

**Minutes of the Board of Directors of MS Delta Academies**  
**Conference Call**  
**Tuesday, May 19, 2020**

Emily called the meeting to order at 7:14pm.

**Board members present on call:** Rev. Steve Fortenberry, Attorney McKinley Martin,  
Dr. Sonja Alexander, Ms. Emily Cupples, Dr. Jacquelyn Brownlow  
& Dr. Tamala Boyd Shaw

**Board members absent:** None

**Leadership Team Members Present:** Dr. Tamala Boyd Shaw & Ms. Karmeilla McGee

**Approval of Agenda**

The agenda was approved with a motion by Mack and seconded by Steve.

**April Meeting Minutes**

The April meeting minutes were approved with a motion by Steve and a second by Sonja.

**Board President's Report**

- No report

**Committee Reports**

Academic – No Report  
Governance – No Report  
Financial – No Report

**Executive Director's Report**

- COVID-19 Virtual Learning
  - Legacy is engaged with Highland Institute, A-NET, & working with Technology Lab.
  - Tamala & the Leadership Support Team are planning how the school is going to operate in case it is open traditionally (e.g. sanitizer stations & masks for staff & students)
  - Sonja suggested that a detailed COVID-19 discussion will be for the next meeting.
  - Tamala submitted a Summer Learning Program to Mississippi Department of Education (MDE) and they have confirmed that they received it.
- Funding & Finances
  - Legacy were denied two huge (as it relates to the amounts) grants: (1) New School Venture Fund; (2) Charter School Growth Fund
  - As it relates to the budget, the actual numbers have to be entered into the budget as assumptions, but since NSVF did not approve, we will have to amend the budget.
  - Charter School Growth Fund strongly encouraged reapplication in the Fall.
  - The good news is that the school does qualify for the Cares Act funding based on several criteria and as a small business.
  - Legacy does have Title I & II Allocation, which will be rolled into the budget.
  - Legacy did get PPP (Payroll purpose), which was only based on Tamala being the only employee at the end of December 2019.

- Legacy is applying for the Cares Act & 21<sup>st</sup> Learning Grant (due on June 9, 2020 that the grant writer is working on).
- The school is looking into the USDA grant (for rural schools & hospitals); there is a minimum and maximum amount and the grant writer is in the process of completing the paperwork.
- We have received a small grant for the ACT material & it can now be used for whatever the school.
- Casey Family Foundation is a possibility for assisting our school with securing more funding, so the grant writer wrote a letter of inquiry. Keith Fulcher at The Community Foundation of Northwest MS is the liaison for that project.
- The financial documents that are in the Google Drive only have the CSP Grant, which is the only source of income Legacy have at the moment, but we are in a stable financial position.
- The donors of recurring donations (online donation on school's website) will be receiving thank you letters from Tamala.
- According to the Director of MCSAB there will be some reductions for state funding, MAEP, but she cannot say at the time what those would be.
- Empower MS is a charter school advocate and also a voucher advocate.
- Due to these uncertain times, it is extremely hard for some to give funds.

➤ Employment Updates

- There are eight teachers that need to be hired (1 Gifted Teacher)
  - Job offers have been made to seven of them.
  - Five out of the seven have accepted their offers.
  - As soon as all seven offers have been accepted then Tamala will upload the teachers' biography will be upload to the school's webpage & resumes will be on the Google Drive so the Board Members can view their information.
  - Physical Education & Project Lead The Way have not officially accepted their offers, so those positions are technically still open.
  - Legacy is not fully staffed (Leadership Support Team); there are only four Leadership Support Team Members due to the fact the Dean of Operations & Students did not work out (the position will be posted again). We still have the Operations Consultant and she has been assisting the school with that along with the Leadership Support Team members stepping up.
  - As for the Deans of Operations, Tamala will ensure diversity, equity, inclusion across the board.

➤ Enrollment Updates

- The goal is to have 120 Legacy Scholars
  - 115 are enrolled (they need to also be registered)
  - 26 have completed registrations
  - The Leadership Support Team has been making direct phone call to those parents and mailers were sent home.
  - The staff is being diligent to moving enrolled students to registered students.

➤ Questions/Comments

- Emily asked will there be a cap of 130 registered students; Tamala informed everyone that once there are 130 enrolled students, the focus will shift to registered students.
- Emails are going out every Monday to parents who have not completed registration.

➤ Facilities

- Legacy does not have to purchase a sprinkler system. The City Fire Marshall informed Tamala that the services are going from a school for a school. The sprinkler will only have to be purchased if the school has 300 people.
- There is no need for new ceilings.
- The bathrooms have to be up to the ADA standards.
- Some facility work will start as early as next week.
- The kitchen needs a fire suppression system so it will not be open for use until it is purchased. Remember that this is a shared space.
  - Mack will review the lease and will give feedback to Tamala. He expressed that there will be some provisions since the church cannot use the kitchen until the fire suppression system is purchased. A suggestion that the church pay half of the fee and the school pay the other half regardless of the lease.
- The fire extinguishers are not update/ up to code even though the church was paying someone to conduct a walk through.
- Mack emphasized the importance that Legacy is responsible for all of the approvals.
- Tamala will create a list to submit to Mack in order for him to make a proposal.

➤ RFPs

- The requests for proposals are due by May 22, 2020.
- Legacy is hoping to get more than one.
- Legacy is practicing the importance of being lean.

➤ Signatures for Purchases

- Practice of requiring on one signature (Tamala Boyd Shaw) for purchases \$5,000 or less
- New Practice of requiring two signatures (Tamala Boyd Shaw, Ed.D.) and Karmeilla McGee, Business Manager) or Board Member (Steve Fortenberry) for purchases \$5,000 to \$50,000
- New Practice of bringing any purchase of \$50,000 or more before the board for approval; if approved, two signatures (Tamala Boyd Shaw, Ed.D., Steve Fortenberry, Board Member, or Karmeilla McGee, Business Manager) are required.
  - MDE Procurement Guidelines will be followed at all times and for all purchases.
- Tamala informed the board member that the state has approved the purchase of the Chromebooks that cost. \$28,000.
- The Business Manager is being trained by the Financial Consultant.
- Mack moved that the above recommendation be accepted, and Sonja seconded it.
- The Financial Consultant is currently keeping up with the non CSP eligible reimbursement purchases made by Tamala. She also has record of the payment due to Tamala for work not compensated for September-December; Tamala

acknowledged waiting for that payment until the school is in a stronger financial state. The board showed their appreciation.

➤ Good of the Order

- Tamala wants to the Board Members to decide whether to check in individually for an hour or to continue to connect organically. Board members agreed the conversations could happen as needed.
- Emily is going to reach out to Jacquelyn to see if she will be able to continue in the role of board member.

The meeting was adjourned at 8:40pm.

Minutes Recorded and Reported by:



Karneilla McGee, Legacy Office/Finance Manager

Minutes Reviewed and Draft Approved by:



Dr. Tamala Boyd Shaw, Executive Director

Minutes Reviewed and Approved by:



Emily Cupples, Board President