



**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**

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**Date and Time:** Thursday, April 15, 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 Angela Chambliss, Marilyn Johnson, Gary Vause, and Lela Howard. Quorum established. Board member, Coach Pressley 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.

- a. Call to Order** Meeting called to order at 6:17pm by Board Chair, Angela Chambliss stating the mission & vision of the school. A roll call of board members present was completed in addition to acknowledgement of guests in attendance.

Board Chair asked if there was a motion to approve agenda on table. Lela Howard motioned for approval of agenda and Dr. Marilyn Johnson seconded. Vote passed unanimously.

Dr. Marilyn Johnson made a motion to change the finance report to be given ahead of the Executive Director report due to technical difficulties with joining the meeting. Gary Vause, II seconded. Vote passed unanimously.

Board Chair requested review of meeting minutes reviewed. Lela Howard motioned for approval of March 2021 minutes and Gary Vause, III seconded. Vote passed unanimously.

- b. Public Comment**

No visitors present for public comment.

- c. Governance Reports**

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. Based on the CFO report, HTCSAT *received CPF points of 85% for March 2021.*

Executive Director, Kamaria Finch provided a report for academic and operational progress. HTCSAT is currently ramping up planning for 2021 Enrollment and reopening. April 29<sup>th</sup> is the deadline for facility items to be completed in efforts of reopening. Tysheka Lambert is the official testing coordinator. Based off a recent student enrollment survey for current students, 100% of parents stated they would be reenrolling their child(ren) for the next school year. A recent data cycle was completed based on improvement to iReady diagnosis. Based on results, tutoring will still be offered for 3<sup>rd</sup> grade and kindergarten students. The school is also considering summer services.

Gary Vause, II motioned for approval of the finance report and Dr. Marilyn Johnson seconded. Vote passed unanimously.

- d. Facilities Update**

ED Kamaria Finch mentioned the school aims to complete all pending facility items by April 29<sup>th</sup>. The school is working closely with the Charter Facility Team and SCSC on compliance.

- e. **SCSC Monitoring Update** HTCSAT has completed submission of all monitoring documentation by requested deadline. In addition, community leaders have been notified of all policy changes.
- f. Rescind Motion from March 29, 2021 Special Call Meeting Dr. Johnson motioned to rescind the motion from the March 29, 2021 Special Call meeting requesting an independent auditor. Gary Vause, II seconded. Vote passed unanimously.
- g. Amend February 2021 Board Meeting Minutes to include approval of Conflict-of-Interest Policy Dr. Johnson motioned to amend the February 2021 Board Meeting minutes to include the approval of the conflict-of-interest policy. Gary Vause, II seconded. Vote passed unanimously.
- h. Executive Session – Purpose: Personnel Related Dr. Johnson motioned to enter into Executive Session for the purpose of reviewing TRS Employee Contributions 6% from August – April 2021. Lela Howard seconded. Vote passed unanimously.  
  
Board members entered into Executive Session.  
  
Lela Howard motioned to close Executive Session for the purpose of reviewing TRS Employee Contributions 6% from August – April 2021 at 7:13pm. Gary Vause, II seconded. Vote passed unanimously.
- g. Approval on payment of TRS Employee Contributions 6% from August – April 2021 Dr. Johnson motioned for the approval of HTCSAT paying TRS Employee Contributions 6% from August 2020 – April 2021. Gary Vause, II seconded. Vote passed unanimously.
- i. Board Secretary Vote Lela Howard motioned to nominate Dr. Marilyn Johnson as the Board Secretary. Gary Vause, II seconded. Vote passed unanimously.

j. Board Chair Updates

<p>The board will continue to work with CFO and School Leader to ensure successful operational wellness. This activity include:</p> <ul style="list-style-type: none"><li>a. Participation in weekly financial calls</li><li>b. Review of Weekly &amp; Monthly Financial Reports</li><li>c. Board Chair transaction approval</li></ul>
<p>The board will begin to review State of Georgia requirements for Fiscal Audit preparedness.</p> <ul style="list-style-type: none"><li>a. Review listing of state approved vendors</li><li>b. Select vendor</li><li>c. Begin initial engagement</li></ul>
<p>Board Chair, CFO, Attorney and School Leader will revisit HTCSAT facility contractual agreement and amend where necessary with board approval.</p>
<p>Work with school leader to monitor student performance and achievements for end of year.</p> <ul style="list-style-type: none"><li>a. Review instructional gap assessment for corrective opportunities for 2021-2022.</li></ul>
<p>Provide support to the interim school leader during transition.</p> <ul style="list-style-type: none"><li>a. Provide acknowledgement to school leader and community regarding interim leader.</li><li>b. Review progress of leadership interviews related to Executive Director and Instructional Lead.</li></ul>

Board Chair, Angela Chambliss closed the meeting acknowledging the next meeting. The next board meeting will be May 20, 2021. Lela Howard motioned adjournment of the meeting. Gary Vause, II seconded. Vote passed unanimously.

**TO BE USED ONLY FOR EXECUTIVE SESSION**

**Executive Session Affidavit**

The undersigned chairperson or presiding officer, under oath, certifies that at a meeting of the Harriet Tubman School of Science and Technology School Board held on April 15, 2021 the School Board closed its meeting as permitted by the Open Meetings Act of Georgia O.C.G.A. 50-14-1 through 50-14-6. The only matter(s) considered or discussed during the closed meeting are as indicated below:

\_\_\_\_\_ To discuss future acquisition of real estate O.C.G.A. 50-14-3 (4).

  X   To discuss or deliberate the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of an employee O.C.G.A. 50-14-3 (6).

\_\_\_\_\_ To consult with legal counsel pertaining to pending or potential litigation, settlement, claims, administrative proceedings, or other judicial actions brought or to be brought by or against the agency or an officer or employee or in which the officer or employee may be directly involved O.C.G.A. 50-14-2.

\_\_\_\_\_ To consider a matter involving the disclosure of personally identifiable information from a student's educational records 20 USC 1232(g).

This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Signature of Chairperson or Presiding Officer

Sworn to & Subscribed Before Me  
On The Above Indicated Date:

\_\_\_\_\_  
Notary Public, State of Georgia  
Commission Expires \_\_\_\_\_