



Harriet Tubman School of Science and Technology
Board of Directors Monthly Meeting (Conference Call)
Meeting Minutes

Date and Time: Thursday, December 17, 2020, 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, James Agazie, Marilyn Johnson, Kelli Anderson and Lela Howard. Quorum established. No board members were absent. Additional community members were 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 6:21pm 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. Angela Chambliss motioned for approval of agenda and James Agazie seconded. Vote passed unanimously.

Meeting minutes reviewed. Angela Chambliss motioned for approval of agenda 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. In November, a distributed leadership model and enhanced learning rigor for students was implemented to assist with test score improvement. Ms. Powell will provide a progress update at our next meeting. Operationally, the school will host an onsite insurance assessment in the coming days. Additionally, other means of cost reduction are being evaluated due to enrollment deduction.

Fiscal Operations report was given by CFO, Arnold Pierce. CFO indicated that he has completed and submitted the fiscal monitoring report for November. Mr. Pierce continues to monitor cost reduction changes to contribute to overall health of school. He noted that HTSCAT is in *strong fiscal standing*. In the coming week, Arnold will be revisiting the school budget and making recommendations for presentation to the board. Additional data calls are in progress for Walton Foundation and other grants.

Dr. Marilyn Johnson joined the meeting at 6:32pm.

Operational facility report was provided by Angela Chambliss and Kamaria Finch. Kamaria mentioned she is working with a maintenance professional to contribute support to the school as needed. Several fire and sprinkler inspection activity are currently in progress on campus. She also reported that initial planning is beginning to transition utilizing other floors in facility.

IV. Other Business

Dr. Marilyn Johnson motioned for approval of all governance reports and James Agazie seconded. Vote passed unanimously.

Board Chair Finch introduced the utilization of Asana Task Management software. This will assist Executive and Governing body in assessing progress in specific areas.

a. Closing Items

Lela Howard motioned for adoption of Asana Task Management software to be used as the primary means for assessing task completion and Angela Chambliss seconded. Vote passed unanimously.

Elisa Falco has identified additional training opportunities for governance operational excellence. She also referenced the GCSA website for additional online training opportunities.

Angela Chambliss moved to adjourn the meeting at 7:01Pm. Lela Howard seconded. Meeting closed at 7:01pm.

