
Board Meeting

Thursday, March 21, 2019

ATTENDEES

Kamaria Finch, Chair

Wade Ivy, Record Keeper

Travis Townsend, Jr.

Aketa Wise (arrival at 7:10pm)

Joe Sumpter

Jae Brown

CALL TO ORDER @ 6:35PM

Motion to amend meeting agenda to correct the date and add time to hold two votes

Made by: Kamaria Finch

Seconded by: Wade Ivy


Result: Motion carries (unanimously)

Motion to accept the policies and procedures document presented by Travis Townsend with edits

Made by: Jae Brown

Seconded by: Travis Townsend

Result: Motion carries (unanimously)



Motion to approve engagement of Avalon Accounting & Charter and to enter into a contract for bookkeeping and back-office services, contingent that contract does not exceed budgeted amount for said services

Made by: Travis Townsend

Seconded by: Joe Sumpter

Result: Motion carries (unanimously)

Public Comments

No comments were made by guests in attendance.

Candy Yu (Avalon Accounting & Charter) Report

- Progress Report on back office activities and tasks was presented.
- Review of board member interviews was made.
- Upcoming activities: Pre-planning for budget

Elisa Falco (GSCA) Report

- Provided guidance regarding hiring process and continual education for teachers and staff to ensure mission of school is fully understood

BOARD MEMBER REPORTS

Academics (Jae Brown)

- A consultant has been hired to conduct the initial review of teacher candidates.
- Candidates are going through initial screening and interviews will be conducted next week.
- Teacher recruitment events are upcoming.

Facilities/Operations (Travis Townsend, Jr.)

No report.

Academics/Operations (Joe Sumpter)

OPERATIONS

- Purchased web site hosting, Wordpress template, domain name, and graphics. Deployed to harriettubmancsat.com. Plan to continue to update, add SEO, link to social media, add pillar content to drive traffic around our keywords, add donation page and add partner page.
- Finals site – Received statement of work and outline of key features.
- Board member email accounts set up and details provided.
- Created Instagram account for school as harriettubmancsat. Twitter account was rejected due to name verification. Still working that. YouTube account is planned for this month.

ACADEMICS

- Arranged resumes for interns into lists of contact.
- Pull up banner will be developed and provided to Libby by 3/26.
- Met with several prospective partners and donors. Talks are ongoing.

Operations (Aketa Wise)

- Pittsburg Door to Door planned for March 30, 2019, 12:00pm-2:00pm.
- Meet and Greets at Local Daycares and After School Programs have started.
 - Kid-Dazzle Daycare Center took place on March 13, 2019
- Document Day/Info Session planned for April 14, 2019; 2:30-4:30; location TBD.

Overview/Operations (Kamara Finch)

COMPLETED ACTION ITEMS

- Website has been launched and is working well. Minor updates are still needed.
- School marketing activities are underway. Kamaria and Wade were invited to 94.5 FM to advertise for the school.
- Teacher and school leader recruitment are underway. School tour of MIT and Harvard is planned in order to learn academic best practices.



- In talks with a grant writer.

ADJOURNMENT @ 7:41PM