

**Board of Directors Meeting  
October 20, 2020 @ 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:** Mark Faulkner, Sister Sandra, Irene Boyd, and Rebecca Horton

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

Project Reflect's Board of Directors Meeting was called to order at 5:40pm by Fr. John Raphael. The prayer of peace and anxiety during the pandemic was rendered by Fr. John Raphael.

**A Quorum was established.**

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

A motion to approve the minutes from the August 18, 2020 Board of Directors meeting was made by Dr. S. Keith Hargrove. The motion was properly seconded by Dr. William Hytche with one amendment to add The minutes were approved and submitted. The motion carried unanimously.

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

During a previous Corporate Membership meeting held, a discussion of the Reading Success Program being the major goal for Mr. White to accomplish this upcoming year. Mr. White received a job well done regarding the accomplishments of the emergency funds from the members. Academic & Finance goals have been well achieved. On behalf of the members we are thrilled that Mr. White has accomplished with his team. Assets, Finance and Mission are being accomplished and well steward. Rainy day funds, emergency funds and the start of endowments have built now for the first time in the history of the organization, have a solid nest egg set aside.

The Reading Success Software is an opportunity to assure our children to advance in reading comprehension. A goal presented to the board is for Mr. White set milestones to accomplish the assessment & management of the Reading Success Software program.

### **Board of Directors Report by Father John Raphael**

A request to Mr. White to provide benchmark & milestones to the board members for the Reading Success Software program & how the program will integrate with all the new requirements at school.

Mr. White response to benchmarking/milestones:

- Reading Success Software program need further review to set benchmark & milestones

- Understand the benefits to our students, organization & financial benefits
- Good & bad feedback from others
- Due to the transition of students back to the classroom & trend data due to the pandemic
- Possibly the beginning of November, a better view to discuss the goal of the Reading Success Software Program
- Focused on the protocol in place for students & faculty to be safe day to day
- Difficult to set benchmark without full knowledge

Fr. John Raphael asked for a definitive benchmarking update to be presented to the board in December.

Dr. William Hytche will be included in the development of the benchmarking & milestones from an education standpoint.

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

- ❖ Kindergarten started back to school on October 12, 2020
- ❖ 70% of enrolled population projected to return to school.
- ❖ Kindergarten enrollment has increased.
- ❖ Anticipating the hiring a kindergarten teacher in January, 2021.
- ❖ Hired new first grade teacher.
- ❖ There are three first grade classrooms.
- ❖ There are close to 50 kindergartners and 60 first graders.
- ❖ Teachers are physically in the building a couple of months prior to student return to the classroom.
- ❖ Virtual students live participation has been at a 95% rate.
- ❖ Main focus is the learning gap
- ❖ I-Ready testing administered to the students while virtually – very good data than previous years
  - Color red the lowest
  - Color yellow being one grade level behind
  - Color green, being on grade level
  - Not as many greens as anticipated, but closed the red down a lot
- ❖ 91% students were behind grade level at the start of Mr. White's first year
  - Closing that gap
  - Commend the SCA teachers
- ❖ SCA teachers assisted the staff of other Charter Schools on how their plans open their school.
- ❖ Purchase for each teacher a MacBook Air computers
- ❖ Chromebook have been assigned to every student with surplus
  - Over 100 Chromebooks donated from Kipp
  - Acclimated to the SCA system.
- ❖ 219 Students enrolled as of 10/20/2020.

- ❖ Go Guardian program allows monitoring of the student while online virtually
- ❖ Soft start of after school program, PREP the week of October 12<sup>th</sup> & a full start the week of October 19<sup>th</sup>.
  - Leap Grants allows SCA to offer afterschool program both virtually & in person – thanks to Mr. Taylor and Dr. Hargrove
  - Budgeted to extend out to June 2020
  - \$109K this year for this program
  - Able to pay staff
  - Administrator outlook over the program
  - Music, karate, glass making, & many other exciting opportunities
- ❖ SCA is being highly spoken of throughout TN
- ❖ Working with students that experience connectivity issue.
- ❖ Stricter policy for students that are not feeling well while at school.
  - Exiting students quickly if any issues
  - Able to isolate students if needed
  - Contact trace because they are kept in Pods with the same group daily
  - Disposable trays & lunch eaten in classrooms
  - Many adjustments have been made if there is a need to shut down a classroom

## **Financials Report by Ahmed White**

Project Reflect / SCA is cash flow positive. Reviewing our financial in our money market accounts & what is received monthly from BEP, we have over \$500K in our accounts. Salaries and bills will be paid from these accounts. The rainy day funds continues to grow and we will continue to increase this fund. Moving the teachers to a twelve month salary alleviates some weight per pay period. We were able to renegotiate with Grayline to cover bus services for what we use. Our bill with GrayLine was reduced and our normal bill was \$20K per month, and it was renegotiated down to a lower percentage.

We were able to secure the following grants, a Reopening Grant of \$5K, Technology Reimbursement grant for \$18K, & a Connectivity grant for what was spent nearly \$5K. Through our good team of grant writers, we received a Facilities/Maintenance grant for \$180K. With this grant we are in the process of purchasing three AC units & maintenance on other AC unit, pricing on rebuilding doors with a second layer of protection.

The Cares Act money coming in for PreK, through the great work of Sister Mary and Sister Sandra has lessened the weight on the BEP budget. Mrs. Stevenson has done a great job with the PreK program with the additional funds. The SCA PreK received highest level of recognition from the state as a 3 Star program and our goal is to reach capacity of 40. We have decided to limit public access throughout the day due to the lack of screening process. We are in need of a Kindergarten teacher this upcoming January 2021. We are close to 50 kindergartners and only have 2 teachers. We are very excited were we are financially and will continue to grow.

We have had fun activities for our children. We have had a virtual talent show & drive in movie for the students. There is a drive-in movie planned for the community scheduled on October 30, 2020.

## **Board of Directors Chair Reports by Fr. John Raphael**

- ❖ Fr. John Raphael asked when will all grades be phased in fully. October 26, 2020, the 3<sup>rd</sup> & 4<sup>th</sup> graders will be phased into the classroom.
- ❖ Ms. Rebecca Horton applauded Mr. White for such great accomplishments. She stated that this was the 1st time she has witnessed the organization been this stable since she's been a part of PRI.
- ❖ Ms. Irene Boyd extended her excitement for all the recognition received.
- ❖ Dr. Hytche can a member of the board participate or observe a classroom, is that possible? Yes, you visit in person after meeting protocol upon entering the building or via the virtual platform.

We will move to the Committee Report and start with the development committee that board training links has to be submitted by November 15<sup>th</sup>. Once the training has been completed there is a survey to be completed. There 6 sessions of training required by the new members and 4 for the returning members.

Executive committee per the last meeting conducted the e-Vote concerning the final evaluation of the administrators and the bonuses for Mr. White and Mrs. Stevenson. The evaluation and bonuses were approved unanimously by e-Vote and well deserved. The entire team is doing an extraordinary job.

As an explanation to the new members if you review the agendas, there is a legend attached to the board of directors: The "X" are beyond their initial 3 year term which the bylaws require, members have to be reelected, the "P" a parent member & can be reelected & an active member in the school and a number represents the number of years.

Dr. Hargrove acknowledged the efforts of Mrs. Stevenson, Mr. Taylor & Mr. White for putting together the LEAP Grant. Good team effort led to GREAT results.

Motion to elect the Ramona Johnson as the Board Secretary for the 2020-2021 school year was made by Fr. John Raphael. The motion was to approve was made by Mr. Richard Neal. The motion was properly seconded by Dr. Keith Hargrove. The motion carried unanimously.

Fr. John Raphael proposed that the board vote to commission Mr. White, the Executive & Educational Committees to prepare and present the benchmarks to the board at the December meeting. Fr. John Raphael stepped away from the Chair to make the motion for the board to commission the Administrators, Executive & Educational Committees to prepare the detail benchmark regarding Reading Success this fiscal year as an addendum to

the evaluation goals for the administrators the 20-21 year. Fr. John Raphael returned to the Chair to request a second to that motion. The motion was properly seconded by Dr. William Hytche. The motion carried unanimously.

- ❖ Dr. Hargrove asked is there a deadline for the completion of those measures? Fr. John Raphael advised those measure will be in conjunction to the final evaluation of this school year.
- ❖ Mrs. Stevenson noted to the board that the software hasn't been received in order for an evaluation to begin.
- ❖ Fr. John Raphael will factor the fact the software hasn't been received into the stipulation of the benchmark.

The floor is now open for discussion on how to better move forward. (Open Discussion)

Dr. William Hytche has completed the evaluation of the Mr. White and need to present to the board.

Fr. John Raphael encourages the board to schedule a visit to the school. It is very encouraging to see the students, staff & faculty in action.

A reminder to the board of directors the changes to the bylaws which are no longer absolute, the annual contribution is \$500 for directors. There is a provision to modify if any issues.

Heartfelt gratitude extended to Mr. White, Mrs. Stevenson and SCA staff on behalf of the board of directors and corporate members.

**A motion to adjourn was made by Dr. S. Keith Hargove and seconded by Dr. William Hytche. The motion carried unanimously.**

**The Board of Directors Meeting was adjourned at 7:20pm.**

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