

**Board of Directors Meeting**  
**August 20, 2019 @ 5:30P.M.**  
**Meeting Minutes**

**Directors in Attendance:** Dr. William Hytche, Robert Taylor, James Cobb, and Fr. John Raphael

**Corporate Membership in Attendance:** Lili Hart, Irene Boyd, and Rebecca Horton

**Executive Director in Attendance:** Ahmed White

**Board Liaison in Attendance:** Lekita Stevenson

**Conference Call:** Sister Sandra

Project Reflects Board of Directors meeting was called to order at 5:41pm by James Cobb. Psalm 123 was the reflection rendered by Fr. John Raphael. Prayer by James Cobb. A quorum was established.

**Approval of previous Board of Director Meeting Minutes:**

A motion to approve the previous Board of Director Meeting Minutes was made by Fr. John Raphael with one correction made under corporate members' attendance. This motion was properly seconded by Dr. William Hytche. The motion carried unanimously.

**Corporate Membership Report:**

There has not been a Corporate Membership meeting since the last Board of Directors meeting. Irene Boyd inquired about funding of Pre-K Budget.

**Executive Director's Report by Ahmed White**

Enrollment started at 224 as of first day of school. We are currently at 212 because some students have moved or relocated since then. Only one student left as a result of transportation, but all others just made different decision tat were beyond our control.

TN Ready results have come in and that data will be distributed soon. We did not make reward status, but we also were neither in the bottom 5% of failing schools nor in the priority school category. Therefore, we are in good standing.

We are now seeking a new data coach and we have a few new teachers who are stepping up to assist with data. We just started our first assessments for the year so we can start our 2019-2020 data tracking.

We have expanded our kindergarten program to three classes. There are a few new staff members: a new certified Physical Education teacher, a new second grade teacher, and a new third grade team. One of our previous third grade teachers is now teaching EL.

**Per-K Program's** current enrollment is at 18 students. We are currently interviewing and seeking a new certified/certificated teacher. There is a wait list and we expect to open our second class soon.

We have yet to meet with Dr. Battle, but we have spoken with Dr. Griffin and Mr. Queen which are her spokes persons at this point. She is making her rounds to all the MNPS schools and she will be attending the charter school meeting in two weeks which will be her first time speaking with the charter school leaders. She previously worked with achievement schools and seems to be a friend of charters.

#### **Financial Report by Ahmed White**

We are cash flow positive. This is the first year under Mr. White's leadership that we did not have to take out a loan to make the first payroll. This is a great celebration moment for the life of SCA/Project Reflect. Our goal for 2019-2020 is to have \$100,000 in reserves by the end of the year.

We are currently working on the AC issue in the gym building. We have two new units that are being installed/repared as a result of the lighting strike. Insurance covered the repairs of one unit, and we were able to add a new unit with some funds added to our claim funds.

James Cobb suggested that a long-term building maintenance management plan needs established to replace the existence units. Mr. White plans to apply for the facilities upgrade grant available to charters. We are currently working with the charter school office to see that we get a portion of those funds to help with these repairs/replacements. Dr. Hytche suggested that we place a shelf life on these units so we can make sure we budget for these repairs/replacements (based on depreciation/life span.) Robert Taylor informed us that there is a 20-year life span on most ac/heating units.

We should carry over approximately \$105,673.667 in funds into September's budget. There are a few outstanding things that will hit this amount, so it is subject to change.

**Brown and Brown Insurance Policy:** We do have a few things to review on the insurance policy that will also come up a little later.

#### **Committee Reports:**

*No committee reports presented today.*

### **Election of Committee Chairs**

The by-laws mandated approval was approved by the Board of Directors. More information will be sent out as it relates to new board members, new committee members, and a review of the roles of each committee.

Mr. White would love to meet with the corporate members to see what new missions and visions they may have for Project Reflect.

A motion to approve the committees with the current chairs remaining in office, and to add Robert Taylor to the New Projects Committee was made by Dr. William Hytche. This motion was properly seconded by Robert Taylor. The motion carried unanimously.

### **New Business/Open Items**

*None presented at this meeting.*

**A motion to adjourn was made by Fr. John Raphael. This motion was properly seconded by Dr. William Hytche. The motion carried unanimously.**

**The Board of Directors Meeting was adjourned at 6:44pm.**

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