

## READ FOUNDATION

### Memphis School of Excellence

#### Board of Directors

#### Regular Board Meeting

**Date** :Saturday, April 15, 2023

**Time** :12:00 PM

**Location** :Virtual Meeting

Join Zoom Meeting: (Same for all Meetings)

<https://zoom.us/j/5931511364?pwd=SEVCQ25wZ3IRSEVTTFlibXd6TnY1Zz09>

Meeting ID: 593 151 1364 Passcode: 2nBXKX

Public Comments may be submitted to [info@sememphis.org](mailto:info@sememphis.org) by 4:30 pm on Friday.

### MINUTES

#### 1. **Welcome and call to order**

These are the minutes of the board of directors of the Read Foundation (referred to as "Foundation"), a non-profit corporation. This meeting was held on April 15th, 2023 at noon at MSE Central Office, 5885 Ridgeway Center Pkwy, suite #100, Memphis, TN 38120.

#### 2. **Attendance and quorum**

The following members of the board were present in person, Dr, Akkus, Ms. Cherry, Ms. Farmer, Dr. Potts. Dr. Fidan was present virtually. This attendance constitutes a quorum.**Present:** Dr. Cem Akkus, Veda Cherry, Patty Farmer, Dr. Ismail Fidan, Dr. Richard Potts.

#### 3. **Public Comments**

None

#### 4. **Director's report**

The Executive Director provided his report to the board.

#### 5. **Approval of the previous meetings' (Two) minutes (December 10, 2022)**

It is recommended that the Read Foundation board approves the previous Regular Board meeting minutes and the Special-called Board Meeting minutes, both from December 10th, 2022.

**Motion: Potts**

**Second: Farmer**

**Roll Call:**

Akkus: Aye

Cherry: Aye

Farmer: Aye

Fidan: Aye

Potts: Aye

It is recommended that the Read Foundation board approves the previous Regular Board meeting minutes and the Special-called Board Meeting minutes, both from December 10th, 2022.

**Motion: Potts**

**Second: Farmer**

**Roll Call:**

Akkus: Aye

Cherry: Aye

Farmer: Aye

Fidan: Aye

Potts: Aye

6. **Approval of the 23-24 compensation manual updates**

It is recommended that the Read Foundation board approves the final draft of the revised MSE Compensation Manual for the 2023-2024 academic year.

**Motion: Akkus**

**Second: Cherry**

**Roll Call:**

Akkus: Aye

Cherry: Aye

Farmer: Aye

Fidan: Aye

Potts: Aye

It is recommended that the Read Foundation board approves the final draft of the revised MSE Compensation Manual for the 2023-2024 academic year.

**Motion: Akkus**

**Second: Cherry**

**Roll Call:**

Akkus: Aye

Cherry: Aye

Farmer: Aye

Fidan: Aye

Potts: Aye

7. **Approval of the one-time bonus for Post-Covid learning**

It is recommended that the Read Foundation board approves the one-time Post-COVID Acceleration bonus to all full-time staff in the amount of \$1,000.

**Motion: Cherry**

**Second: Farmer**

**Roll Call:**

Akkus: Aye

Cherry: Aye

Farmer: Aye

Fidan: Aye

Potts: Aye

It is recommended that the Read Foundation board approves the one-time Post-COVID Acceleration bonus to all full-time staff in the amount of \$1,000.

**Motion: Potts**

**Second: Farmer**

**Roll Call:**

Akkus: Aye

Cherry: Aye

Farmer: Aye

Fidan: Aye

Potts: Aye

It is recommended that the Read Foundation board approves the one-time Post-COVID Acceleration bonus to all full-time staff in the amount of \$1,000.

**Motion: Cherry**

**Second: Farmer**

**Roll Call:**

Akkus: Aye

Cherry: Aye

Farmer: Aye

Fidan: Aye

Potts: Aye

**8. Approval of the janitorial service contract**

It is recommended that the Read Foundation board approves the janitorial contract with HiLo Commercial Services, LLC for the 2023-2024 academic year..

**Motion: Akkus**

**Second: Cherry**

**Roll Call:**

Akkus: Aye

Cherry: Aye

Farmer: Aye

Fidan: Aye

Potts: Aye

MSE operations team gathered 10 responses to the RFP. The top 4 vendors were separately scored by each committee member (4 members). The team is recommending HILO according to the objective selection criteria.

**9. Approval of the new fence installation contract for the Winchester campus**

It is recommended that the Read Foundation board approves the Winchester fence construction project with Memphis Fence Company, Option B, in the amount of \$48,610..

**Motion: Cherry**

**Second: Akkus**

**Roll Call:**

Akkus: Aye

Cherry: Aye

Farmer: Aye

Fidan: Aye  
Potts: Aye

There have been only 2 responses to the RFP, the other company quoted almost double. The price for the same job. We would like to recommend this vendor, with whom we already have a positive relationship.

10. **Approval of the bleacher repair contract for Winchester campus**

It is recommended that the Read Foundation board approves the bleacher repair contract for the Winchester field grandstands with Toadvine in the amount of \$87,224.00.

**Motion: Cherry**

**Second: Akkus**

**Roll Call:**

Akkus: Aye  
Cherry: Aye  
Farmer: Aye  
Fidan: Aye  
Potts: Aye

There was only one response to the RFP, they are currently doing bleacher maintenance for our schools. We have a positive relationship.

11. **Approval of the Student Enrollment Policy updates**

It is recommended that the Read Foundation board approves the Student Enrollment Policy updates for the 2023-2024 academic year.

**Motion: Cherry**

**Second: Akkus**

**Roll Call:**

Akkus: Aye  
Cherry: Aye  
Farmer: Aye  
Fidan: Aye  
Potts: Aye

12. **Approval of the Private Information Policy**

It is recommended that the Read Foundation board approves the private information policy.

**Motion: Akkus**

**Second: Farmer**

**Roll Call:**

Akkus: Aye

Cherry: Aye

Farmer: Aye

Fidan: Aye

Potts: Aye

**13. Approval of the MSE Inventory and Disposal Policy**

It is recommended that the Read Foundation board approves the MSE Inventory and Disposal Policy for the 2023-2024 academic year.

**Motion: Akkus**

**Second: Cherry**

**Roll Call:**

Akkus: Aye

Cherry: Aye

Farmer: Aye

Fidan: Aye

Potts: Aye

**14. Approval of the Investment Policy**

It is recommended that the Read Foundation board approves the Investment Policy for READ Foundation.

**Motion: Akkus**

**Second: Farmer**

**Roll Call:**

Akkus: Aye

Cherry: Aye

Farmer: Aye

Fidan: Aye

Potts: Aye

**15. Approval of the Relay School assistance program agreement**

It is recommended that the Read Foundation board approves the Relay School Program agreement for the 2023-2024 academic year.

**Motion: Cherry**

**Second: Akkus**

**Roll Call:**

Akkus: Aye

Cherry: Aye

Farmer: Aye

Fidan: Aye

Potts: Aye

**16. Approval of the Security Guard service provider agreement**

It is recommended that the Read Foundation board approves the School Security Service Agreement with Allied Universal security beginning May 12th, 2023.

**Motion: Akkus**

**Second: Cherry**

**Roll Call:**

Akkus: Aye

Cherry: Aye

Farmer: Aye

Fidan: Aye

Potts: Aye

**17. Approval of the 2023-24 school year Academic Calendar**

It is recommended that the Read Foundation board approves the proposed Academic Calendar for 23-24.

**Motion: Akkus**

**Second: Cherry**

**Roll Call:**

Akkus: Aye

Cherry: Aye

Farmer: Aye

Fidan: Aye

Potts: Aye

**18. Approval of the National Center for Defense Manufacturing and Machining MOU**

It is recommended that the Read Foundation board approves the memorandum of understanding between MSE and the National Center for Defense Manufacturing and Machining.

**Motion: Cherry**

**Second: Akkus**

**Roll Call:**

Akkus: Aye

Cherry: Aye

Farmer: Aye

Fidan: Aye

Potts: Aye

**19. Approval of the updated TFA agreement**

It is recommended that the Read Foundation board approves the Teach for America professional services agreement for fiscal year 2024.

**Motion: Cherry**

**Second: Akkus**

**Roll Call:**

Akkus: Aye

Cherry: Aye

Farmer: Aye

Fidan: Aye

Potts: Aye

**20. Approval of the Benchmark Advance curriculum purchase**

It is recommended that the Read Foundation board approves the Benchmark Advance curriculum purchase in the amount of \$73,500 for the 2023-2024 academic year.

**Motion: Cherry**

**Second: Akkus**

**Roll Call:**

Akkus: Aye

Cherry: Aye

Farmer: Aye

Fidan: Aye

Potts: Aye

**21. Approval of the HMH Science K-8 Curriculum renewal purchase for the 23-24 school year**

It is recommended that the Read Foundation board approves the renewal of the HMH Science Curriculum for K-8 for the 2023-2024 academic year at a cost of \$37,928.03.

**Motion: Akkus**

**Second: Cherry**

**Roll Call:**

Akkus: Aye

Cherry: Aye

Farmer: Aye

Fidan: Aye

Potts: Aye

22. **Approval of the iReady Math K-8 Curriculum purchase for the 23-24 school year**

It is recommended that the Read Foundation board approves approve the renewal of the K-8 iReady Mathematics Curriculum expenditures for the 2023-2024 academic year in the amount of \$75,435.00.

**Motion: Akkus**

**Second: Cherry**

**Roll Call:**

Akkus: Aye

Cherry: Aye

Farmer: Aye

Fidan: Aye

Potts: Aye

23. **Approval of the updated Maxim Contract for the 23-24 school year**

It is recommended that the Read Foundation board approves the MAXIM staffing contract for the 23-24 school year.

**Motion: Akkus**

**Second: Cherry**

**Roll Call:**

Akkus: Aye

Cherry: Aye

Farmer: Aye

Fidan: Aye

Potts: Aye

24. **Approval of the updated Stellar Therapy Services Staffing contract**

It is recommended that the Read Foundation board approves the Stellar Therapy contract for the 2023-2024 academic year.

**Motion: Cherry**

**Second: Akkus**

**Roll Call:**

Akkus: Aye

Cherry: Aye

Farmer: Aye

Fidan: Aye

Potts: Aye

25. **Discussion of the charter school application vendor**

26. **Closing remarks and adjournment**

On a motion duly made and seconded, by a vote of 6 in favor, 0 opposed, and 0 abstaining, the Board of Directors voted to adjourn the meeting at 2:11 p.m.

It is recommended that the Read Foundation board approves to close this meeting at 2:11 pm..

**Motion: Akkus**

**Second: Cherry**

**Roll Call:**

Akkus: Aye

Cherry: Aye

Farmer: Aye

Fidan: Aye

Potts: Aye

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Dr. Richard Potts, President