



**Memphis Merit Academy  
AGENDA  
April Board Meeting**

**Date and Time**

Thursday, April 16, 2020 at 5:30PM

**Location**

Memphis Merit Academy Charter School  
via is inviting you to a scheduled Zoom meeting.

**Topic:** Memphis Merit Academy Board Meeting

Join Zoom Meeting

<https://zoom.us/j/5122515257>

Meeting ID: 512 251 5257

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.

Purpose Presenter Time

**I. Opening Items**

**5:30PM**

**A. Record Attendance and Guests**

B. Schmiedicke

**List of Directors**

1. Brad Schmiedicke - Chair (present)
2. Darron Williams- Vice Chair (absent)
3. Teresa Barnhill- Interim Secretary (absent)
4. Angelia Allen- Treasurer (present)
5. Kacy Dixon (absent)
6. Kathy Gibbs (present)
7. Talunja Prophet (absent)
8. Aurelia McBride- board member, acting secretary for 4.16.2020 (present)
9. Melisa Moore (present)
10. Victoria Ragland (absent)

**List out any guests here:** Jack Vulysteke, Tamika Kemmons-Ford(Student Support), Betty Michelle McCline (DOO), Nida Rab (Finance)

**B. Call to Order**

B. Schmiedicke

Meeting called to order by B. Schmiedicke at 5:37pm

Record shows that we do not yet have a quorum at the time of roll call (5:39pm)

Melisa Moore joined at approximately 5:54pm, creating a quorum

**II. Public Comment**

**A. Public Comment**

-Jack re: SBA/PPP loan



- Memphis Rise has been approved
- Possibility that loan funds have been expended as of today, April 16th
- Potential for a second wave of funding
- Guidelines for loan forgiveness: mortgage release, salaries with SBA loans, school meets qualification for the loan
- Foundations made mention of the need to apply for the loan- funding and revenues are impacted by COVID-19 and funders have made mention to not committing to revenue as this time.
- It is smart to project decrease in BEP funding- Memphis Rise has changed budget model to 5% decrease due to the changes in state revenue
- PPP will cover variance gaps
- I am in an advisory role and if I was advising the board on this one, I would advise that Memphis Merit apply for the loan to save on the mission of the school

### **Response to Public Comment**

-Nida re: SBA/PPP

- Several schools have applied for the funding
- I second Jack on applying for the funds to put school in a better financial situation

-Melissa re: SBA/PPP

- I have received an article on the PPP loan and will share it with everyone about the exhaustion of funds

-Angelia re:SBA/PPP

- I have received communication that the funds have been expended and there is mention of a second wave of funding
- We have gotten our funding at our organization and I recommend that we (Memphis Merit) apply in the second round if non-profits are allowed

-LaKenna re: SBA/PPP

- Other potential funding through other funding options
- Jack is not familiar with this option
- The next thing would be to explore whether or not there is another opportunity and have our school ready
- Will follow up with Hope Credit Union re: second wave of funding
- Economic Injury Disaster Grant/ Loan funding- definitely worth looking into for our organization (Melissa Moore)
- Believed to have capped out at the 10K mark (Nida Rab)

-Brad re: SBA/PPP

- Suggests that if we agree to move forward with PPP loan then we need to be prepared to do so IF there is a second wave so that we can affirmatively state that we tried to apply for the loan
- Previous discussion of loan - potential audit and requirement that loan was needed to keep the business open; believes that based on uncertainty some funding will be necessary now



- L. Booker response to Brad: No substantial gaps in our budget during the months covering the PPP loan (February through June)
- Jack Vuysteke response to Booker : eligibility requirement vs forgiveness requirement (payroll issue)

**B. Welcome**

**III. Agenda**

- |   |                |                |
|---|----------------|----------------|
| <b>A. Approval of Agenda</b>  | <b>VOTE</b>    | B. Schmiedicke |
| ● no objections, approved   |                |                |
| <b>B. Presentation of <a href="#">Monthly Financials</a></b>                    | <b>DISCUSS</b> | N. Rab         |
| <b>C. Acceptance of Monthly Financials</b>                                      | <b>VOTE</b>    | B. Schmiedicke |
| <b>D.</b>   |                |                |
| <b>E. Approval of <a href="#">3.19.2020 Minutes</a> previous Board Meeting</b>  | <b>VOTE</b>    | B. Schmiedicke |
| ● no objections, approved   |                |                |
| <b>F. Approval and Acceptance of <a href="#">ALL Board Policies</a> to date</b> | <b>VOTE</b>    | B. Schmiedicke |

**Discussion of Item**

- Melisa suggested we implement a distance learning policy in light of COVID-19
- Note: Distance Learning Policy Recommendation- pose a new policy for distant learning at a future meeting
- L. Booker mentioned potential need for rotating student schedules - AM/PM
  - Consult with BES and other school leaders to discuss how to navigate rotating schedules for K-1 grade scholars
  - It is a policy need that has to come out of distant learning
- Motion for approval and acceptance Motion to approve- Melissa Moore, Second to approve- Angelia Allen
- Roll Call Vote
  - Brad Schmiedicke - Chair (yes)
  - Angelia Allen- Treasurer (yes)
  - Kathy Gibbs (yes)
  - Aurelia Mcbride (yes)
  - Melisa Moore (yes)

- |   |             |                |
|---|-------------|----------------|
| <b>G. Evaluation of Head of School Waiver</b>                       | <b>VOTE</b> | B. Schmiedicke |
| a. Reference- <a href="#">TDOE Special Called Meeting- 4/9/2020</a> | <b>VOTE</b> | B. Schmiedicke |

**Discussion of Item**

- Has been waived by State of Tennessee
- Melisa: discussion came up in Governance Committee, difficult to evaluate L. booker at this time due to no testing
- Motion to approve evaluation of Head of School- moved by Angelia Allen; Second by A. McBride
- Roll Call Vote
  - Brad Schmiedicke - Chair (yes)
  - Angelia Allen- Treasurer (yes)



- Kathy Gibbs (yes)
- Aurelia McBride(yes)
- Melisa Moore (yes)

#### H. Nominations & Vote on Secretary Position

**VOTE**

B. Schmiedicke

- a. Teresa Barnhill acting as Interim
  - Discussion: Per L. Booker Ms. Barnhill is interested in the position for this year
  - Move and Nomination of Teresa Barnhill as Secretary by Angelia Allen; seconded by Melisa Moore
  - Roll Call Vote
    - Brad Schmiedicke - Chair (yes)
    - Angelia Allen- Treasurer (yes)
    - Kathy Gibbs (yes)
    - Aurelia McBride (yes)
    - Melisa Moore (yes)

#### I. Board Retreat Planning

##### a. Board Training Requirement

**DISCUSS**

M. Moore

- Training requirements have not been relaxed due to COVID-19
- Experienced board members minimum of 4 hours
- New board members minimum of 6 hours - not clear of the definition of “new member”
- Will attempt to get our materials from retreat approved for training hours
- Completed by November 15, 2020

##### b. Date of Retreat

**DISCUSS**

M. Moore

- Goal for Board Retreat- try to get some training done at the school; maybe 1-2 hours of training
- Proposal dates: August 29th and September 19th
- Everyone on the call agrees to August 29 - could be virtual depending on the state of things at that time

#### J. Head of School's Update

##### School Closure/Distance Learning

- School is closed per SCS, but distance learning in effect until May 15
- Teacher will be available online
- Books and packets sent out to prepare for next grade level
- Retrieve chromebooks to determine if any repairs need to be made, etc
- Staff has been readily available to parents with chromebooks and assistance with wifi, weekly calls if not seen on virtual platforms
  - illiteracy with technology in some homes
- About 50%-60% are accessing online models
- Going to make a “Year in Review”
- We are out scoring schools that ALL Memphis has been working with for 3 years in our first year



- Angelia: What happens if we don't get chromebooks back? Required to file a police report if not returned, due to being purchased with federal funds- last resort. Will attempt to contact family first.
- Ms. Kemmons on distance learning
  - SPED population: contact logs 2x a week, teachers are also contacting parents
  - 80% of students have picked up chromebooks
  - Curriculum has continued
  - IEP meetings done via Zoom
  - Closing out the year with Q3 grades
- a. Staffing
  - Shifting to virtual hiring - 5 positions
  - Scaled back to a 1.5 teacher model, except Reading (remains 2)
  - Teachers have received offer letters for the upcoming year
- b. [Recruitment](#) & Development-Fundraising, PPP, Education Stabilization Relief Fund
  - 84% recruited - 49 students with a goal of 70 students
  - Radio ads started this week; Commercial will begin next week
  - Operations team has contacted families in accepted status re: next steps for registration
  - 3 families in offered status
  - Weekly communication with all families regardless of status
  - 21 families have completely registered
  - Contacted daycares in the neighborhood for Kinders and distributed Kinder readiness packets
  - Families are beginning to use CamScan to get documents in; working with SCS to provide guidance around acceptance of electronic documents
  - All but 3 current students confirmed to re-enroll; reached out this week to confirm

#### IV. Other Business (as needed)

- |   |         |             |
|---|---------|-------------|
| A. Finance Committee Additional Updates   | DISCUSS | A. Allen    |
| ● L. Booker is going to provide more info on other funding options and what they may be able to offer - may be able to fill gaps in funding |         |             |
| B. Governance Committee Updates   | DISCUSS | M. Moore    |
| C. Academic Achievement Updates   | DISCUSS | K. Gibbs    |
| D. Development Committee Updates  | DISCUSS | T. Barnhill |
| <b>A. Adjourn Meeting</b>   |         |             |
| ● Motion to adjourn, Melisa, second Angelia   |         |             |
| ● No objections   |         |             |
| ● Meeting adjourned at 7:04pm   |         |             |

\* 8-44-102. Open meetings -- "Governing body" defined -- "Meeting" defined. (a)All meetings of any governing body are declared to be public meetings open to the public at all times, except as provided by the Constitution of Tennessee...(ii) The provisions of this subdivision (b)(1)(E) shall not be construed to require the disclosure of a trade secret or proprietary information held or used by an association or nonprofit corporation to which this chapter applies. In the event a trade secret or proprietary information is required to be discussed in an open meeting, the association or nonprofit corporation may conduct an executive session to discuss such trade secret or proprietary information; provided, that a notice of the executive session is included in the agenda for such meeting. (iii)As used in this subdivision (b)



(1) (E): (a)"Proprietary information" means rating information, plans, or proposals; actuarial information; specifications for specific services provided; and any other similar commercial or financial information used in making or deliberating toward a decision by employees, agents or the board of directors of such association or corporation; and which if known to a person or entity outside the association or corporation would give such person or entity an advantage or an opportunity to gain an advantage over the association or corporation when providing or bidding to provide the same or similar services to local governments; and (b)"Trade secret" means the whole or any portion or phrase of any scientific or technical information, design, process, procedure, formula or improvement which is secret and of value. The trier of fact may infer a trade secret to be secret when the owner thereof takes measures to prevent it from becoming available to persons other than those selected by the owner to have access thereto for limited purposes.

ACTING SECRETARY AURELIA MCBRIDE