



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, January 21, 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. Meeting was held using alternative conference call line published on HTCSAT website due to accessibility challenges with Zoom.

Attendance: Board Members present included Kamaria Finch, Angela Chambliss, Marilyn Johnson, and Lela Howard. Quorum established. Board member, 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 state "review of January agenda" instead of December. Lela Howard motioned for approval of agenda with corrections and Angela Chambliss seconded. Vote passed unanimously.

Meeting minutes reviewed. A correction was requested for the minutes to state the "hreview of December's minutes" instead of November. Angela Chambliss motioned for approval of January 2021 minutes with corrections and Lela Howard seconded. Vote passed unanimously.

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 – a HTCSAT teacher is not able to return to school due to COVID concerns. It was requested for this to be considered within reopening planning.

Director of Instruction, Ashley Greene provided an instructional report on where our HTCSAT students are academically based off national standards. The report included monitoring prep and post assessment, weekly data checks, weekly classroom assessment, and increased focus on reading. Board member, Lela Howard question expectations for students with low performing data. Ms. Greene stated that special education tracks are being established for students with special education needs. Monthly and quarterly process reports will be instituted. It was mentioned that the board should have oversight of data as it relates to the comprehensive framework for the school. Monitoring and implementation practices should reflect guidance include within the school petition. A professional development session is being planned for teachers in the coming weeks.

Fiscal Operations report was given by CFO, Terence Washington. CFO services have recently transitioned to Avolon. Terence and his team were welcomed by the board. He reported in December, the state removed funding due to low enrollment. School finance is still showing incredibly healthy. Avolon is working to get internal controls in progress. He also mentioned that external grant funding will be drawn down in the coming weeks specially \$59,000 for CSP. State monitoring high risk report was successfully submitted.

Operational facility report was provided by Kamaria Finch. Kamaria mentioned a contract has been finalized for fiber to be installed throughout the school to improve internet capabilities and accessibility. A generator has also been purchased for emergency planning purposes.

Angela Chambliss motioned for approval of all governance reports and Dr. Johnson seconded. Vote passed unanimously.

**IV. Other
Business**

Executive Director Mia Powell provided a reopening plan draft to the board. She mentioned student's schedules will be consistent with current virtual learning. Ms. Powell mentioned she's requesting a special call meeting to go over details of the reopening plan in length. Transportation needs have been requested for 9 students. Parents will have the opportunity to select desired learning mode (virtual or in person), once mode is selected, parents will be encouraged to stick to plan.

Terence Washington introduced the finance team & responsibilities which will be supporting HTCSAT.

- Bookkeeper will be responsible for paying bills.
- Accountant will be responsible for reconciliation
- Accountant Manager
- Quality Control
- Chief Finance Office

Board member, Dr. Johnson introduced a new potential board member to be considered on a provisional status to the board. She recommended Dr. Gary Vause. Dr. Vause is a professor at Kennesaw State University and an accomplished researcher in Computer Science.

Dr. Johnson motioned for approval of Dr. Vause as a new board member and Lela Howard seconded. Vote passed unanimously.

**a. Closing
Items**

SCSC Governance training is required for each board member. The next training will be held on February 1, 2021.

Angela Chambliss moved to adjourn the meeting at 7:49pm. Dr. Johnson seconded. Meeting closed at 7:49pm.