

**Board of Directors Meeting  
October 19, 2017 @ 5:30pm  
Meeting Minutes**

**Directors in Attendance:** James Cobb, Juana Guerrero, Keith Hargrove, William Hytche, Rebecca Horton, Dr. Jacqueline Mitchell, James Holzemer, and Fr. John Raphael

**Corporate Membership in Attendance:** Irene Boyd and Mark Faulkner

**Board Liaison in Attendance:** Lekita Stevenson

Project Reflect's Board of Directors Meeting was called to order at 5:39PM prayer and Psalms 25 was the reflection rendered by Fr. John Raphael.

**Welcome and brief introductions of newly elected and old board members.**

**Review of Previous Board of Directors Minutes**

A motion to approve the previous Board of Directors minutes was made by Dr. Jacqueline Mitchell. This motion was properly second by James Holzemer. There were seven votes for approval and one abstention from James Cobb. The motion carried.

**Interim Executive Report by Mark Faulkner**

- A. Extension on Regions Loan was approved through Feb. 2018
- B. MNPS Board Meeting will be held with SCA on the agenda either Nov. 14 or Nov. 28; we need parents, teachers, students, and Board to be present.
- C. Majority of Metro Board is on our side because SCA closely aligns with the original intent of the charter school movement.
- D. Regions Loan Renewal has bought us time. There are two possible loans on the table (Jeff Lucher and ACS). Knights of Columbus (National Chapter) would still be a more favorable option and it is still on the table. We must provide our financials to these entities.
- E. Good Fiscal Numbers- Previous administration did not budget thru summer. We are moving forward, and financials are improving; we had a loss in July; however, August and September show net income. The Administrator has been closely working with the financials and budget to ensure we stay within spending limits. August showed 36K revenue surplus because of Mrs. Stevenson and Mr. White's leadership maintaining & supporting debt reduction seeing that we need to stockpile for rainy day funds. Less in previous July but it's all positive now.
- F. Teachers were paid out fully their contracted salaries. All teachers for the 2017-2018 fiscal year came in on a ten month pay scale. This may possibly change for the 2018-2019 fiscal year. All annual salaries were adjusted to meet MNPS pay scale. Mr. White awarded slight increases. It is noted that several teachers received extra pay for working in the PREP afterschool program, which is temporarily not in operation because of not receiving the grant this year; therefore, some pay checks may appear as if there was a slight decrease in pay. *(Not a part of regular salaries.)*

G. MNPS Charter Offices, the State, and Legal Department asked about our leadership. State asked various questions concerning structure. A letter has been drafted to send to these entities to affirm Ahmed White as the administrator for SCA. He is our leader and the sole person to speak on behalf of the SCA/Project Reflect. All directives should be directed to Mr. White. (See attachment). Fr. John affirmed that it was all in the “contract” that Mr. White as SOLE PERSON TO SPEAK for ORGANIZATION, no other person can speak without being duly appointed. Mr. White was hired by Present Board.

## **Corporate Membership Chair Report**

- Corporate Membership’s role is to oversee assets and protect the mission and vision of the organization.
- Mr. White is the official administrator of the organization.
- Clarification of all roles; review Mr. White’s CONTRACT. He is principal and administrator. Mr. White does report to Mark Faulkner and to Board of Directors.
- Corporate Membership’s requesting the Board to review and assess optimal use of both buildings and is making recommendations for PREP after school programs to resume as soon as possible.
- Corporate Membership’s requesting the Board to review the Project Reflect Bylaws for reconfiguration still having close coordination between school and certain programs. Fr. John affirms that the Board will have a FORMAL chain of communication, through vetting with due diligence.

## **Administrators Report by Mr. White** *(Report available by request.)*

- CNI Team will be providing an Official Report to both SCA and the charter school office.
- We openly welcomed and invited the CNI team of approximately 20 people, which was told by Mr. McQueen “this is the school we want to shut down”, to review our school. The CNI team didn’t take that statement very well! They visited every classroom and gave us a wonderful review suggested we use a TN Academic Standard Lesson Plan. The team wanted to make sure SCA wasn’t violating FERPA. The team recommended that SCA find and utilize an instructional coach (Shameka Clark). Last year’s Leadership Team is helping Mr. White tremendously. Those who know SCA from the past already see a CHANGE! The curriculum department team said they will help because they have seen worse. Queen stated that they will still make the recommendation to close SCA because of past data and school history.
- Working on moving new students’ academically. Students know themselves that they are making progress. PLC on student academic standard. The RTI program is in place and we will bring Coach Richardson on full time; however, we still need more move full time employee. Mid-Town Music Academy lost some volunteers. We need volunteers Monday through Thursday from 3pm to 5:30pm to provide tutoring for 50 students. Volunteers with music experience is a plus. We currently have a few teachers volunteering for MTMA program.
- SCA Fall Festival will be held on Saturday, October 28, 2017 from 10am until 2pm.
- SCA will be celebrating Hispanic Heritage all week leading up to the Fall Festival.

- Mrs. Guerrero met with parents and is working to establish a PTO; parents are getting exited.

*Summary* - Ahmed says he is focused on simple procedures”. Dr. Mitchell wants us to update websites and boost advertisement. Fr. John said, “we affirm you AHMED, you’ve done exactly what we wanted and far exceeded!”

## **Committee Member Appointments**

### **Finance Committee Members**

- 1) Keith Hargrove, Co-Chair
- 2) James Cobb, Co-Chair

A motion to accept the Finance Committee Members was made by Dr. Jacqueline Mitchell. The motion was properly seconded by William Hytche. This motion carried unanimously.

### **Board Development Committee Members**

- 1) Dr. Jacqueline Mitchell
- 2) Fr. John Raphael
- 3) James Holzemer

A motion to accept the Board Development Committee Members was made by James Cobb. The motion was properly seconded by Rebecca Horton. This motion carried unanimously.

### **Education Committee Members**

- 1) William Hytche, Chair
- 2) Keith Hargrove
- 3) Rebecca Horton

A motion to accept the Education Committee Members was made by James Cobb. The motion was properly seconded by James Holzemer. This motion carried unanimously.

### **Fundraising Committee Members**

- 1) Fr. John Raphael
- 2) Keith Hargrove, Chair
- 3) Eunice Bell

A motion to accept Fundraising Committee Members was made by Rebecca Horton. The motion was properly seconded by William Hytche. This motion carried unanimously.

## **New Business/Open Items**

### **New Project Committee**

- 1) James Cobb, Chair
- 2) Dr. Jacqueline Mitchell
- 3) Mark Faulkner
- 4) Fr. John Raphael

A motion to accept the New Project Committee Members was made by Juana Guerrero. The motion was properly seconded by Dr. Jacqueline Mitchell. This motion carried unanimously.

Project Reflect Board Chair established that the facilities request and the deferred maintenance proposal will be reprimanded the New Projects Committee.

### **Ad Hoc Committee for By-Laws Request**

- 1) Keith Hargrove
- 2) William Hytche
- 3) Fr. John Raphael, Chair

A motion to accept the Ad-Hoc Committee Members for Bylaws Request was made by James Cobb. The motion was properly seconded by Dr. Jacqueline Mitchell. This motion carried unanimously.

### **Board Members Annual Contributions**

- Recommendation to raise the Board Members Annual Contribution to \$1,000.00.
- Board has already committed to raising \$74,000.00 for current budget.
- Dr. Hargrove supports this amendment.

A motion was made by James Holzemer and properly seconded by Keith Hargrove to make a change in the By-Laws for BOD contributions to be a minimum of \$1,000.00 annually. This motion carried unanimously.

### **Project Reflect Board of Directors School Visit**

The Board agreed to visiting SDCA for a luncheon on a Friday at 11:30am. Fr. John plans to email Board of Directors with possible dates.

*A motion to adjourn was made by Dr. Jacqueline Mitchell. The motion was properly seconded by Keith Hargrove. This motion carried unanimously.*

**The Board of Directors Meeting was adjourned at 7:39pm.**

**Board of Directors Meeting minutes were taken and presented by Lekita Stevenson, Board Liaison.**