

Memphis Merit Academy

MINUTES

Board Meeting

Date and Time

Thursday, November 15, 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, M. Moore, J. Vuylsteke, M. Welch, D. Williams
K. Dixon was present via conference call

Board Members Not Present

A. Brumfield, K. Gibbs, Brad Schmiedicke

Others Present

L. Booker, Head of School

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

A. Allen called the meeting of the Board of Directors of Memphis Merit Academy Charter School to order on Thursday, November 15, 2018 and 5:33 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 amend the current agenda to include the approval of Amendments to Fiscal Policies and to allow Edtec to deliver Financial Reports during the Public Comment Section of the agenda and to approve the amended agenda

D. Williams seconded the motion

The Board VOTED unanimously to approve the motion.

II. Approval of Minutes

A. Approval of Minutes for the October 18, 2018, Board Meeting and the November 8, 2018 Special Called Meeting

M. Moore made a motion to approve the minutes

D. Williams seconded the motion

The Board VOTED unanimously to approve the motion.

III. Public Comment

A. Public Comment

Nida Raba from Edtec provided a summary of the services they are providing and the October Monthly Financials

IV. Consent Agenda

A. Approval of Enrollment Policy

J. Vuylsteke made a motion to adopt the proposed Enrollment Policy

M. Welch seconded the motion

The Board VOTED unanimously to approve the motion

B. Approval of Staff Handbook and Job Descriptions to Date

Discussion: M. Moore would like more time to review the Staff Handbook

M Moore made a motion to table this motion and approve the handbook and job descriptions at the January Board Meeting

J. Vuylsteke seconded the motion

The Board VOTED unanimously to approve the motion.

C. Approval of Enrollment Data Dashboard

M. Moore made a motion to approve the Enrollment Data Dashboard

D. Williams seconded the motion

The Board VOTED unanimously to approve the motion.

D. Approval of October Monthly Financials

J. Vuylsteke made a motion to approve the onboarding process

D. Williams seconded the motion

The Board VOTED unanimously to approve the motion.

IV. Other Business— Committee Updates

A. Governance Committee Update:

Lakenna Booker provided a summary of what the Governance Committee has done in the past month, which includes: Reviewed the Staff Handbook, guidance to the Head of School, and Board policies. They are still actively recruiting Board Members, especially for Development.

B. Finance Committee Update:

A. Allen explained that the committee meeting on Nov 1, 2018 ended with no action. A Special Meeting was held on Nov 8, 2018, to approve the Fiscal Policy and to discuss Edtech as the back office provider. The monthly meetings of the Financial Committee will need to be set for a different day of the month to accommodate the needs of Edtech. The investment Policy will be reviewed and presented to the Board at the next meeting.

C. Academic Achievement Committee Update:

Lakenna Booker provided a committee update. The Enrollment Data Dashboard was reviewed and some adjustments were made by the committee to more closely align with our goals.

D. Development Committee Update:

M Welch reported that the board has reached 55% Giving. Lakenna has been posting #GivingTuesday messages on Facebook. The Board is encouraged to forward these messages, as well as future #GivingTuesday emails and Instagram messages to maximize the fundraising potential.

E. Facilities Task Force Updates

J. Vuylsteke reported that MMA has signed with Self Tucker for the project. At this point, Greater Middle Baptist Church seems to be the best option for our location. An initial walk-through with representatives from Self Tucker will happen on Friday, Nov 16, at 9:30 a.m. Cushman & Wakefield will be the brokerage service for the lease. By Dec 1, 2018 we will have a contract with the modular company.

V. Founder Updates

A. Development:

1. L. Booker has been actively promoting MMA on social media and will prepare a letter to be sent to potential donors.
2. Because of the large up-front expense of the modular unit, she anticipates the need to finance this cost. She hopes to offset much of this additional expense through Development fundraising. She received three quotes from modular companies and IMS will be the company MMA will work with.
3. Lakenna is planning to attend the presentation "Before You Ask" to gain knowledge about fundraising.

B. Enrollment:

1. 68 (new) + initial 30 students intend to enroll
2. Applications officially open on January 2, 2019.
3. Lakenna will attend the School Choice Fair in January.

C. Staff Recruitment

1. Plans to hire Dean of Operations soon. 132 Applicants for the position.

D. Successes and Challenges:

1. We have identified workable facilities.
2. We are on track with Development, but really need to develop a good donor base.
3. The back-office service is set up, and payroll is working. Edtec has been very responsive.
4. Currently waiting on Shelby County Schools for the contract.

VI. Closing Items

A. Adjourn Meeting

M. Moore made a motion to adjourn the meeting

D. Williams 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 6:40 p.m.

Respectfully Submitted,

M. Welch