parents who pay their PTO dues by February 15, 2019, their children will receive 100 PBIS points. Those that paid on time their children will receive 200 PBIS points.As of January the PTO has $5919.11 in treasury.

VI. Committee Reports

A. Academic Committee

B. HR Committee

C. Finance Committee

D. Operations Committee

E. Committee Reports tabled for the next board meeting

T. Pierre-Louis made a motion to Table committee reports for the next board meeting.
C. Dalgetty-Jarvis seconded the motion.
The board **VOTED** unanimously to approve the motion.

VII. Action Items

A. To approve Executive Coaching and Renewal support to Merrick Academy

T. Pierre-Louis made a motion to To approve Executive Coaching and Renewal support to Merrick Academy.
L. Johnson seconded the motion.
The board **VOTED** unanimously to approve the motion.

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

VIII. Comments from the public

A. Public Comment

There was an average turnout from the public.

IX. Executive Session

A. Motion to enter Executive Session

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

X. 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 11:00 PM.

Respectfully Submitted,
D. Goulbourne
L. Johnson made a motion to adjourn the meeting.
C. Dalgetty-Jarvis seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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