APPROVED

Merrick Academy Charter School

Minutes

Monthly Board Meeting

Date and Time
Tuesday February 26, 2019 at 7:30 PM

Location
136-25 218th Street Springfield Garden, NY

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

Trustees Absent
J. Ding, M. MUNOZ

Guests Present
A. Manuel, C. Phaire, D. Goulbourne, S. Caso, S. Pugh, T. Miller

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 Feb 26, 2019 at 7:42 PM.

C. Approve Minutes

T. Pierre-Louis made a motion to approve minutes from the Monthly Board Meeting on 01-29-19 Monthly Board Meeting on 01-29-19.
L. Johnson seconded the motion.
The board **VOTED** unanimously to approve the motion.

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

II. Executive Director's Report

A. Executive Director's Report

Dr.Manuel discussed his report which can be found in the board packet. He shared on the following

- The administering of a faculty wide survey to access current tone, culture and beliefs of the full faculty
- There has also been a parent survey sent home to parents to be completed.
- Held focus group sessions with 3-6 members of faculty per session to listen to feedback on our current vision and educational programs.
- Commenced work with the consultant from Venn Group inc. on the strategic planning process with a focus on developing an academic advisory board.
- The school hosted a legislative breakfast that included local council representatives, NYPD representatives from the 105th Precinct and our School's Board.

Additionally Dr. Manuel reported that he has had multiple discussions with academic leadership around mid-year course corrections, upcoming CSI site visit, student performance and teacher support strategies. He noted that he developed a working data dashboard for the academic and the board to monitor the progress towards performance goals, identify performance strengths and gaps.

III. Chief Academic Officer's Report

A. Chief Academic Officer's Report

Ms. Pugh reported on the following that data dives were currently in 3rd and 5th grade , teachers were doing reteach for the week of February 25 to March 1 which has shown good results thus far. ELA Boot was scheduled to take place during recess week (2/18-2/20). Interim assessments were also be conducted to see if students are showing

proficiency , also to see if the rigor of the curriculum is appropriate as it is testing the kids at a higher level .Teachers have also been moved around to cover different classes.
Ms. Pugh also explained the data dash board that shows that was graphically representation of students overall ELA and MATH performance in I-Ready and Interim Assessments. Mr. Karikari asked that data be provided on the performance of the target groups for all three grades (3rd-5th).

IV. Director of Operation's Report

A. Director of Operations Report

Mr. Phaire noted that we are currently at 94% in teacher attendance for the month of February. Student enrollment has increased to 531. There was an open house held on February 13th which had over 100 parents in attendance . The school lottery will be held on April 11th at 6pm. Mr. Phaire mentioned that we continue to have our weekly visits from the NYPD. On March 8, 2019 members from the 105th precinct will host an event "Cooking with the cops". They will be preparing meals alongside our students.
Mr. Karikari asked that the next Operations report include a financial overview and the current budget status.
Mrs. Miller presented on the new inventory policy. This was voted on by members of the board, a motion was moved to accept this new policy.

V. PTO President's Report

A. PTO President Report

Ms. Johnson shared the following

- The PTO deposited $4674.00
- Students 30 PBIS points for parents paying their dues.
- $6,450.00 has been paid for the 5th grade senior trip
- A DVD was bought for the book club
- The IEP support group first meeting was scheduled for Thursday February 28, 2019
- The PTO currently has $9929.00 in treasury.

VI. Committee Reports

A. Academic Committee

The academic report focused on the following;

- Data points from interim and benchmark assessments
- Formal and informal observations schedule and update om progress
- Debrief and discussion on CSI evaluation visit

B.

HR Committee

The HR committee reported on the following;

- Teacher evaluations
- Recruitment proposal
- Substitute
- Staff Surveys
- CSI evaluation

C. Finance Committee

The Finance committee reported on the following;

- Current budget status and the 2019 budget plan time line and process
- Fundraising activities for 2019
- Compliance deadlines

D. Operations Committee

The Operations committee discussed the following in their report;

- Overview of ongoing facilities and operations project , the reports states that facility projects are currently on hold for the remainder of the year
- New and upcoming coming school events, which included Open House, IEP Support group and Breakfast with the Principal.
- Compliance deadlines

VII. Action Items

A. Resolution setting the number of trustees at 7

T. Pierre-Louis made a motion to approve the following resolution- RESOLUTION SETTING THE NUMBER OF TRUSTEES AT 7 The Board of Trustees (the "Board") of Merrick Academy - Queens Public Charter School shall consist of seven (7) members. The Board reserves the right to make adjustments to the number of board members as it sees fit, within the constraints of applicable law and the school's charter.
L. Johnson seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

B. To approve the recruitment proposal for Executive Excellence

C. Dalgetty-Jarvis made a motion to approve the recruitment proposal for Executive Excellence.
L. Johnson seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

C. Approval of the inventory Policy

T. Pierre-Louis made a motion to approve Merrick Academy new inventory policy.
C. Dalgetty-Jarvis seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

D. Approval of revisions to the purchasing manual policy

T. Pierre-Louis made a motion to approve revisions to the Purchasing Manual Policy.
L. Johnson seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

E. Approval for Dr. Manuel to set up a junior advisory board

T. Pierre-Louis made a motion to approval Dr. Manuel for setting up a junior advisory board.
C. Dalgetty-Jarvis seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

VIII. Comments from the public

A. Public Comment

There was approximately three parents in attendance at the meeting.

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

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

B. Motion to exit Executive Session

T. Boothe made a motion to exit executive session.
T. Pierre-Louis seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

G. Karikari	Aye
J. Ding	Absent

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

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