



Memphis Merit Academy

MINUTES

Board Meeting

Date and Time

Saturday, September 8, 2018 at 8:30 AM

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. Gibb, M. Moore, B. Schmiedicke, J. Vuylsteke, M. Welch, D. Williams

Board Members Not Present

K. Dixon

B. Schmiedicke was not present for initial roll call, but arrived at 8:37 a.m.

Guests Present

S. Walsh, E. Hertilien

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 Saturday, September 8, 2018 at 8:30 AM at 5221 Raleigh Lagrange Road, Memphis, TN 38134 to order.
It was determined there was a quorum.

C. Roll Call—Introductions made



D. Approval of Agenda

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

II. Public Comment

A. Public Comment

No Public Comment

III. Approval of Bylaws, Board Membership Terms, Officers, Board Meeting Annual Calendar, and Committee Members

A. Approval of Bylaws

J. Vuylsteke made a motion to approve the bylaws.
A. Allen seconded the motion
The Board **VOTED** unanimously to approve the motion

B. Approval of Board Membership Terms

K. Gibbs made a motion to adopt an approval of Board Membership Terms
A. Allen seconded the motion
Discussion: Names were drawn by Board Chair and proposed HOS at random
Board members will serve the following staggered terms:

Board Members initially serving 3-year terms:

Angela Brumfield
Brad Schmiedicke
Darron Williams

Board Members initially serving 2-year terms:

Angelia Allen
Melisa Moore
Mary Kaye Welch

Board Members initially serving 1-year term:

Kacy Dixon
Kathy Gibbs
Jack Vuylsteke

The Board **VOTED** unanimously to approve the Board Membership Terms.

C. Approval of Officers

Nominated for the position of Chair: Angela Brumfield
Nominated for the position of Vice Chair: Brad Schmiedicke
Nominated for the position of Treasurer: Angelia Allen
Nominated for the position of Secretary: Mary Kaye Welch
The Board **VOTED** unanimously to approve the nominated officers



D. Approval of Board Meeting Annual Calendar

Proposed Board Meetings for 2018-2019 Academic Calendar:

September 20 at 5:30 pm

October 18 at 5:30 pm

November 15 at 5:30 pm

December recess

January 17 at 5:30 pm

February 21 at 5:30 pm

March 21 at 5:30 pm

April 18 at 5:30 pm

May 16 at 5:30 pm

June 20 at 5:30 pm

July recess

August 15 at 5:30 pm

J. Vuylsteke made a motion to adopt the Board Meeting Calendar

B. Schmiedicke seconded the motion

The Board **VOTED** unanimously to adopt the Board Meeting Calendar

E. Approval of Committee Meeting Times

Proposed Committee Meeting Times:

Academic Achievement Committee: Last Thursday of each month at 5:30 pm

Governance Committee: First Wednesday of each month at 12:00 pm

Finance Committee: Second Tuesday of each month at 5:30 pm

Development Committee: Fourth Tuesday of each month at 5:00 pm

Chairman Brumfield made note that the meeting dates can be amended with one week notice and can take place via electronic platform, to be in compliance with Open Meeting Law.

M. Moore made a motion to approve the proposed Committee Meeting Times

D. Williams seconded the motion

The Board **VOTED** unanimously to adopt the Committee Meeting Times

F. Approval of Committee Members

Nominations for the Governance Committee include:

Angela Brumfield (chair), Kacy Dixon, Melisa Moore

Nominations for the Finance Committee include:

Angelia Allen (chair), Brad Schmiedicke, Darron Williams

Nominations for the Development Committee include:

Mary Kaye Welch (chair), Kathy Gibbs, Melisa Moore, Darron Williams

Nominations for the Academic Achievement Committee include:

Jack Vuylsteke (chair), Kathy Gibbs, Mary Kaye Welch

The Board **VOTED** unanimously to approve the appointment of all committee members

IV. Approval of Policies

A. Board Attendance Policy



J. Vuylsteke made a motion to approve the Board Attendance policy
B. Schmiedicke seconded the motion
The Board **VOTED** unanimously to approve the Board Attendance policy.

B. Conflict of Interest and Nepotism Policy

J. Vuylsteke made a motion to approve the Conflict of Interest and Nepotism Policy
M. Moore seconded the motion
The Board **VOTED** unanimously to approve the Conflict of Interest and Nepotism Policy

C. Background Check Policy

A. Allen made a motion to approve the Background Check Policy
M. Moore seconded the motion
The Board **VOTED** unanimously to approve the Background Check Policy

D. FERPA Policy

K. Gibbs made a motion to approve the FERPA Policy
M. Moore seconded the motion
The Board **VOTED** unanimously to approve the FERPA Policy

E. Grievance Policy

B. Schmiedicke made a motion to approve the Grievance Policy
J. Vuylsteke seconded the motion.
The Board **VOTED** unanimously to approve the Grievance Policy.

F. Volunteer Policy

A. Brumfield made a motion to amend the Volunteer Policy 3.A and change
"Albuquerque Collegiate Academy" to "Memphis Merit Academy"
J. Vuylsteke seconded the motion
B. Schmiedicke made a motion to amend the Volunteer Policy 3.B.4
to include the correct Act, Title, and Section.
J. Vuylsteke seconded the motion
M. Moore made a motion to approve the Volunteer Policy as amended
B. Schmiedicke seconded the motion.
The Board **VOTED** unanimously to approve the amended Volunteer Policy

G. Code of Ethics Policy

M. Moore made a motion to approve the Code of Ethics Policy
J. Vuylsteke seconded the motion
The Board **VOTED** unanimously to approve the Code of Ethics Policy

H. Non-Discrimination Policy

J. Vuylsteke made a motion to approve the Non-Discrimination Policy
M. Moore seconded the motion
The Board **VOTED** unanimously to approve the Non-Discrimination Policy



I. Fundraising Policy

A. Allen mad a motion to approve the Fundraising Policy

K. Gibbs seconded the motion

The Board **VOTED** unanimously to approve the Fundraising Policy

J. Indemnification Policy

D. Williams made a motion to approve the Indemnification Policy

A. Allen seconded the motion

The Board **VOTED** unanimously to approve the Indemnification Policy

V. Other Business – Committee Action Planning Discussion

A. Under the direction of Building Excellent Schools, the Board discussed Committee Action Planning

Note: Kathy Gibbs left the meeting at 10:40 a.m.

Melisa Moore left the meeting at 12:30 p.m.

VI. Founder Updates

A. Founder provided brief updates for issues concerning:

The Academic Achievement Committee

The Finance Committee

The Governance Committee

The Development Committee

The Facilities Task Force

VII. Closing Items

A. Adjourn Meeting

A. Allen 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 1:24 p.m.

Respectfully Submitted,

M. Welch