APPROVED

Merrick Academy Charter School

Minutes

Monthly Board Meeting

Date and Time
Tuesday March 26, 2019 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, T. Boothe, T. Pierre-Louis (remote)

Trustees Absent
None

Guests Present
A. Manuel, C. Watterson, 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 Mar 26, 2019 at 7:55 PM.

C. Approve Minutes

Amendments to the February 26, 2019 Board Meeting;

- **An amendment was made to Page 5 , Section VII (Action Items) Part E, Junior Advisory board was corrected to Advisory Council.**

L. Johnson made a motion to approve minutes from the Monthly Board Meeting on 02-26-19 Monthly Board Meeting on 02-26-19.
C. Dalgetty-Jarvis seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

II. Executive Director's Report

A. Executive Director's Report

Dr. Manuel noted that the next few weeks will be focused on preparation for the ELA and Math exams.A new board approved purchasing protocol has been implemented. The five area of the strategic plan includes, educational program, student support services, talent development and retention, organizational systems, development (fundraising and partnerships). The school leadership attending a professional development session in Washington DC to learn more about the International Baccalaureate Primary Years Program. Dr. Manuel mentioned that a draft of the strategic plan will be ready for the board to review and approve during the April board meeting. He noted that the development of the 2019-2020 budget has began. He reported that himself along with the CAO and her team has been working closely to prepare for the upcoming CSI visit. The operations team has begun the implementation of the new purchasing protocol. DEH consulting has begun the outline of a standard operating manual that will be available school wide via the intranet.The goal of this he noted is to migrate all school systems, policies and procedures to a digitally accessible version for all faculty.

III. Chief Academic Officer's Report

A. Chief Academic Officer's Report

Ms. Pugh stated that they are currently focusing on the preparations for the state exams. She noted that all three (3) grades scored above proficiency in Interim Assessments, fifth grade showed growth in theses assessments. There will be a pep rally on the Friday before the ELA exams. A total of seven (7) parents opted out their children from sitting the exam. Ms. Pugh noted that she was apart of the IEP support group meeting, which

was a success. Several black history month celebrations were held which saw several students work on black history being displayed. ELA exam will be on April 2-4, 2019. There is a scheduled PD for teachers on April 12, 2019. Parent Teacher's Conference will be held on April 16 and April 17.

IV. Director of Operation's Report

A. Director of Operations Report

It was reported that total student enrollment currently stands at 531. Open house was held on March 27, 2019, Lottery will be held on April 11, 2019. Student intent to return form will be sent home to parents by the end of the week. Mr. Karikari asked about the amount spent on the usage of outside substitute teachers since the last finance meeting, it was noted that we have not outsourced substitute usage since.Mr. Stringer is currently out on Leave of absence.

V. PTO President's Report

A. PTO President Report

Ms.Johnson reported that they continue to enroll parents in GROUPME for direct communication with parents. The PTO is currently looking for two (2) more committee members, elections will conducted in May.The second IEP services support group meeting was held on March 22, 2019.The fundraising committee held a snack sale last Friday which made a profit of $130.00.The book club will be completed on April 17, 2019, a total of 32 children participated in the book club. As of March 26, 2019, there is a total of $12, 561.74 in treasury.

VI. Committee Reports

A. Academic Committee

The committee recapped what was discussed in their March meeting.They discussed the following ;

- reteach week
- teacher evaluations
- professional development
- instructional walk through
- test prep
- at risk program report
- international baccalaureate primary years program application

B. HR Committee

It was reported that the committee looked at the following during their monthly meeting ;

- Teacher evaluations
- Teacher letter of intent to return
- looking at a more proactive way in saying to teachers that we value them
- The International baccalaureate program
- CSI preparations

C. Joint Finance and Operations Committee meeting

A joint finance and operations was held for the month of March.This meeting focused on ;

- The universal compliance calendar
- The school purchasing policy and procedures
- Operations department roles and responsibilities
- Current budget status

VII. Action Items

A. Approval for payment of the operation's consultant, to work 3 days of the week until June 30th 2019

C. Dalgetty-Jarvis made a motion to approve the payment of the operation's consultant,DEH Partner's to work 3 days of the week until June 30th.
L. Johnson seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

B. International Baccalaureate Application

J. Ding made a motion to approve International Baccalaureate Application.
T. Boothe seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

C. Dalgetty-Jarvis	Aye
M. MUNOZ	Aye
G. Karikari	Aye
J. Ding	Aye
T. Pierre-Louis	Aye

Roll Call

L. Johnson	Aye
T. Boothe	Aye

C. Approval of Advisory council vision and role descriptions

T. Boothe made a motion to approve advisory council and role descriptions.
C. Dalgetty-Jarvis seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

VIII. Comments from the public

A. Public Comment

Parents had a vibrant discussion with school leadership and the board around the International Baccalaureate Primary Years Program.

IX. Executive Session

A. Motion to enter Executive Session

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

Roll Call

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

X. New section

A.

Motion to exit Executive session re-enter the Public session

L. Johnson made a motion to exit executive and re-enter public session to vote on the approval the authorization of the severance package for Mr. Phaire for no more than 90 days.
T. Boothe seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

B. Authorization of severance package for Mr. Phaire for no more than 90 days

C. Dalgetty-Jarvis made a motion to approve authorization of severance package for Mr. Phaire for no more than 90 days.
J. Ding seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

XI. New section

A. Motion to re-enter executive session

L. Johnson made a motion to to re-enter executive session to continue discussions on 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.
C. Dalgetty-Jarvis seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

T. Boothe	Aye
T. Pierre-Louis	Aye
M. MUNOZ	Aye
J. Ding	Aye

Roll Call

G. Karikari	Aye
C. Dalgetty-Jarvis	Aye
L. Johnson	Aye

B. Motion to exit executive session

T. Boothe made a motion to exit executive session.
C. Dalgetty-Jarvis seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

XII. 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 11:15 PM.

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

Roll Call

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