

Memphis Merit Academy

MINUTES

Board Meeting

Date and Time

Thursday, January 24, 2019, 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, M. Moore, B. Schmiedicke, J. Vuylsteke, M. Welch,
K. Gibbs was present via conference call
D. Williams joined the meeting via conference call at 5:37

Board Members Not Present

A. Brumfield, K. Dixon

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, January 24, 2019, at 5:32 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

- A. Allen made a motion to approve the agenda
- M. Moore seconded the motion
- The Board VOTED unanimously to approve the motion.

II. Approval of Minutes

A. Approval of Minutes for the November 15, 2018, Board Meeting

- J. Vuylsteke made a motion to approve the minutes
- M. Welch seconded the motion
- The Board VOTED unanimously to approve the motion.

III. Public Comment

A. Public Comment

- No Public Comment

IV. Consent Agenda

A. Approval of the Memphis Merit Academy Year 0 budget, the MMA Staff Handbook, and the December Financials.

- M. Moore made a motion to adopt the consent agenda
- J. Vuylsteke seconded the motion
- The Board VOTED unanimously to approve the motion

V. Other Business— Committee Updates

A. Governance Committee Update:

- M. Moore provided a summary of their last meeting. The Board manual was finalized. They discussed some suggestions for law firms to be retained. They discussed onboarding a new board member.

B. Finance Committee Update:

- A. Allen explained that the finance committee meeting will be arranged around the schedule of the receipt of the financial reports from the back office provider and school finance. Receipt of CSP funding is still pending on securing the charter school contract for Shelby County Schools. With the delay from SCS of contract it directly impact the budget for CSP grant use. It means we will have to spend those funds quicker without the extended timeline for CSP from the state. Renovation loan is still in the final stages. Board members can expect monthly financials to be a part of the monthly meetings. Giving Tuesday campaign via Facebook raised \$1,871 via that platform. Allen discussed budgeting for resources for Board Training/Development, possibly Leadership Memphis. J. Vuylsteke also suggested the budget include academic consultations for the first year in lieu of Dean of Academics position to support Head of School.

C. Academic Achievement Committee Update:

Kathy Gibbs and Lakenna Booker provided a committee update. Management is feeling good about the number and quality of applicants, with almost one-third of enrollment. Management has been canvassing the area with flyers and had an intern helping her. Management is working on getting through all the teacher applications she has received. Currently, 41 families have completed applications (30 Kindergarten and 11 First grade). They are mostly from the Oakhaven and Parkway Village areas. The Dean of Operations has gone to all the childcare facilities in the area which has resulted in many applicants. L. Booker will now start to focus on other zip codes surrounding our focus area. Twenty more families have completed the "intent to enroll" but have not yet completed the application. The Family Literacy Workshop brought in eleven applicants. Over 100 teacher applications have been received and L. Booker is starting the interview process. She will hire 8 teachers for year 1. We might consider three kindergarten classes and one first-grade class if the current enrollment trend continues. L. Booker is looking at using some space in the proposed building site to collect documents during construction.

D. Development Committee Update:

M Welch reported that Lakenna has received an RFP, but it would take us out of our community. There are 2 grant submissions still pending a decision. Lakenna has submitted several other grant proposals as well. We need to identify a date for our Spring Fundraiser and hope to hold the event at our facility as a ribbon-cutting ceremony. We will be sending Thank-you notes to donors.

E. Facilities Task Force Updates

A. Allen made a motion that the Board move into executive session*.

M. Moore seconded the motion

The Board VOTED unanimously to approve the motion

*Executive Session pursuant to TCA 8-44-101 and 8-44-102 b 9 (ii)

An update on the currently proposed facilities was presented

M. Moore made a motion to move out of executive session

J. Vuylsteke seconded the motion

The Board VOTED unanimously to approve the motion

VI. Founder Updates

A. Development & Finance

B. Enrollment (Dean of Operations)

C. Staff recruitment

VI. Closing Items

A. Adjourn Meeting

A. Allen made a motion to adjourn the meeting

M. Moore 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 6:44 p.m.

Respectfully Submitted,

M. Welch