

**Board of Directors Meeting
August 18, 2020 @ 5:30pm
Virtual Meeting Minutes**

Directors in Attendance: James Cobb, Fr. John Raphael, Robert Taylor, Dr. William Hytche, and Dr. S. Keith Hargrove

Corporate Membership in Attendance: Liliy Hart, 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 5:45pm by James Cobb. The prayer of reflection was rendered by Lekita Stevenson.

A Quorum was established.

Approval of Previous Board Meeting Minutes

A motion to approve the minutes from the June 16, 2020 Board of Directors meeting was made by Dr. S. Keith Hargrove. The motion was properly seconded by Dr. William Hytche with the two amendments to add amounts \$181k/ Facility Grant and a breakfast min grant of \$4,454. The motion carried unanimously.

Corporate Membership Report presented by Rebecca Horton and Irene Boyd.

Corporate Membership meeting was held on July 15, 2020. Ahmed received a job well done despite the challenges and was able to save over \$105k in rainy day funds from the members.

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

- ❖ 215 Students enrolled ad of 8/18/2020.
 - SCA will possibly need for another Kindergarten teacher (@ 42 students)
 - Currently seeking another 1st grade teacher (@ 57 Students)
- ❖ All students have received a laptop and 1 hotspot per household where needed. Gmail accounts have been created for all students.
- ❖ Possibly 120 backups laptops will be donated and received from a partnering charter. This will only cost us a small fee to convert them over to Chromebooks for student usage in our database.
- ❖ Students are engaged and have started submitting assignments. A new curriculum has been implemented; LIPS for ELA and UREKA Math
- ❖ A new second and third grade teacher were employed and we also added another custodian.

- ❖ Received PPE Supplies including extra thermometers from MNPS.
- ❖ Schoolwide policies/procedures for virtual learning and COVID-19 protocols were established and are ready for distribution to parents and staff.
- ❖ Water fountains will be completely shut down.
- ❖ Daily temperature checks will be conducted upon arrival and during midday.
- ❖ Staff will welcome students by opening the doors. This should also limit touches to frequently used surfaces/handles.
- ❖ Two classes at a time in hallways to limit crowds and enforce social distances guidelines.
- ❖ Robo call procedures have been established for emergency shut down/parent notification.
- ❖ Policies/Procedures created are available upon request for the public.
- ❖ Classroom setup has been adjusted for these purposes.
- ❖ We are considering a possible hybrid schedule at the time of reopen
- ❖ Alternating two days a week with Friday as virtual learning for all students.
 - Group A (Mon-Wed) and Group B (Tue-Thur)
 - Group C (parent choose to keep students on virtual five days a week)
- ❖ Parent and Staff surveys were taken @ start of the summer. After we conducted a staff meeting, it was decided that a second survey will go out to parents on Aug 19th for a check-in/up with parents to get feedback with current program.
- ❖ A tech team has been working with parents to ensure they are able to use the technology properly.

Financials Report by Ahmed White

Project Reflect / SCA is cash flow positive. We have managed to save over \$105k for a rainy-day funds. There is currently \$90k of the PPP funds left from this Summer as we did not need utilize all these funds. We ended the year well under budget.

- ❖ A balanced budget has been submitted for the Board of Directors approval. All staff received their step raises this year as predicted. All staff was switched over to a 12-month pay period this year and staff members were super excited.
- ❖ 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.
- ❖ School was able to purchase new 115 Chromebooks!
- ❖ Teachers received a new school purchased loaner MacBook Air!
- ❖ Five classrooms now have Smart Boards.
- ❖ New AC Units have been installed and more projects are underway as a result of received the facilities grant!
- ❖ SEL/ Morning check-ins are taking place. Sown to Grow was purchased as well to help with tracking data, to set goals, and to build relationships. This platform should help students to grow socially and emotionally.
- ❖ Parents are open to reaching out for assistance. Some have called, come by (drive through), and reached out to admin when they needed support. Food is still being distributed daily Monday through Friday for free to all of our students.

Board of Directors Chair Report by James Cobb

Let's push what is currently going on forward and continue to thrive. We applaud the current accomplishments. Project Reflect is a financially sound organization. Items are sent over and reviewed weekly. We are being good stewards of our funds. Don't take your eyes off the prize. God has sent us an angel so we need to take care of it.

The floor is now open for discussion on how to better move forward. (Open Discussion) During these trying times the Board needs to firmly support the school's administration team. Decisions will need to be made rapidly concerning virtual learning/COVID-19 pandemic protocols. From a legally standpoint, liability cases will not stand on good faith efforts to educate students but there's no other way to move forward.

Board of Directors position on reopening with in person learning:

Voiced opinion for In-Person: Voiced opinion Against In-Person: No Response:

N/A

1. Father Raphael
2. Boyd - CM
3. Hargrove
4. Stevenson
5. Harton -CM
6. Taylor
7. Hart -CM
8. Hytche

N/A

James Cobb wanted to make sure the Board had clarity on what was discussed: SCA would possibly implement a hybrid schedule after the first nine weeks. If we can fully follow CDC guidelines and ensure safety of students and staff.

Motion to approve the plan below was made by Fr. John Raphael.

Plan: Board of Directors authorizes the administrators of Smithson Craighead Academy to continue the current virtual educational plan and to review and/or revise that plan with regard to in-person and a hybrid educational model. The Board gives the administrators the authority to make any necessary changes based on real-time needs and changes that impact the safety of students, faculty, staff, and families. The Board is encouraging the maximum amount of in-person education as soon as possible at the discretion of the administrators. Any and all changes and the rationale for them are to be communicated the Board prior to implementation. The Board reserves the right to review or revise the scope of this motion at its discretion.

The motion was properly seconded by Dr. S. Keith Hargrove. The motion carried unanimously.

Motion to re-elect the four members to serve another term was made by Robert Taylor. The motion was properly seconded by Dr. S. Keith Hargrove. The motion carried unanimously. (*Fantastic Four: J. Cobb, S. K. Hargrove, W. Hytche, and J. Raphael*)

Motion to elect Ramona Johnson as the parent representative to hold a set as a Board of Director for the 2020-2021 school year was made by Robert Taylor. The motion was properly seconded by Dr. William Hytche. The motion carried unanimously.

Motion to re-elect the current officers to serve for another one-year term was made by Dr. S. Keith Hargrove. The motion was properly seconded by Dr. William Hytche. The motion carried unanimously. (Current Offices: Chair, Vice Chair, and Treasure.)

The election for Secretary was tabled until the next meeting.

Richard Neal's name and resume has been submitted for recommendation to serve on the Board of Directors. It is with an understanding that persons can be submitted for election to the Board of Directors at any point and time during any given year.

A motion to elect Mr. Richard Neal to serve on the Board of Directors was made by Fr. John Raphael. Motion was opened for discussion. This motion was properly seconded by Dr. William Hytche. The motion carried unanimously.

Motion to approve the 2020-2021 budget as presented was made by Dr. William Hytche. The motion was properly seconded by Dr. S. Keith Hargrove. The motion carried unanimously.

Please note that the Executive Committee needs to meet concerning the final details of the Executive Directors evaluation. The Board of Directors may need to secure an email to approve his evaluation results and bonus pay.

Annual Board of Directors training will be sent out via email for virtual training session. This email will be coming soon as training must be completed by September 2020.

A motion to adjourn was made by James Cobb.

The Board of Directors Meeting was adjourned at 8:14pm.

Board of Directors Meeting minutes were taken and presented by Lekita Stevenson.