

**Board of Directors Meeting
June 21, 2022 @ 5:30pm
Virtual Meeting Minutes**

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

Corporate Membership in Attendance: Mark Faulkner

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

Project Reflect's Board of Directors Meeting was called to order at 5:38 p.m. by James Cobb. The prayer of reflection offered in the spirit of Sister Sandra's passing, Psalm 130 was rendered by Fr. John Raphael.

A Quorum was established.

Approval of Previous Board Meeting Minutes

A motion to approve the minutes from the April 19, 2022 Board of Directors meeting was made by Father Raphael. The motion was properly seconded Dr. William Hytche with no amendment to add. The minutes were approved and submitted. The motion carried unanimously.

Corporate Membership Report

Mark Faulkner, the main order of business for the members is deliberating a replacement for Sister Sandra to round out the seven corporate members. The voting will not be rushed & the board will be kept apprised. We're kind of taking just some slow deliberation on it both philosophically and peripherally. The members haven't had a chance to look at the budget, but I briefly did and I know Ahmed will probably get a chance or provide some explanation and overall overview of it but it looks good. It's great to see the numbers increasing based on the state's approval of our increased seats.

The members look forward to seeing the income statement & balance sheet for the fiscal year ending June 30th. Ending with we continue to be grateful for all the wonderful efforts that are put forth on behalf of the organization, and certainly the kids.

Executive Director's Report presented by Mr. Ahmed White

- Submitted a budget based off of what we believe necessary moving forward for the school and the organization
- Still in the process of hiring staff members
- We have an instructional coach for ELA
- We have an upward of 300 students enrolled for the upcoming school year & actively recruiting at the kindergarten level
- Will submit a new organization flowchart to the committee to show how the school is setup

- STEM Summer Program time increased to 8am – 2 p.m. Monday – Friday
 - we have our tutors through Tennessee all core grant that are also there this summer
- We did make our annual measurable outcome with our TN Ready testing
- Our third grade ELA reading scores were not where we wanted to be. So that dropped our overall proficiency down by two points
- We were able to give out diapers to families in need and continue to give out fresh fruits and vegetables, we will have fruit, fresh fruits and vegetables again this week to give out.
- Pre K numbers continue to grow, that program is going very well.
- The buildings are set in skeletal form, where our classes will be this upcoming school year
 - utilizing both buildings now fully.
 - Fourth and fifth grade will be in the admin building along with pre K.
 - Kindergarten through third grade will be in the main building
- The budget is based off projected numbers
 - Making room for salary increases this year
 - Supplement some incomes so it doesn't come off BP funds
 - As you know right now, a lot of what most everything that we do is either through a grant that we were able to secure or BP funds.
 - PreK enrollees pay tuition
 - Mark Faulkner: Correction to entries on the budget to reflect new money only
 - James Cobb: any update on leveraging some of the transportation funds back to us from Metro
 - Mr. White: Finalizing paperwork and will be able to report back by next meeting
 - Stipend/ honorarium in question for Sister Sandra
- Applied for the facilities grant, again, this year for the maximum of \$500,000.
 - The plan to covered walkway built between the two schools
 - To do some upgrades to our facilities in the areas of bathrooms and things of that nature
 - Use a portion \$225K or \$250,000, for debt reduction to help erase debt

Board of Directors Chair Reports by James Cobb

- Thank all the members of this board our corporate members. It has been a long year, but a good year. And I'm incredibly proud of the organization, incredibly proud of the things that we're doing for the community. I'm incredibly proud to watch us all come together to accomplish goals. And I want to encourage us all to kind of continue that and continue the spirit of giving.

Committee Report by James Cobb

- Board Committee: no formal report.
- Fundraising Committee - no formal report
- Board Development – no formal report
- Dr. Scruggs did not have a formal report due to Covid, but will reach out to her committed to schedule a formal meeting.
- Education Development –

- Dr. Hytche advised the board, before our August 2022 meeting, the education committee will meet to complete the evaluation for Mr. White and be able to send it out to the board members before the next meeting.
- Grant writing Committee -no formal report.

New Business Items:

- Sister Sandra's Memorial
- Amendment of the bylaws of the Annual meeting from June to August
 - The motion to change bylaws 13 and 14 was made by Father Raphael and seconded by James Cobb. The motion was passed by unanimous vote of directors present.
- We discussed the possibility of an action without a meeting regarding approving the 2022-2023 budget and there was agreement that that process should be engaged, but it did not take place at the meeting. It will have to take place electronically.
- Modification of bylaws Clause 73, to discuss how to reallocate \$1K stipend.

A motion to adjourn was made by Dr. Hytche and seconded by Dr. Scruggs. The motion carried unanimously.

The Board of Directors Meeting was adjourned at 6:39 p.m.

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