

# PROJECT REFLECT

Board of Directors Annual Meeting

730 Neely's Bend Rd, Madison, TN 37115

Tuesday October 15, 2019 @ 5:30 P.M.

## BOARD OF DIRECTORS - Voice & Vote

Cobb, James, **Chair** (X)  
Guerrero, Juana, **Secretary** (P)  
Hargrove, Keith, **Vice-Chair** (3)  
Hytche, William (3)  
Johnson, Patrick (2)  
Raphael, Fr. John, **Treasurer** (X)  
Taylor, Robert (2)

## CORPORATE MEMBERS - Voice

Boyd, Irene  
Faulkner, Mark, **Chair**  
Hart, Lili  
Horton, Rebecca  
Kibby, Fr. Patrick  
Mulloy, Diane  
Smithson, Sr. Sandra

## AGENDA

1. Prayer (3 min.)
2. Review/Approval of the Minutes from the Previous Board Meetings (August 20, 2019) (5 min.)
3. Corporate Members Report (Mark Faulkner—in writing)
4. Executive Director/Administrator's Report (Ahmed White—in writing)
5. Financial Report (Ahmed White—in writing)
6. Committee Reports (Committee Chairs)
7. New Business/Open Items
8. Adjourn

**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.**

## **Corporate Membership Report**

October 15, 2019

Email Submission by Mark Faulkner

The Corporate Members met on August 30, 2019 and the following is a quick recap of the main discussions:

There were discussions about the spiritual formation of the kids and them being imprinted by the Gospel and Jesus. Mr. White assured Members that the kids are “seeing” the Gospel lived each day in the actions and love of the teachers and staff, but additionally there are current programs that help with character formation and others he has planned that will continue it more overtly. A strategic plan of such things was discussed and Mr. White and Mark Faulkner subsequently met to review early options for a draft strategic plan.

The cell tower contract was mentioned but we do not have a further update yet from the lawyer Diane Mulloy asked to review it.

The RS-IBC software was discussed and there is a push to pay more to get it done faster. Mark Faulkner is pursuing that with the software company

Mr. White was commended by the Members for the progress being made academically, financially and with character formation

Thank you,

Mark



**Executive Director / Principal Report**  
**Presented by Ahmed White**  
**October 15, 2019**

---

**Smithson Craighead Academy:** Our school is moving in the right direction, and our students are growing academically and socially. We continue to stay compliant with all request from the state and MNPS. We are waiting to apply for facilities funds from the state, which will be based on our October 1<sup>st</sup> enrollment (208). Several of our teachers have taken on leadership responsibilities and I could not be any prouder of our educators.

I am asking the BOD, and the CB to develop a team to help prepare for this and other opportunities ahead. Tonight marks the official beginning of our recruitment season. My goal is to begin 2020-2021 with 225+ students. Therefore, I am also asking that the board share in our recruitment efforts as we set dates for more recruitment events during the spring semester. We will host several apartment complex cook-outs, and I am open to other creative idea. My vision for next year is to increase enrollment enough to move our upper grades into the administration building.

Moving into the Administration Building is the first step in our plan for expansion. Our goal is to file for an addendum next year to add 5<sup>th</sup> grade, and eventually reestablish a middle school. We have been asked to present to the County Commission in Robertson County. They are very interested in an elementary charter school. Two of our competitors have presented to the school board and have been rejected. The commission has asked the state to authorize a charter; therefore, if we are successful, we will be part of the Achievement School District housed in Robertson.

As we move forward together, my goal is to fully work collaboratively to grow PR/SCA. Therefore, I want to lay out my vision for the organization and school, and we work together to develop a strategic plan to accomplish our shared goal of transforming and empowering the lives our community.

We are preparing for an open discussion with our Hispanic parents about cultural differences, expectations, and ways we can learn from one another. The discussion will be the first in a series of round-table discussions to help bridge the gaps we face and experience in our world. It is my believe that when we talk to one another instead of talk at one another, we can break many of the barriers that keep us separated. Join us Thursday, October 17, 2019 for our Hispanic Heritage Festival at 1pm.

**Project Reflect:** Our Pre-K program is growing, and we will hire our third employee for that program. Our parents and students are excited about coming daily. Our focus has shifted even more toward the academic growth of our “Baby Eagle Scholars.”



Under the leadership of Board Member Taylor, we will also begin a mentoring program for our boys. This is an extension of my research, and I believe this program will help grow students.

As part of our grant, we will begin our afterschool PREP tutoring program. Our goal is to begin with 2-3 days a week based on the funds received. We hope to purchase computers with a portion of the funds and add an hourly rate for the teachers that will help. We are hoping to have a simultaneous parent program to give the parents an opportunity to learn and grow as well.

**Financials:** We continue to be cash positive. We are exploring an option to open a money market account to begin saving towards our goal of building a surplus fund. Our expenditures for this quarter are higher due to new curriculum and materials. We also have higher salaries. Therefore, we will determine how much to move and what our averages are each month.

Thank you for the opportunity to serve at Project Reflect / Smithson Craighead Academy.

Respectfully submitted,

Ahmed White

# Project Reflect Board of Directors Meeting Finance Committee Strategic Plan

October 15, 2019



**Finance Committee Objective – attract at least \$75K in external funds by June 30, 2020**

- A. Create a *Fund Raising Strategic Plan* for securing funds;
- B. Oversee and implement Fund Raising Plan;
- C. Identify and solicit funds;
- D. Inform Chair of Corporate Members, Chair of BoD, and Executive Director
- E. Publish meetings of the Committee;
- F. Submit annual report to Board

**Committee Members**  
Keith Hargrove – Chair  
Fr. John Raphael  
OPEN



## Project Reflect – SCA Fund Raising Strategic Plan 2020





## Project Reflect Fund Raising Strategic Plan January – December 2019



OBJECTIVE	STRATEGY	\$ GOAL
Fund Raising	Identify at least one (1) activity or event to raise funds for the school	\$5000.00
Solicit Donations	Identify and solicit donations from a selected targeted group	\$10,000.00
Partnership Grants	<ul style="list-style-type: none"> <li>Maddox Foundation (\$15K) *</li> <li>Beaman Foundation (\$15K) (To be submitted)</li> <li>Dollar General Foundation (\$15K) (To be submitted)</li> <li>21<sup>st</sup> Century (\$50K) (Cancelled)</li> <li>2019 Breakfast Mini-Grant *</li> </ul>	\$20K – Maddox Awarded
		\$4500 – Mini-Grant Awarded
	<ul style="list-style-type: none"> <li>TSU K12 STEM Grant Proposal (Not awarded)</li> </ul>	\$100K Potential

\* Awarded



## Project Reflect Fund Raising Strategic Plan January – December 2019



OBJECTIVE	STRATEGY	\$ GOAL
Fund Raising	Identify at least one (1) activity or event to raise funds for the school	\$5000.00
Solicit Donations	Identify and solicit donations from a selected targeted group	\$10,000.00
Grants to Submit	<ul style="list-style-type: none"> <li>Dollar General Foundation (\$15K)</li> <li>Beaman Foundation (\$15K)</li> <li>2020 Breakfast Mini-Grant</li> <li>United Way NCA</li> <li>Krystal Foundation</li> <li>FRAC Breakfast Grant</li> </ul>	\$15K \$15K \$15K \$5K \$15K \$10K \$5K
		<b>Total</b>
		<b>\$65,000.00</b>



**Board of Directors Meeting**  
**October 15, 2019 @ 5:30P.M.**  
**Meeting Minutes**

**Directors in Attendance:** James Cobb, Samuel Hargrove and John Raphael

**Conference Call:** Robert Taylor, Patrick Johnson

**Corporate Membership in Attendance:**

**Conference Call:** Sr. Sandra Smithson

Project Reflects Board of Directors meeting was called to order at 5:56 pm and prayer was offered by Fr. John Raphael. A quorum was established.

*Mr. White and Mrs. Stevenson were representing SCA at the School Choice Fair and could not be present at tonight's meeting.*

A motion was made by Fr. Raphael to approve minutes from previous meeting as presented. The motion was properly seconded by Dr. Hargrove.

Sr. Sandra raised a question regarding the fact that the school did not make "Reward School" status. Reference was made to Mr. White's report at the July meeting which addressed that question.

The motion carried unanimously.

**Corporate Membership Report by Mark Faulkner**

The report was submitted in writing and read by Fr. Raphael. It will be distributed electronically to Directors and Corporate Members.

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

The report was submitted in writing and read by James Cobb. It will be distributed electronically to Directors and Corporate Members

**Finance Report by Fr. Raphael**

We are cash positive and with the receipt of the most recent BEP deposit, we will be able to pay a lot of the outstanding bills, according to Amy Rose. In light of additional expenses highlighted in Mr. White's report, there will be ongoing discussion about how much of the surplus cash can be set aside now for a rainy-day fund.

### **Finance Committee**

Dr. Hargrove reported that almost 100 books (grade levels 1-4) have been donated to SCA by TSU.

He presented slides which identified the three-pronged strategy of the Finance Committee of grants, solicited donations and fundraising. He strongly encouraged members of both the Directors and Corporate to directly assist the Finance Committee with the fundraising and donation aspects of the strategy.

He reported that SCA was awarded a \$20K grant from the Maddox Foundation. This was the first time that a school like SCA had been awarded this grant. Patrick Johnson reiterated the significance of this award.

SCA was also awarded at \$4500.00 mini-grant for a breakfast program.

Dr. Hargrove identified six potential grant sources to which applications will be submitted by December. Dr. Hargrove thanked Lekita Stevenson for identifying these sources.

Sr. Sandra reminded the committee of the Century 21 and LEAP grants which SCA has received in the past. Mr. Hargrove responded that the Century 21 grant was not available when inquiry was made.

### **New Business**

Chairman Cobb asks that the following Committee Chairs and members be prepared to speak at the December meeting as follows:

*Finance*—Specific strategies for fundraising activities and donation solicitation. The following ideas were pitched: dinner, reverse raffle, invitation to speak/present at Sunday Worshiping Community.

*Education*—Development of evaluation instrument for the Executive Director/Administrator which encompasses goals, metrics and remuneration/reward.

*Board Development*—Concrete plans for expanding board membership

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

**The Board of Directors Meeting was adjourned at 6:50 pm.**

**Board of Directors Meeting minutes were taken and presented by Fr. John Raphael, Treasurer.**