

**Board of Directors Meeting
April 20, 2021 @ 5:30pm
Virtual Meeting Minutes**

Directors in Attendance: Fr. John Raphael, Dr. S. Keith Hargrove, Ramona Johnson, James Cobb, Robert Taylor, Dr. Christy Marrs, Dr. William Hytche, Richard Neal

Corporate Membership in Attendance s: Irene Boyd & Sister Sandra

School Personnel: Ahmed White: Executive Director & Lekita Stevenson: Board Liaison

Project Reflect's Board of Directors Meeting was called to order at 5:36 pm- by James Cobb. The prayer of reflection, Psalm 67 was rendered by Fr. John Raphael.

A Quorum was established.

Approval of Previous Board Meeting Minutes

A motion to approve the minutes from the February 16, 2021 Board of Directors meeting was made by Fr. John Raphael. The motion was properly seconded by Dr. William Hytche with no amendment to add. The minutes were approved and submitted. The motion carried unanimously.

The election for new Board of Director, Dr. Christy Marrs

James Cobb called for a motion to elect Dr. Christy Marrs as the newest member of Project Reflect Board of Directors. The motion to approve was made by Dr. William Hytche. The motion was properly seconded by Richard Neal. The motion carried unanimously.

Corporate Membership Report

Email received by Mark Faulkner in his absence: "I have briefed the Corporate Members on the plans for strategic planning, the fiscal stability of the organization, and the progress of the Reading Success software...all of which can be reported on by Mr. White. Membership is supportive of and pleased with all of it. "

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

- ❖ We are finally seeing the fruits of the grant work
- ❖ Successfully uploaded refunds from the state
- ❖ Second set of security doors installed
- ❖ High efficiency lights installed.
- ❖ All toilets have been upgraded to automatic flush.
- ❖ Touchless faucets installed.
- ❖ Bottle filled water available.
- ❖ Approximately \$200K is being returned.
- ❖ Prep Afterschool program is going very well and will be extended into this summer.

- ❖ We are currently working to incorporate STEM in our PREP summer program.
- ❖ PREP afterschool is averaging approximately 80 students' participation.
- ❖ We have hired Ms. Olivia Lahann part-time to assist Mr. White & Mrs. Stevenson with various tasks, growth & liaison in extending our grade level by adding 5th grade to SCA / Project Reflect. She has a wealth of knowledge working with charter schools.
- ❖ Pre-K is positively moving forward, and their assessment went very well.
- ❖ The Reading Success app maybe tested throughout the summer during our PREP summer program.
- ❖ Ms. Irene Boyd asked if there has been further conversation with Mr. Orr. The status of expanding grade levels. Mr. White confirmed there has been further conversation and with Pastor Dale.

Financials Report by Ahmed White

Project Reflect / SCA is cash flow positive. In reviewing our financial our money market accounts we have \$400K in our accounts. There is \$650K in total cash flow.

We are happy to report our teachers will now be paid on a twelve month pay scale instead of ten months.

We are very excited were we are financially and will continue to grow.

Board of Directors Chair Reports by James Cobb

- ❖ Strategic plan put into place for future goals & benchmark forecast to achieve in next 2, 5 & 10 years.
- ❖ As an organization we are in a good place financially. Strategically plan how to handle debt management & plan to pay off debt. In addition to upgrades to the physical building, we need asset development.
- ❖ The Executive Committee met on April 14, 2021 to discuss various aspect of the Strategic Planning.
 - Encompass a survey to generate ideas
 - Vision & goals in place for the next 10 years
 - Breakout sub-committees
 - How to plugin the Project Reflect vision
 - Plan a retreat to strategize

Board Development Committee Report by James Cobb

Executive committee report

Board Member Recruitment

The Board members welcomed Dr. Marrs as the newest member to Project Reflect Board of Directors.

Fr. John Raphael emailed Patrick Schuermann's CV & Narrative Bio to the board members to be added to the agenda for further consideration at our June 15, 2021 meeting.

The Board Members are invited to submit new recruits at any time to the board.

Education sub-committee report

Dr. Hytche a member of the Adhoc Committee provided an update that SCA/Project Reflect is eligible to add a 5th grade class. There were three options:

- ❖ Republic Charter has asked to partner with SCA as a feeder school.
- ❖ SCA to develop 5th grade independently of Republic
- ❖ Discussion of increasing of grades 5th & 6th at SCA

Fr. John Raphael, The Orr Project was raised during the committee meeting. There was an overwhelming consensus committed to the expansion of 5th grade at SCA/Project Reflect. The committee believes in the leadership team & relying on their subsequent experience. Requesting the Board to give Mr. White discretionary power of approval.

Fr. John proposed a motion to approve the third alternative the committee recommends in the chat. The motion to approve by James Cobb. This motion was properly seconded by Mr. Keith Hargrove. The motion carried unanimously.

Adhoc Committee Report provided via Zoom Chat meeting (April 20, 2021)

- ❖ Smithson Craighead Academy
Education Ad-Hoc Committee Report
Committee Members: Ahmed White, Fr. John Raphael, Shannon Hill Sr., Lucille Collie, Robert Taylor, Keith Hargrove, Ramona Johnson, Irene Boyd, Rebecca Horton, William Hytche - Chair

The Education Committee was charged with developing an Ad-Hoc Committee to review adding a Fifth Grade Class to the Smithson Craighead Academy Charter. The Committee met every week until we came to a conscience on the issue.

The task involved three alternatives.

The First was to partnership with another school to support the Fifth Grade Class at another location.

The Second was to partnership with another school to support the Fifth Grade Class at Smithson Craighead.

The Third was to develop the Fifth Grade Class at Smithson Craighead alone. The Committee decided that we would support the third option and develop the Fifth grade as an additional class within the Smithson Craighead Academy charter independently.

In addition to that we agreed that we would also like to increase to grades Five and Six but at a pace that Smithson Craighead controls and determines the structure and development of the grades.

The committee was met with additional request for a Community Center – One Stop Shop for the Community and the Michael Oher project.

The Ad-Hoc committee decided that these items should go to the main body and if they would like we would take up that issue separately.

This concludes the report of the Education Ad-Hoc Committee.

James Hargrove raised concern a broad collaboration to grow the school was necessary – doesn't want to expand & have a negative impact on our students. With structure, infrastructure & instructional model the additional grades will increase.

Richard Neal the incremental approach was sound approach, he supports the motion on the table.

OPEN ITEMS

- ❖ Fr. John Raphael the annual meeting is usually held in June, but due to Covid should it be moved to August 2021.
 - Executive committee to start discussion next week or two regarding the e-vote to approve/affirm the annual meeting
 - If there is a June meeting date change need to know 2 weeks prior to publicize the meeting.
- ❖ James Cobb proposes a Retreat to be held on a Saturday for the Board members that will include strategic planning, brainstorming & the annual meeting.
- ❖ Dr. Marrs suggests proper protection if retreat is held in person.

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

The Board of Directors Meeting was adjourned at 6:51 p.m.

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