

## Memphis Merit Academy

### AGENDA

#### Board Meeting

##### Date and Time

Thursday, October 18, 2018 at 5:30 p.m.

##### Location

Memphis Rise Academy High School  
5221 Raleigh Lagrange Road  
Memphis, TN 38134

**PUBLIC COMMENT AT MEMPHIS MERIT ACADEMY BOARD MEETINGS** - An opportunity for the public to address the Board will be provided at the conclusion of the agenda. Members of the public who wish to speak on any item are requested to identify themselves and indicate on which agenda item they wish to speak. The Board will provide an opportunity for the public to speak for a maximum of three (3) minutes, unless granted additional time at the discretion of the Board. Testimony shall be limited in content to matters pertaining to Memphis Merit Academy. The Board may not take any action on matters discussed during the public testimony period that are not listed on the agenda.

##### Board Members Present

A. Allen, K. Dixon, M. Moore, B. Schmiedicke, J. Vuylsteke, M. Welch

##### Board Members Not Present

A. Brumfield, D. Williams  
K. Gibbs was not present for initial roll call, but called in via phone at 5:40 p.m.

##### Others Present

L. Booker, Head of School

#### I. Opening Items

##### A. Record Attendance and Guests

##### B. Call the Meeting to Order

B. Schmiedicke called the meeting of the Board of Directors of Memphis Merit Academy Charter School to order on Thursday, October 18, 2018 and 5:36 pm at 5221 Raleigh Lagrange Road, Memphis, TN 3814 to order.

##### C. Roll Call

It was determined a quorum was present.

##### D. Approval of Agenda

M. Moore made a motion to approve the agenda  
A. Allen seconded the motion

The Board VOTED unanimously to approve the motion.

## **II. Public Comment**

### **A. Public Comment**

No public comment

## **III. Approval of Minutes, Amendment to Bylaws, Board Code of Conduct, Onboarding Process, Board Giving Goal Date, Fiscal Policies**

### **A. Approval of Minutes for the September 8, 2018, Board Meeting**

A. Allen made a motion to approve the minutes

J. Vuylsteke seconded the motion

The Board VOTED unanimously to approve the motion.

### **B. Approval of Amendment of Bylaws**

Discussion: B. Schmiedicke explained that \$5,000 is an onerously low amount to require

approval and that since \$10,000 is the minimum required for the state, it makes sense

to match that.

J. Vuylsteke made a motion to approve the amendment to the bylaws

K. Dixon seconded the motion

The Board VOTED unanimously to approve the motion.

### **C. Approval of Board Code of Conduct**

M. Moore made a motion to approve the Board Code of Conduct

J. Vuylsteke seconded the motion

The Board VOTED unanimously to approve the motion.

Note—K. Gibbs joined the meeting via phone at 5:40 pm

### **D. Approval of Onboarding Process**

M. Moore made a motion to approve the onboarding process

J. Vuylsteke seconded the motion

The Board VOTED unanimously to approve the motion.

### **E. Approval of Board Giving Goal Date**

Discussion: It was explained that payments need to be initiated by the goal date, but

not completed. Payment options explained.

M. Moore made a motion to approve the board giving goal date

J. Vuylsteke seconded the motion

The Board VOTED unanimously to approve the motion.

### **F. Approval of Fiscal Policies**

Discussion: A. Allen explained some of the proposed changes. She then recommended

that the policies be amended prior to approval and that they should be presented and

voted on during a Special Meeting which will be held prior to the next Board Meeting on November 15, 2018.

along A. Allen will email the amended version of the Policies to the Board Members, with proposed dates for the Special Meeting. No vote was taken as the approval was postponed.

#### IV. Other Business— Committee Updates

##### A. Governance Committee Update:

M. Moore discussed the Board Manual Table of Contents, Code of Conduct, and Onboarding Policy. The committee will review the job description for the Dean of Operations, as well as the staff and student handbooks and professional development needs. She requested that all Board Members use the new Onboarding Policy to bring on new Board Members.

##### B. Finance Committee Update:

Meeting and A. Allen explained that the committee had reviewed the Back Office Policies and Procedures and had discussed the cost of facilities for separate phases. They had done a preliminary review of the Operating Budget for Year 0 and Year 1. Required Board Action: Vote on the changes to the Bylaws before next Board Meeting

##### C. Academic Achievement Committee Update:

K. Gibbs reported that the committee had discussed enrollment, academic dashboards, and will look at different possibilities once the actual enrollment policy begins. Required Board Action: Vote at November meeting on Enrollment Policy and Application Cycle date, vote on Enrollment Tracker for use by the board during the Application Cycle, Vote on Accountability Primer and Narrative for official communication for the school.

##### D. Development Committee Update:

by The M Welch reported that the committee had submitted a proposed date for giving Board, which was voted on and approved at this meeting. They had discussed some fundraising ideas, ideas for a thank-you to donors, and a plan for #GivingTuesday.

##### E. Facilities Task Force Updates

B. Schmiedicke made a motion to move the meeting into Executive Session  
M. Moore seconded the motion  
The Board VOTED unanimously to approve the motion.  
The meeting was moved to Executive Session

At 6:40 pm, B. Schmiedicke made a motion to move the meeting out of  
Executive Session  
M. Moore seconded the motion.  
The meeting was moved out of Executive Session

## V. Founder Updates

### A. Development:

1. L. Booker attended the Freedom Awards

### B. Enrollment:

1. 50 students intend to enroll
2. 35 students were contacted earlier and were interested in possible enrollment

### C. Staff Recruitment

1. Two volunteers are potential staff members
2. L. Booker posted the job of Dean of Operations on 10-12-18 and already has received 83 applications. She will start interviews soon and feels that she also has strong prospects for some other positions.

## VI. Closing Items

### A. Adjourn Meeting

M. Moore made a motion to adjourn the meeting  
K. Dixon seconded the motion  
The Board VOTED unanimously to approve the motion.  
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:50 p.m.

Respectfully Submitted,  
M. Welch