



Memphis Merit Academy

MINUTES

Board Meeting

Date and Time

Thursday, September 20, 2018 at 5:30 PM

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, A. Brumfield, K. Gibbs (via conference call), M. Moore, B. Schmiedicke, J. Vuylsteke, M. Welch, D. Williams

Board Members Not Present:

K. Dixon

J. Vuylsteke was not present for initial roll call, but arrived at 5:42 pm

Guests Present:

L. Booker, M. Burger

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

A. Brumfield called the meeting of the Board of Directors of Memphis Merit Academy Charter School to order on Thursday, September 20, 2018 at 5:33 PM at 5221 Raleigh Lagrange Road, Memphis, TN 38134 to order.

It was determined there was a quorum.



C. Approval of Agenda

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

D. Approval of Minutes from the Board Meeting on September 8, 2018

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

II. Public Comment

A. Public Comment

No Public Comment

III. Approval of Hiring Head of School, Head of School Hiring Packet, Back Office Contract, and Committee Reporting Format

A. Hiring of Head of School

- B. Schmiedicke made a motion to approve hiring Lakenna Booker as the Head of Schools
- M. Moore seconded the motion
- The Board VOTED unanimously to approve the motion

B. Approval of Head of School Hiring Packet

- a. Job Description for HOS
- b. Mediation & Arbitration Policy for HOS
- c. Letter of Agreement
- d. HOS Compensation/Offer Letter
- B. Schmiedicke made a motion to approve the Head of Schools Hiring Packet
- A. Allen seconded the motion
- The Board VOTED unanimously to approve the motion

C. Approval of Back Office Contract with Edtec

- A. Allen made a motion to approve the Back Office contract with Edtec
- D. Williams seconded the motion
- A brief discussion followed to clarify the role of the Back Office staff
- The Board VOTED unanimously to approve the motion

D. Approval of Committee Reporting Format

- B. Schmiedicke made a motion to approve the Committee Reporting Format
- M. Moore seconded the motion

IV. Other Business



A. Governance Committee Updates by A. Brumfield

HOS Hiring Packet revised and finalized.

Requests for Committee Chairs submit committee meeting reports to A. Brumfield at least 1 week prior to Board Meetings.

Will review samples from BES for Code of Conduct policies

Continued search for new Board Members with fundraising experience

At next meeting will address Board Policy Manual TOCs, Board Code of Conduct, and complete Onboarding Process for new Board Members

B. Finance Committee Updates by A. Allen

Looked at Head of Schools hiring packet

Looked at operating budget for planning year. Recommendations coming

Looked at sample information from other schools reporting.

Important to include dashboard, which provides overview of financial position.

Recommended Edtec for Back Office Provider

C. Academic Achievement Committee Updates by J. Vuylsteke

Will be reviewing document in process of important info for marketing.

Will be discussing development of dashboards.

Working on synthesis of charter application.

Will be discussing visits of Board to excellent charter elementary schools in the area.

(Possibly between Fall Break and Thanksgiving)

D. Facilities Task Force Updates by B. Schmiedicke

Need Real Estate Broker and Architect on board.

Need to confirm space, timing, ground lease rate, interior assembly room rate, plus other offices we might utilize. Once info collected, will need to negotiate agreement with preferred provider.

Architect would evaluate potential facilities.

Board action: We need to possibly revise RFP policy, before we vote on it as a board.

Board action: Need to clarify RFP process and policy vs. competitive bid process.

Board action: Need to establish an example of school times and schedules

Monday 9/24 at 1:30 Task Force will meet for site visits.

E. Development Committee Updates by M. Welch

Committee is newly formed and has not yet met officially

M. Welch will attend training on 9-28-18

At the upcoming committee meeting, the following issues will be discussed:

Committee will identify levels of donors.

Will determine goal date for Board giving and education Board on that process

Will discuss a possible fundraising event



F. Ross and Yerger Insurance Presentation by M. Burger

20 MINUTES

Mr. Burger stated that his goal is to differentiate ways to be better and to take pressure off our staff. His company would help with tasks such as the employee handbook, architectural concerns, and HR support. They can provide all insurance needs, employee benefits, retirement options, online on-board process help plus other processes to make our school more efficient. Mr. Burger stated that they have gone to the marketplace and found other options because charter school employee demographics typically result in lower fees for insurance.

MMA does have the option to participate with Shelby County Schools.

V. Founder Updates

A. HOS Updates by L. Booker

- a. HOS provided updates on state of school opening readiness for FY 19-20, including upcoming canvassing events.
- b. Unexpected fee from Shelby County Schools for mandatory training for Board, which is due this month. HOS will submit Board training to meet this requirement.
- c. Donor campaign: HOS is working on a video for this purpose
- d. Challenges reviewed: Facilities, development, and back office setup.
- e. Successes reviewed: Board has met several priorities already

VI. Closing Items

A. Adjourn Meeting

Meeting was adjourned at 6:48 pm

Respectfully Submitted,
M. Welch