

**Board of Directors Meeting
August 17, 2021 @ 5:30pm
Virtual Meeting Minutes**

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

Corporate Membership in Attendance: Rebecca Horton, Irene Boyd, & Sister Sandra Smithson

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

Project Reflect's Board of Directors Meeting was called to order at 5:37 p.m. by James Cobb. The prayer of reflection, Psalm 92 was rendered by Fr. John Raphael.

A Quorum was established.

Approval of Previous Board Meeting Minutes

A motion to approve the minutes from the June 15, 2021 Board of Directors meeting was made by Richard Neal. The motion was properly seconded Dr. Christy Marrs with no amendment to add. The minutes were approved and submitted. The motion carried unanimously.

Corporate Membership Report

There was no Corporate Member report presented on August 17,2021.

Executive Director's Report presented by Mr. Ahmed White

- Project Reflect SCA continuously move in the positive direction
- Pre-K is continuously growing current have 16 students enrolled. The goal is to increase enrollment above 25 to 30 Pre-K students. Two teachers have their sons enrolled in PRE-K program.
- Ms. White one of the assistants at SCA is working with Reading Success Program providing feedback in their weekly meetings.
 - Preparing for a soft demo for the Corporate Members & lower staff members for PRE-K & kindergarten by September 1, 2021.
 - Possibly a full demo to future investor by October 1, 2021.
- Irene Boyd asked, if there has been any feedback offered on the Reading Success Program? Over all the program looks good. Offered a link to Ms. Boyd to review the Reading Success Program.
- Preparing to submit Letter of Intent to Metro Board for the expansion of 5th grade the upcoming school year, 2022-2023. Partnering and working with Purpose Prep & Rocketship, two elementary charters to get this passed.

- Campaign starting and we would like board members, parents & stakeholders to support it is called Fifth For All.
- Applied for 60 to 70 seats that will push our charter above 300 attendance.
- PREP Program has started there are 105 students being served in our after school program.
- Working on a matching Grant with another program to have tutors: intensive tutors of small groups. Which will allow one to three students with one tutor during PREP time & Response to Intervention (RTI). That will bring in additional revenue for our school roughly \$170K more to provide programming.
- During COVID students experienced learning loss
- Partner with Casa de Dios which is Spanish for House of God a reputable large church here in Madison off Dickerson Rd. They have agreed to have a bible study once a week with one of their youth ministers leading bible study. We also partner with them for opportunity in recruitment, our enrollment numbers have increased. This is following Sister Sandra's vision.
- As we continue to align our practice with the mission, the current trajectory is moving just as we want it to.
 - Solid early childhood services for our family, Diaper Service, potential Bible Study, intensive tutoring, strong before & after school program, & COVID Testing & have partnered with Jordan Health Group to provide Covid shots & other medical assessments for the community as a resource
- SCA name is spreading throughout the community as a resource & one stop shop as we want to be.
- A projected number you want to reach is 235 to help with sustainability for financials.
- \$400K plus currently in the money market account & cash flow positive
- Payroll subsidy from 10 months to 12 months
- All teachers received raises competitive with Metro schools & surrounding areas
- Starting school year with more students than we budgeted. We budget for 225- 230 students currently close to having 250 students and there is a waiting list for 3rd grade because unable to find a good teacher.
- Next year we can easily add another grade level and a teacher for both 3rd & 4th grade level.
- Well managed leadership
- Financially strong
- There was a two person turnover & we added a new staff on August 17th.
- SCA is continuously following the mask mandate for our scholars. It is mandatory for our school & ask the BOD to support the mask mandate.
- Adopted new curriculum for Reading & Math, paid for a 6 years subscription
- Next goal as we increase enrollment, we definite want to increase technology in the classrooms. We are wanting mounted projectors & smart technology for our classrooms.
- Currently we have LCD projectors on laptops carts – this could be eliminated with smart projectors and the scholars can interact – this will be our next campaign & we would like the board support in this effort.

- We want to attract families that are moving into Madison
- We are beginning the planning for Sister Sandra's Playhouse by having a dedication celebration in October to honor Sister Sandra. There is new playground equipment coming.
- More staff to fill in the gap in the coming year – a few people doing a lot of work & being stretch very thin
- We do have a PTO established this school year.

.Board of Directors Chair Reports by James Cobb

- Grateful to lead the organization & no report due to unforeseen accident.

2021-2022 Budget Report by Father Raphael

- Mr. White was asked to address any modifications to the budget provided in the June 2021. Main reason to resubmit the budget, core pupil ration & looking at the Metro pay scale we needed to set our contract pay at a higher lever to bring our teachers' pay scale up. We need to make sure the budget reflected those changes.
- Floor open to questions regarding the budget by Father Raphael:
 - Richard Neal after reviewing the budget and the financials received. Looking at the bottom line projection, a surplus of \$230K is doable/realistic giving at the current culture? Yes, it is doable, looking over the money market in the last 2 years in the we had roughly \$200K and 219 students. The money market account is sitting at \$405K. We are working with grants so some of the needs are met and not use the general budget as much. Yes, it is doable.
 - James Cobb asked, if the financial growth with the money market & savings sustainable with COVID being the issue? What can we do to use some of the savings to pay down debt?
- Financial statement updated and email to the directors & corporate members by Lekita Stevenson.
- Motion to approve the upcoming 2021-2022 budget was moved by Father Raphael and seconded by Dr. Hytche. The 2021 -2022 budget was unanimously approved.

Committee Report by James Cobb

- Board Committee: Father Raphael reported that Patrick Johnson will stand down as a member of the Board of Directors.
- Fundraising Committee - no formal report
- Board Development – no formal report
- Education Development – Dr. Hytche reported, Mr. White's evaluation will be completed the upcoming week of August 23, 2021.
- The Board Members are invited to submit new recruits at any time to the board.

New Members Re-Election

- Father Raphael called for the motion to re-elect the James Cobb for one year term as a director. A motion to approve the re-election of James Cobb was made by Robert Taylor and seconded by Richard Neal. The motion carried unanimously.
 - James Cobb called for the motion to re-elect the Dr. Hargrove for one year term as a director. A motion to approve the re-election of Dr. Hargrove was made by Dr. Hytche and seconded by Father Raphael. The motion carried unanimously.
 - James Cobb called for the motion to re-elect Dr. Hytche for one year term as a director. A motion to approve the re-election of Dr. Hytche was made by Father Raphael and seconded by Richard Neal. The motion carried unanimously.
 - James Cobb called for the motion to re-elect Father Raphael for one year term as a director. A motion to approve the re-election of Father Raphael was made by Robert Taylor and seconded by Ramona Johnson. The motion carried unanimously.
 - James Cobb called for the motion to re-elect Robert Taylor for one year term as a director. A motion to approve the re-election of Robert Taylor was made by Father Raphael and seconded by James Cobb. The motion carried unanimously.
 - James Cobb called for the motion to re-elect Parent Representative, Ramona Johnson for one year term. A motion to approve the re-election of Ramona Johnson was made by Richard Neal and seconded by Dr. Hytche. The motion carried unanimously.
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- Father Raphael proposed the re-election of the office
 - Chair: James Cobb
 - Vice Chair: Dr. Hargrove
 - Treasurer: Father Raphael
 - Secretary: Ramona Johnson
 - James Cobb called for the vote to re-elect all Officers for one year term. A motion to approve the re-election of all Officers was made by Robert Taylor and seconded by Dr. Marrs. The motion carried unanimously to approve the re-election of all Officers.

NEW Business/OPEN ITEMS

Dr. Hytche advised the need to formerly complete Mr. White's evaluation & extend multi-year contract. Identify the bonus compensation for Mr. White & Mrs. Stevenson.

Admission of Action without a Meeting into Minutes:

There was a move to call for an action without a meeting to address the bonus and contract.

- James Cobb called for the motion for “action without a meeting”. A motion for approval for the action without a meeting, was made by Dr. Marrs and seconded by Robert Taylor.
- One director’s vote is still required for a unanimously vote to approve this motion.

Email sent on August 17, 2021 by Father Raphael related to this item:

Per the motion made and seconded at tonight’s meeting that an action without a meeting be taken regarding the 2020-2021 bonuses and the extension of a contract to the Executive Director for the 2021-2022 year and beyond, this email is sent forth to capture the vote in favor or against said action without at meeting which requires unanimous approval from the Board of Directors.

The following votes have been tallied from members present at the meeting tonight:

*Cobb- yes
Hytche-yes
Johnson-yes
Marrs-yes
Neal-yes
Raphael-yes
Taylor-yes*

*A vote is required from director Hargrove.
One that vote is received all directors will have weighed in.*

Mask mandate presented to Father Raphael by Mr. White. Robert Taylor reports that Metro Schools will require masks in spite of the executive order. One of the reasons due to the state not giving proper notification of the executive order of rescinding the previous order.

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

The Board of Directors Meeting was adjourned at 7:10 p.m.

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