

APPROVED



## Merrick Academy Charter School

### Minutes

#### Monthly Board Meeting

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##### **Date and Time**

Thursday December 19, 2019 at 7:00 PM

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##### **Trustees Present**

C. Dalgetty-Jarvis, G. Karikari, J. Cummings, T. Pierre-Louis (remote)

##### **Trustees Absent**

J. Ding, M. MUNOZ, T. Boothe

##### **Guests Present**

A. Manuel, C. Watterson, D. Goulbourne, J. Luina, S. Pugh, T. Miller

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#### **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 Thursday Dec 19, 2019 at 7:38 PM.

##### **C. Approve Minutes**

J. Cummings made a motion to approve the minutes from Monthly Board Meeting on 11-21-19.

T. Pierre-Louis seconded the motion.

The board **VOTED** unanimously to approve the motion.

## **II. Executive Director's Report**

### **A. Executive Director's Report**

Dr. Manuel noted the following in his report:

- Renewal status will be received early January. CSI recently notified us of timeline.
- We are actively still receiving letters of support from elected officials. Executive Director of NYS Charter Association pledged advocacy support after our renewal.
- Budget Update: We are 45% into the school year and have only exhausted 36% of the budget; we have a projected surplus at the end of year.
- Our enrollment is currently steady at 540 students.
- Academic Performance indicators show progress made towards targets. We are awaiting the results of the second interim assessments.

## **III. Chief Academic Officer's Report**

### **A. Chief Academic Officer's Report**

Ms. Pugh highlighted the following:

- Informal Observations are 85% complete. The average score for teachers is 2.7 (developing and effective).
- Early/Mid Quarter teacher data meetings with Principal and school leaders were completed with success.
- Professional development will focus on ratio-increasing the ratio of thinking and participation of students as opposed to teachers doing the thinking and working.
- January 14th-17th are the next interim assessments and the last week of January for next IReady. After we receive data from these two assessments we will plan mid-year course corrections.

## **IV. Operation's Manager**

### **A. Operation's Manager**

Ms. Miller highlighted the following:

- The first half of the school year enrollment has been steady with 540 students.
- Currently we have about 7-10 seats available in grades K-2 and are continuing enrollment with phone calls to waitlisted families.
- In November, we updated our Schoolmint Application for the 2020-2021 lottery.
- Application Portal is now open for families to apply.
- This month(December), we began transitioning from paper registration to digital using the Schoolmint software.
- January's focus will be on student recruitment and Open Houses.

- The mid-year building cleaning will occur during the December break.

## **V. PTO President's Report**

### **A. PTO President Report**

Ms. Cummings gave us the following updates in her report:

- The PTO meeting for November and for December was held on December 3rd.
- Next meeting is scheduled for January 28, 2020.
- PTO emergency meeting was held. Financial status of PTO and 2019 audit of the financial records was discussed.
- Parent support group chat on GroupMe currently has 32 members.
- December was the second month that the IEP families got a progress report that will be going out every 8 weeks letting the families know if their child is meeting their goals.
- 5th Grade prom will be held in school gym and the senior trip destination will be Holiday Hill.
- PTO bank account is officially open at Carver Bank in amount of \$15,650.88. PTO Paypal is up and running [paypal.me/merrickacademypto](https://www.paypal.me/merrickacademypto).

## **VI. Committee Reports**

### **A. Academic Committee**

The Academic Committee was held on December 17, 2019. the agenda focused on:

- Performance Dashboard
- Intervention
- Teacher Observations and Coaching
- Curriculum Updates

### **B. HR Committee**

The HR Committee was held on December 17, 2019. the agenda focused on:

- UFT Grievances
- Open Positions
- Observations and evaluations

### **C. Finance Committee**

There was no meeting held for this period.

### **D. Operations Committee**

The Operations Committee was held on December 17, 2019. the agenda focused on:

- Performance Dashboard
- Facilities Updates
- School Safety
- Technology
- Operations Budget

## **VII. Executive Session**

### **A. Motion to enter Executive Session**

T. Pierre-Louis made a motion to to enter executive session.

J. Cummings seconded the motion.

to discuss the medical, financial, credit, or employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation.

The board **VOTED** unanimously to approve the motion.

## **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,

T. Boothe