

**Board of Directors Meeting  
October 19, 2021 @ 5:30pm  
Virtual Meeting Minutes**

**Directors in Attendance:** Fr. John Raphael, Ramona Johnson, James Cobb, Dr. Christy Marrs, & Richard Neal

**Corporate Membership in Attendance:** Sister Sandra, Irene Boyd & Mark Faulkner (briefly)

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

Project Reflect's Board of Directors Meeting was called to order at 5:39 p.m. by James Cobb. The prayer of reflection, Psalm 91 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 17, 2021 Board of Directors meeting was made by Father Raphael. The motion was properly seconded Ramona Johnson` with no amendment to add. The minutes were approved and submitted. The motion carried unanimously.

### **Corporate Members Report**

Mark Faulkner submitted a corporate written report via email to all members on October 15<sup>th</sup>.

Irene Boyd stated no elaboration or added discussions from her.

Dr. Marrs advised the board that she wasn't familiar with the Reading Software initiative and asked for a quick synopsis background, good, bad, or indifferent. Father advised, procedurally an agenda item is a Corporate Member report – in this report there was a specific request for the board to consider.

### **Executive Director's Report presented by Mr. Ahmed White**

- The school is doing very well.
- I-Ready is SCA's testing platform & with the testing there was definitely a learning loss among our students as well across the country. We are working diligently to pull through that loss.
- Excited about the curriculum & training provided via I-ready to our teachers during fall break.
- Hired two additional staff members in the teacher's assistant positions.
- We are currently in the process of needing to hire a first grade teacher. So we're interviewing this week, we have a couple of good leads out there. And hopefully,

we'll have someone hired by the end of the week of first of next week, one of our teachers took a different position in another district.

- We currently have 240 students in grades K-4.
- Pre-K is continuously growing current have 18-20 students enrolled. PreK had an audit and passed with a score of 100 on the inspection.
- Structures are in place for the Playground and we are only awaiting the mulch to be put down.
- **Date to Remember:** October 28, 2021 is the dedication of Sister Sandra's Playground at 9:30 a.m. & there is a brunch to celebrate her legacy.
- As you know, we are running the school on DDP and some grants but we also there's so much greater need out there. And so, we want to make sure we're connecting with the right people. So, if you have potential donors and persons that can come out or even just you know, you can share with them the opportunity to give that'll be huge for us moving forward.
- Brickwork has been done around the playground that is cost the school had to incur. The fence will be installed later. A plaque will be in place in the Bay area to show honor to one of our founders.
- As you can see from the financial reports, we continue to stay really good with our finances, even with the new projects, approximately \$90,000. Still have the funds to continue to do that and grow our school. Continue to stay fiscally responsible and we want to knock down some of our debt. That is the reasons that we want to talk about funders and donations.
- There are so many improvements that are needed within our school building. We, but also preparing ourselves for the fifth grade for next year.
- **Date to Remember:** November 9th, at the Metro Nashville Public Schools board meeting, we want to make sure that they know that we want to add fifth grade
- We have a parent group that includes two of our sister charter schools being Purpose Prep, and Rocketship. We're all working together to try to get fifth grade back in elementary. We are always going to be team child first, and everything else will come after. Preparing for the growth of the addition of fifth grade.
- Afterschool PREP program is steadily moving forward and doing well. Mrs. White is pushing to get the academics portion where it needs to be. Students are exposed to karate, music, & art.
- **Highlight:** We were able to send 10 of our students to stem camp, they were able to go, you know, they would go out of town. Due to their exemplary conduct, performance & representing SCA well, the afterschool curriculum will have a drone program for the fourth graders.
- Irene Boyd asked, if there any issues with the mask mandate? The only issue is parents sending their children to school without mask.  
Irene's second question is, you had mentioned in the last record about partnering with Casa de Dios, the House of God. And I just was curious as that materialized yet, or where is that? Hopefully, that meeting will happen. We were invited to be a part of their flag ceremony on Sunday. They dedicate each of the flags with different Hispanic countries that are represented in their church. Also, we had the chance to

be in worship with Governor Lee and some other officials from Hispanic countries, that ambassadors and whatnot.

## **Board of Directors Chair Reports by James Cobb**

- Main agenda item that I plan to achieve over the next 30 days is to meet with our team to be able to put together the strategic plan that can see us over the next five years. And we're going to do everything we can to make that happen. I want to make sure that this organization is better by the work that we've done, and they can have some momentum with the things that we put in place.

## **Committee Report by James Cobb**

- Board Committee: no formal report.
- Fundraising Committee - no formal report
- Board Development – no formal report
- Education Development – no formal report.
- Grant writing Committee is being diligent, and their work is providing financial help.

## **Executive Committee by Father Raphael:**

- MNPS to allow SCA to add fifth grade
- Report on all efforts to increase/expands community services and programs offered by PR/SCA This was a follow to an action without a meeting, which we took and was passed. Final portion, we approved the three-year contract. Now these are some housekeeping details about the recommendation that because this is the first we've had a multi-year contract to make sure that there is an annual cost of living multiplier in the contract itself says the contract is now as valid until 2024. The annual bonus will continue to be done on a year-by-year basis.

The Executive Committee recommends the board approves in order to have motion and discussion.

- James Cobb moved to call for a motion of the Executive approve the recommendations of the executive committee for the path forward for our Executive Director 2021 – 2022 & amendment from 2022 to 2022.
- Motion to approve the upcoming 2021-2022 recommendation path forward for our Executive Director was moved by Dr. Marrs and seconded by Richard Neal. The 2021 -2022 Executive Committee recommendation was unanimously approved.

## **New Business Items:**

- RS-IBC: Provide a detailed account of all efforts done to keep the RS-IBC project moving along at a reasonable rate commensurate to the day to day needs of the school and the educational goals that are currently in place.

Corporate Members are asking the board to kind of reflect in a thorough way on not only the project itself, but where the project stands. These are the ongoing development of the school so that the board can give some direction to the school administration regarding this project.

**Mr. White providing an update on the status of RS-IBC:**

- was a staple of our organization for some time, but over the years, it didn't get the updates and the care that was necessary for it to be successful, and was kind of dropped, you know, and so Mark picked it up, not sure when he might have made them before my time here.
- Working with Mass Interactive, to kind of get it back up to speed.
- A program to help students learn to read it was Sister Mary Craighead and Sister Sandra's work to kind of get kids there.
- While looking at making it a priority now, in theory, it is an amazing opportunity for our organization.
  - There are opportunities for financial growth, there's opportunities for more importantly, for students to learn how to read.
  - The work that it's going to take to get to where RS-IBC needs to be, is far too great.
  - I've have pulled an employee, from doing her day to day duties to kind of work with students
  - Sis Sandra actually got the opportunity to see the students as they're going to work on their computers to do Reading Success. We've hired a new person to help us be specific to help with Reading Success. But that's the extent of our budget right now.
- Looking at our money market and see that there's funding, there are funds there. But I can also look at that money market and know that, you know, we have summer, projects to get through, and getting the technology in the school, that's necessary.
- Greater needs that are pressing right now & Reading Success need to be put in its perspective.
  - Working our growth model to get fifth grade
  - We are lagging in technology
  - Curriculum needs to be
  - Hire reading coaches
  - We grew in reading in TN Ready last year
  - PreK need another staff member
  - Structural repairs are needed (roofing, bathroom updates, plumbing)
  - We are pushing the Reading Success Program
  - Pushing Mass Interactive to do better on their end – certain glitches –
  - This software is geared for younger students
  - The program is outdated compared to other programs/software we are using (I-Ready & Prodigy)
  - Stretched thin with staff already doing a lot of work

- Father Raphael move that our response to the request of corporate members in our agenda item today is that we form an Exploratory Committee regarding the RS IBC program and how it fits into the larger structure.
- James Cobb seconded the motion to form an Exploratory Committee.
  - Motion to approve the formation of an Exploratory Committee to continue discussion was moved by Father Raphael and seconded by Dr. Marrs. The Exploratory Committee recommendation to be formed was unanimously approved.
- Email from Father Raphael to the members of the Board
  - At this evening's meeting, the Board approved the formation of an exploratory committee to begin working with Mr. White and Mark in their ongoing discussions regarding the RC-IBC software and program. This committee is tasked ultimately with making recommendations to the Board to provide direction to the Executive Director regarding specific goals and objectives pertaining to this project.

Questions from Richard Neal:

How is it funded?

Who owns it? Is it project reflect? Is it Smithson Craighead Academy or is independently owned?

Is this something this software at some point, is the idea long term is that the software will, in turn, provide enough revenue to help to provide to keep it updated, and on an ongoing basis?

Is this something that maybe at some point, it might be considered as a spin off unto itself?

Questions from Dr. Marrs:

Does Mass Interactive have a Project Manager?

Where is the Project Plan?

Is there a work plan of how Mass Interactive is going to resolve?

There are Milestones to be met

- **Admission of Action without a Meeting into Minutes:**

There was a vote to allow a vote without a meeting which carried unanimously approval. There was a vote regarding the 2020-2021 bonuses and the extension of a contract to the Executive Director for the 2021-2022 year and beyond. Both actions were approved without a meeting & unanimously approved by the board and other members via email.

Email sent on August 17, 2021 by Father Raphael:

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-yea  
Marrs-yes  
Neal-yes  
Raphael-yes  
Hargrove - yes

**A motion to adjourn was made by Richard Neal and seconded by Ramona Johnson. The motion carried unanimously.**

**The Board of Directors Meeting was adjourned at 6:55 p.m.**

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