



HARRIET TUBMAN
SCHOOL OF SCIENCE
& TECHNOLOGY
"A Lighthouse in the Community"

Harriet Tubman School of Science and Technology

Board of Directors Monthly Meeting (Conference Call)

Meeting Minutes

Date and Time: Thursday, February 18, 2021, 6:15pm – 8:00pm (EST)

Location: Due to COVID-19 related safety precautions, the Board of Directors meetings will be held over conference call using meeting details published on school website.

Attendance: Board Members present included Kamaria Finch, Angela Chambliss, Marilyn Johnson, and Lela Howard. Quorum established. Board member, Gary Vause and James Agazie was absent. Additional community members in attendance include Elisa Falco from GCSA and Bailey Dryden from State of Georgia attended for state monitoring.

I. Opening

Meeting called to order at 6:15pm by Board Chair stating the mission & vision of the school.

Board Chair, Kamaria Finch asked if there was a motion to approve agenda on table. A correction was requested for the agenda to include policies for review. Angela Chambliss motioned for approval of agenda with corrections and Dr. Marilyn Johnson seconded. Vote passed unanimously.

Meeting minutes reviewed. A correction was requested for the minutes to omit purchase of generator. Lela Howard motioned for approval of February 2021 minutes with corrections and Angela Chambliss seconded. Vote passed unanimously. *Angela Chambliss mentioned regarding challenges with posting of minutes to website. Minutes were published successfully.*

II. Public Comment

No visitors present for public comment.

III. Governance Reports

Executive Director, Mia Powell provided a report for academic and operational progress. HTCSAT is currently ramping up planning for 2021 Enrollment and reopening. Ms. Powell identified one item for approval – Reopening Plan. It was requested for this to be considered following completion of all items noted within the State Reopening Checklist. The reopening timeline has been adjusted to the end of March 2021. School policies have been updated and are ready for review by the board. An intent to return survey was sent out to student parents and staff to help gauge enrollment and staff expectations for 2021-2022. Tutors have been contracted to help with extended day. The HTCSAT website has been updated to display enrollment information from School Mint on the front.

Director of Instruction, Ashley Greene provided an instructional report on where our HTCSAT students are academically based off national standards. She noted the weekly report is based on observation 3 times weekly to monitor and track results. Twelve tutors have been secured to assist with performance growth. The highest growth was identified with kindergarten. TKES evaluation activity is still ongoing. Katherine from GDOE to discuss self-assessment and philosophy statement.

Fiscal Operations report was given by CFO, Terence Washington. CFO reviewed the balance sheet and noted the school was in good financial health. Clean up services are ongoing for accounts payable team. Mr. Washington mentioned that Teacher Retirement contribution liabilities will be included within the amended budget. He stated that the 1st round of CARES should be distributed soon as the Board of Education has approved. The school should be able to begin drawing down funds in March.

Operational facility report was provided by Kamaria Finch. Kamaria mentioned an ongoing activity to support response to State Site Visit Reopening Checklist. Pending maintenance activity is ongoing at the school. The Landlord is aware of the checklist and subject to compliance.

Angela Chambliss motioned for approval of all governance reports and Lela Howard seconded. Vote passed unanimously.

IV. Other Business

- A. Comprehensive framework - Daniel Alfino provided an overview of the corrective action plan and defined next steps. Elisa Falco provided an overview of the comprehensive framework objective. All responses are due by April 15, 2021.

Policies are being drafted for board review and approval. Some policies will require staff training. Those policies requiring training are listed below:

- Health policies – March 15, 2021
- Student Safety and Homelessness - March 19, 2021
- Nursing – March 5, 2021

The following policies were approved during the meeting:

| Action No. | Topic | Description |
|-----------------------------------|--|--|
| 1. | Child Abuse/Neglect Policy | <i>According to SBOE (State Board) rule, the school is required to have a policy that guides the identification and reporting processes when child abuse is suspected.</i> |
| Motion Made By: Angela Chambliss | | Seconded By: Lela Howard |
| Unanimously Approved 4 Yes | | 0 No |
| 2. | Bullying Policy | <i>The school's bullying policy was revised to include all provisions as required by state law. The bullying policy was updated to include the method for notifying the parent, guardian, or other person who has control or charge of a student upon a finding by a school administrator that such student has committed an offense of bullying or is a victim of bullying.</i> |
| Motion Made By: Angela Chambliss | | Seconded By: Dr. Marilyn Johnson |
| Unanimously Approved 4 Yes | | 0 No |
| 3. | Mandated Student Abuse Reporting Policy | <i>Local Education Agencies (LEAs) are required to set policy as mandated by the Georgia Professional Standards Commission (GaPSC) that governs the reporting process for students that allege inappropriate behavior by a teacher,</i> |

| | | |
|---|---|--|
| | | <i>administrator, or other school employee, toward a student. This is a new policy.</i> |
| Motion Made By: Angela Chambliss to amend for the inclusion of the HTCSAT Board within the reporting process. | | Seconded By: Lela Howard |
| Unanimously Approved 4 Yes | | 0 No |
| 4. | Homelessness Policy | The school was required to update the policy that governs the identification and services for students experiencing homelessness. Specifically, the policy was updated to remove barriers for students experiencing homelessness, address identification, school selection, enrollment, transportation, disputes, and credit for full or partial coursework. |
| Motion Made By: Angela Chambliss | | Seconded By: Lela Howard |
| Unanimously Approved 4 Yes | | 0 No |
| 5. | Health and Safety Policies Include: <ol style="list-style-type: none"> 1. School Nursing Program Policy 2. Diabetes Policy 3. Medication Policy 4. Infectious Diseases Policy 5. Allergen Management (e.g. EpiPen) 6. Self-administration of Asthma Medication Policy 7. Health Screening and Immunization Policy 8. Levalbuteral (Inhalers) Policy | <p><i>Two specific health and safety policies required per the correspondence from the SCSC, dated January 15, 2021, are the School Nursing Program Policy and the Infectious Diseases Policy. Both of these are new policies.</i></p> <p><i>The additional policies listed are included in this slate as they are all reflective of requirements in the Health and Safety category. All eight (8) policies are new to the school.</i></p> |
| Motion Made By: Angela Chambliss | | Seconded By: Lela Howard |
| Unanimously Approved 4 Yes | | 0 No |

A. State Monitoring Visit– HTCSAT is continuing to work with the SCSC on requirements.

- B. School Reopening – Mia Powell shared an update on the Kitchen pending review by the board of health for distribution of food. Uniform selection and vendor identification is in progress. The Assistance Executive Director has completed several supply orders for reopening.
- C. LKES/TKES – Mia Powell reported orientation and assessments have been completed. Additionally, all self-evaluations have been completed by teachers.
- D. Amended Budget Review Planning and Approval Period – Terence Washington indicated that his team is preparing the amended budget. The expected timeline is listed below:

Preliminary budget received – March 4, 2021

Budget Hearing #1 – March 11, 2021

Budget Hearing #2 – March 18, 2021 prior to board meeting.

Budget Vote – March 18, 2021 during board meeting

- E. Marketing/Public Relations Presentation – A presentation was given by Lakita Backum of Lasakb, a public relations and marketing firm on ways her company could assist with enrollment boost. The board requested a follow-up with additional details on proposal as the proposal was limited in detail on how she'll implement these services. In addition, it was requested for additional background on her marketing success.

a. Closing Items

SCSC Governance training is required for each board member. Additional dates are forthcoming.

Angela Chambliss moved to adjourn the meeting at 8:05pm. Lela Howard seconded. Meeting closed at 8:05pm.