

**Board of Directors Meeting  
January 12, 2021 @ 5:30pm  
Virtual Meeting Minutes**

**Directors in Attendance:** Fr. John Raphael, Dr. William Hytche, Dr. S. Keith Hargrove, Richard Neal, Ramona Johnson

**Corporate Membership in Attendance:** James Cobb, Mark Faulkner, Sister Sandra, Irene Boyd, and Rebecca Horton

**School Personnel:** Ahmed White, Executive Director and Lekita Stevenson, Board Liaison

Project Reflects Board of Directors Meeting was called to order at 5:42pm by James Cobb. Scripture reading from Psalm 91 was rendered by Fr. John Raphael.

**A Quorum was established.**

### **Approval of Previous Board Meeting Minutes**

A motion to approve the minutes from the October 20, 2020 Board of Directors meeting was made by Fr. John. The motion was properly second by Dr. William Hytche with no amendments. The minutes were approved and submitted. The motion carried unanimously.

### **Corporate Membership Report presented by Mark Faulkner.**

The Corporate Members level is here to support the board. The Corporate member have a couple of main responsibilities; they protect the mission & asset of the organization. Also, delegate the operations and running of the mission and organization to the Board of Directors. The Board of Directors is responsible for overseeing & directing the operation, furtherance of the mission, and stewardship of the assets.

There are only incredible accolades from the members to the board on the performance of Mr. White, Mrs. Stevenson & their staff in terms of living within our means and having a physical sound organization. As it relates to the mission, being capable & competent making sure the school runs well, educationally successful, and their expanding programs in a broader impact to the community.

Mr. White has accomplished and stabilized the organization, created physical stability, recapturing/expanding the broader mission of positive impact on the community through education. The members are very pleased & affirming with the continued academic, organization stability, advancing fiscal stability & expansion of the programs to broaden impact on the community.

One of the strategic goals for Mr. White is the resurrection of the Reading Success/Itty Bitty City textbooks & software. This program supports the academic success of children in school reading and the financial opportunity to gain revenue from the sale of the program.

It will also further the mission in the community. Our mission can be leverage beyond SCA to other schools and communities.

Members report concluded with great use of assets, great protection great expansion of programs, & great plan of resurrection of the Reading Success program.

**Executive Director's Report presented by Mr. Ahmed White**  
***(Copy available upon request.)***

- ❖ The school continues with virtual learning platform continues hopefully opening, January 19, 2021 in alignment with Metro Schools.
- ❖ Monitoring the impact & metrics that Covid-19 has on our families
- ❖ Mrs. Stevenson sent a survey to SCA families, we will utilize that feedback to make decisions regarding in-person school return for our children.
- ❖ Rapid testing is available & can be administered for a quick negative or positive diagnosis & the results can be sent electronically if needed for their records – it is equivalent to the drive-up center or drug stores
- ❖ Technology has been kept up, laptop replacement, thankful there is a surplus of laptops
- ❖ A new employee, Ms. Evelyn & Mrs. Stevenson are available for technical support of laptops
- ❖ Making sure students are coping with the happenings in the world by ensuring their social & emotional health is at the forefront of our minds & assist them with coping
- ❖ Second benchmark testing has been completed & scores looks good. The first benchmark testing I believe the scores were inflated due to parent assistance. Some parents did well and other parents not so well. With that, we are going to open another branch for adult learners to assist with skillset.
- ❖ As Executive Director & Mark Faulkner agreed upon is the relaunch of the Reading Success program. The Salama Urban Ministry group has is using the Reading Success books for their program & has used them in the past & would like to use the books if they are available with the understanding that all data is provided to Mr. White. The Mr. White, as Project Manager will commit to a couple of hours per week with Mark Faulkner to drive the relaunch of this program.
- ❖ Project Reflect SCA to be a one stop shop for the community.
  - 1<sup>st</sup> to build a school and make sure everything is working properly and on the right path for success
  - We have 3-star Pre-K early childhood program doing exceptional with our Director, Mrs. Stevenson & her staff
  - Revamped the Prep Program which is the After-School program – a dynamic director, Mrs. White
    - Members are very happy to the revamping of the After-school program
  - In conversation with the State to bring the HiSet Program to our school, that is the high school equivalency GED test – help those in need of a high school diploma.
  - Reading Success can be very helpful toward adult literacy

## **Executive Director's Report presented by Mr. Ahmed White (cont'd)**

- Mrs. Stevenson was very instrumental with setting up Second Harvest food bank distributing fresh produce – hopeful to get that restarted
- Mrs. Irene Boyd suggest that ESL will be a great option

## **Financials Report by Ahmed White**

- ❖ Project Reflect / SCA is cash flow positive. Surplus of \$5K over the last month, total revenue of \$296K report sent over to the chair, expenditures of \$279K (bulk of that is salaries)
- ❖ Year to date \$1.5M has been taken in, but spent \$1.4M, but we currently have a good cash positive of \$475K in our account.
- ❖ As Executive Director, I am responsible to secure funds to sustain our school:
  - Facility grant secured of \$180K with the assistance of Dr. Hargrove & Mr. Taylor – using funds to make improvements to our school (new A/C unit & added security layers to doors)
  - Connectivity grant secured assist with technology for our children
  - Gear grant secured for over \$36K, SCA received a greater portion due to the performance of our school Remote learning grant for \$5K
  - Working toward \$20K competitor grant thru the State
  - We have almost \$300K in grants we are working on – they are all reimbursement grants – spend money on the front end and reimbursed at least \$70K right now
  - Dr. Hargrove & Mr. Taylor are aware of the grant & there is a possibility that we can find funding through a grant for Child Counseling Trauma component
    - The grant could go from \$62K to \$1.5M over a 5-year period

## **Board of Directors Chair Reports by Mr. Cobb**

- ❖ Dr. Hytche does not have a report. He will provide information to Mr. James Cobb regarding the evaluation of Mr. White.
- ❖ Mr. James Cobb is requesting an updated communication list for all members.
- ❖ Fr. John Raphael asked, Mr. White how are parental meetings being conducted now? Do we foresee a possibility of in person or virtual parental meetings taking place now?
  - Mr. White response to Fr. John Raphael, hopefully after the spring break we can bring parents in to discuss ideas. We have informally talked to parents in the car rider line & via phone ideas what we can do.
  - Mrs. Stevenson is composing a flyer to recruit for Parent PTO
  - Include Fr. John Raphael in the meeting with parents
- ❖ Mr. James Cobb commending the efforts & energy of the board towards fundraising and increasing funds for our school.
- ❖ Fr. John Raphael advised the next meeting will be February 2021 and will be back on track with our meetings.
- ❖

## **New Business & Open Items**

- ❖ A motion from Fr. John Raphael posted on the chat that the board vote regarding “In discussion with Mark Faulkner concerning Reading Success/Itty Bitty City, Mr. White will commit up to 2 hours per week to this project as strictly project manager. This will include a standing 30-minute weekly meeting with developers of the programs to determine milestones and next steps. These meetings will be for updates once a path forward is agreed upon. In the event of an inability of the developers to meet the needs of the organization, it will be the responsibility of the Executive Director, in cooperation with the Chair of Corporate Members, to determine a new course of effective action. Year-end evaluation for the Executive Director will include an assessment of the degree to which this goal has been met”
- ❖ Mark Faulkner will possibly modify the motion presented by Fr. John Raphael, they envisioned approximately 30-minute meeting weekly, at least 2-hour weekly interaction that will hold the Software developers accountable, strategize how to move the project forward & general be Project manager. If we sense the milestone with the current developer is not achieving or effectively able to bring to fruition, it will be Mr. White’s with his support to find a new path to resurrect this program. He encouraged the board to that the be moved & voted.
- ❖ Mr. James Cobb requested approval of the motion on the chat board by Fr. John Raphael’s as written, second & a vote.
- ❖ Dr. Hytche moved that the motion is approved as written in the chat board by Fr. John R and the motion was second by Mr. Richard Neal.
- ❖ Dr. Hytche like this as a goal for Mr. White. this makes it easy on evaluating when goals are on paper & established.
- ❖ Ms. Irene Boyd asked, if anybody been contacted? Should Mr. White find a software developer?
  - Mr. Mark Faulkner has been in contact with a HB2Webb
  - Ms. Irene Boyd, is it your intention to setup milestones with the developer to be met the same as for Mr. White?
    - Mr. Faulkner, yes there will be milestones in place for the developer to be accountable.
  - Dr. Hytche, in working with HB2Webb are these sessions being charged?
    - Mr. Mark Faulkner, some payment has been made them to start the work, at some point if they have made some head way additional monies will need to be paid.
- ❖ Mr. James Cobb asked if the motion on the table if further discussion points.
- ❖ Mr. James Cobb called for a vote if you are in favor of this motion as it is written in its second version, please respond with “I”. The vote was approved as a core job duty for Mr. White on a week in and week out basis.
- ❖ Mr. James Cobb asked if there were any new business.
  - Challenge the board to email himself & Fr. John Raphael what we would like to have on the agenda, new ideas & thoughts on fundraising, vision, growing our foundation in the community for the February 2021 meeting. Ideas to uplift our teachers and faculty.

A motion to adjourn was made by Fr. John Raphael and second by Mr. Mark Faulkner. The motion carried unanimously.

The Board of Directors Meeting was adjourned at 7:15pm.

Board of Directors Meeting minutes were taken and presented by Ramona Johnson