



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, May 20, 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 were 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 6:16pm 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. Dr. Marilyn Johnson motioned for approval of agenda and Gary Vause, II seconded. Vote passed unanimously.

Board Chair requested review of meeting minutes reviewed. Dr. Marilyn Johnson motioned for approval of April 2021 minutes and Gary Vause, II seconded. Vote passed unanimously. No visitors present for public comment.

- b. Public Comment**

- c. Governance Reports**

Superintendent, Kamaria Finch provided a report for academic and operational progress.

HTCSAT is currently ramping up planning for 2021 Enrollment and reopening. The Executive Team is currently exploring options to include 5th grade. To date, we have 196 students enrolled without having to open the bottom two floors. The school's projected enrollment is 226. State mandated testing started last week.

The school's testing coordinator has also obtained license required for coordinating testing. IEP students completed testing today. Today, the school was honored to receive books from the state charter school commission.

Summer priorities for the school include; tutoring, GTAP (teacher certifications), and pursuing grant opportunities with KSU. Onsite staff for the summer will include Kamaria Finch, Tysheka Lamber, Director of Instruction, Assistant Executive Director, and Executive Director.

Additional time was allotted to review IReady and MAP Testing data. The board requested Superintendent to provide data shared during today's meeting for review and further analysis.

The superintendent will continue to interview teachers and administrative staff for upcoming school year.

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. Additional communication will be made with board regarding upcoming budget hearing dates/times. Based on the CFO report, HTCSAT *received CPF points of 85% for April 2021.*

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

- d. Facilities Update** The school continues to complete remaining action items noted by the State Charter School Commission.
- e. SCSC Monitoring Update** The school completed all items required by the SCSC and State Charter Facility Team to be complaint for reopening for student testing.
- f. Auditor Selection** Gary Vause, II motioned for acceptance of Bambo Sainoke as the auditor for HTCSAT. Dr. Marilyn Johnson seconded. All board members agreed. The vote passed unanimously.

Board Chair, Angela Chambliss will reach out to coordinate introductory meeting.

<p>g. Board Chair Updates</p>	<p>A. Operational Assessment</p>	<p>Review operational feedback from the school year and assess opportunities to increase efficiency and effectiveness. Board assessment will be conducted in areas of:</p> <ul style="list-style-type: none"> • Finance • Academics • School Leadership • Vendor Management <p>Outcome of operational assessment will include strengthen processes and resources in advance of August 2021. Timeline: July 2021</p>
	<p>A. Monitoring Fiscal Health</p>	<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"> a. Participation in weekly financial calls b. Monitoring accounts payable & Cash Flow c. Review of Weekly & Monthly Financial Reports d. Board Chair transaction approval e. Regular engagement with Grants Management team <p>Timeline: Ongoing</p>
	<p>B. Fiscal Audit preparedness</p>	<p>The board will begin to review State of Georgia requirements for Fiscal Audit preparedness.</p> <ul style="list-style-type: none"> a. Begin initial engagement meeting: June 2021

	Timeline: Ongoing
C. Facility Contractual Agreement	Board Chair, CFO, Attorney and School Leader will revisit HTCSAT facility contractual agreement and amend where necessary with board approval. Timeline: June 2021
D. Student Performance and Achievement Oversight	Work with school leader to monitor student performance and achievements for end of year. a. Review instructional gap assessment for corrective opportunities for 2021-2022. Timeline: July 2021
E. School Leader Transition	Provide support to the interim school leader during transition. a. Provide acknowledgement to school leader and community regarding interim leader – Completed b. Review progress of leadership interviews related to Executive Director and Instructional Lead. Timeline: July 2021
F. Governance Capacity	Build board capacity through recruitment of community leaders. a. Coordination of School Overview to Interested Board Members. Timeline: July 2021

Board Chair, Angela Chambliss closed the meeting at 7:39pm acknowledging the next meeting. The next board meeting will be June 17, 2021. Gary Vause, II motioned adjournment of the meeting. Dr. Marilyn Johnson seconded. Vote passed unanimously.