

**Board of Directors Meeting  
June 16, 2020 @ 5:30pm  
Virtual Meeting Minutes**

**Directors in Attendance:** James Cobb, Fr. John Raphael, Robert Taylor, Dr. William Hytche, Patrick Johnson, and Dr. S. Keith Hargrove

**Corporate Membership in Attendance:** Mark Faulkner, Irene Boyd, and Rebecca Horton

**School Personnel:** Ahmed White, Executive Director; Mrs. Stevenson, Board Liaison

Project Reflect's Board of Directors Meeting was called to order at 5:37 pm. The prayer of reflection was rendered by Fr. John Raphael.

**A Quorum was established.**

**Approval of Previous Board Meeting Minutes (2)**

A motion was made by Fr. John Raphael to approve the minutes from the December 17, 2020 Board of Directors meeting. The motion was properly seconded by Dr. S. Keith Hargrove. The motion carried unanimously.

A motion was made by Fr. John Raphael to approve the minutes from the February 18, 2020 Board of Directors meeting. The motion was properly seconded by James Cobb. The motion carried unanimously.

A motion was made by Fr. John Raphael to amend the February minutes to reflect the April called meeting. The Board of Directors decided that it would be best to make note of this called action in the current minutes seeing that the April board meeting had to be rescheduled due to the COVID-19 outbreak. Therefore, it is officially noted that on April 21, 2020 there was a discussion about the CARES ACT in which Project Reflect decided to apply for PPP funding with Cap Star Bank. A unanimous vote was taken via email with approval from the Board of Directors. *(A copy of the email is available upon request.)* It is noted that the Corporate Members agreed with the vote and had no concerns per Mark Faulkner (CM representative). Funds were approved, received from CAP Star Bank, and put to good use in the best interest of the school and staff.

Patrick Johnson was pleased at how the secured vote was so thoroughly done in the best interest of the board.

**Corporate Membership Report presented by M. Faulkner**

The membership has not had time to meet in lieu of the COVID-19 outbreak. Mark Faulkner (CM representative) has been receiving cash flow reports weekly and admires the efforts that has take place. It is noted that a money market (rainy day funds) account has been established and the fiscal responsibilities has been met per the 2019-2020 goal set by the Executive Director. An official report will be given at the next scheduled meeting.

## **Executive Director's Report presented by Mr. Ahmed White**

Mr. White is excited and believes the 2019-2020 has been a great year. Bullet Talking Points were shared on screen. *(Copy available upon request.)*

- SCA celebrated Kindergarten and 4<sup>th</sup> grade students with a drive through promotion. Teachers held up signs and promotion certificates were distributed.
- Project Reflect has been providing free hot meals since April to anyone 18 and under Monday through Friday, breakfast, and lunch.
- Several distance learning platforms have been utilized throughout the remainder of the school year such as dojo, zoom, and hard copies via drive-by pickup.
- Easter Egg home scavenger hunt was offered to all students as one teacher took it upon herself to deliver eggs with candy and a PE task.
- PPP Funding was secured, and we were also granted funds to order 75 Chromebooks and 80 hot spot devices for student use during virtually learning.
- SCA was also able to purchase 40 additional Chromebooks for school use.
- **SCA 2020-2021 Changes and Goals:**
  - New EL Teacher (Promoted from within)
  - Hire New Third Grade Teacher (Current teacher shifted to second grade.)
  - New Curriculum established (LiPS and Eureka Math) and the training has already been taking place.
  - Transition all staff persons to 12 months' pay
  - All students are to receive laptops this year according to the CARES ACT being set in place by the government.
- **2020-2021 Possible School Opening - 3 Phases**
  - Code Red - Virtual Learning
  - Code Yellow - Flex schedule (A-day/B-day or some type of alternating of students at 50% capacity)
  - Code Green - Normal School return August 4<sup>th</sup>
- Data was showing growth, however, because of school closure due to COVID-19, all testing was cancelled. Therefore, no state testing took place this year except EL and results will not be captured.
- Pre-K program resumed June 1, 2020. Strick protocols, rules, and policies have been established in compliance with the state CDC guidelines. These COVID-19 precautionary measure will be further reviewed in a special meeting offline.
- The school is applying for the LEAPS Grant this year. The deadline is June 16, 2020.
- The Director of Charter schools' position has been cut from MNPS budget. Therefore, Dennis Queen will no longer be over charter schools. More info will be shared with the Board as information is rolled out.

## **Board of Directors Chair Report by James Cobb**

The August annual meeting will be pushed back seeing that COVID-19 caused the Board to miss a meeting. This will allow for important annual actions to take place like evals and Board of Director nominations and elections. The chair recommends the Board assign an adhoc committee to conduct the school administrator's annual evaluation which is now due.

**Discussion:** The chair of the education committee, Dr. William Hytche, will lead this charge. Dr. Hytche accepted this charge. Person appointed to the committee were Dr. Hargrove, Mrs. Stevenson, Father John, Dr. Hytche, Mr. Faulkner, Mr. Cobb, and Mrs. Horton. First zoom meeting is tentatively set for Friday at 2:30pm on June 19<sup>th</sup>.

A motion was made by Patrick Johnson to create and approve an adhoc committee. This motion was properly seconded by Dr. S. Keith Hargrove. The motion carried unanimously.

A motion was made by Dr. William Hytche to move the annual meeting to the August meeting date. This motion was properly seconded by Dr. S. Keith Hargrove. The motion carried unanimously.

**Committee Reports:**

**Education Committee by William Hytche**

Dr. William Hytche would like for us to know that future discussion is to be had concerning the verification of instructional days and outcome of the results from the adhoc committee will be presented at the next meeting. No official report given.

**Finance Committee by Dr. S. Keith Hargrove**

Dr. S. Keith Hargrove has noted that the school was successful in securing a facilities and school breakfast grant during the 2019-2020 fiscal year. No official report given.

**New Business** – Fr. John Raphael asked the Board of Directors to start submitting resumes of potential candidates to serve on the Board as soon as possible.

Fr. John is also asking that a virtual PTO Meeting be setup soon to start planning for the upcoming school year. In lieu of the COVID-19 closure, a good way to kick start this

**A motion to adjourn was made by Dr. William Hytche. This motion was properly seconded by Dr. S. Keith Hargrove. The motion carried unanimously.**

**The Board of Directors Meeting was adjourned at 7:01pm.**

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