

# **Howard University Middle School of Mathematics and Science Board of Directors Meeting**

Meeting Minutes  
September 18, 2019

The regular meeting of the Howard University Middle School of Mathematics and Science Board of Directors Meeting was called to order at 6:00PM on September 18, 2019.

## **Present**

Tiffany Edmonds, Chairman Wendell Johns, Kathryn Procope, Kim Hassan, Frank Ross, Larry Smith, Dean Danielle Holley-Walker, Annemieke Martinez Wendy Pace-Lewis, Talia Robinson

## **Agenda Item 1: Approval of Minutes**

The minutes of the previous meeting were unanimously approved as distributed.

## **Agenda Item 2: Introduction of New Board Members**

Chairman Johns introduced Annemieke Martinez, Howard University Assistant Vice President and Deputy Chief Financial Officer, to the Board.

## **Agenda Item 3: Ms. Lawrence Move**

Chairman Johns stated that Board Member Malene Lawrence's status will change from a parent member to a community member.

## **Agenda Item 4: Parent Candidates for the Board**

Ms. Tiffany Edmonds will retire as a parent member from the Board. She will remain on the Board until the vacancy is filled.

## **Agenda Item 5: Parent Candidates for the Board**

The Board is considering two parent candidates to fill a parent vacancy on the Board: 1) Feleece Mitchell and 2) Patrice Thompson. A motion was made and approved that Ms. Mitchell and Ms. Thompson will be invited to attend a Board meeting.

## **Agenda Item 6: Audit Status**

The 401k audit is almost complete and there will not be an audit next year because there are less than 100 members. The final audit results are due October 15.

The fiscal audit is almost complete. The Finance Committee will schedule a meeting to review the audit report with the auditors prior to presenting the audit results to the Board.

### **Agenda Item 7: Calendar of Board Meetings**

The Board agreed on the following dates for the next Board meetings:

- October 17, 2019 (conduct mock interviews in preparation for the Middle States Governance and Leadership Interviews that will occur on October 28 at 1pm)
- November 5, 2019 (prepare for the November 28, 2019 charter review at the Charter School Board)
- December (date is to be determined)
- January 14, 2020 (tentative open meeting)
- March 18, 2020
- April 22, 2020
- May 20, 2020 (vote on final budget)

All meetings are scheduled to convene at 6:00pm.

### **Agenda Item 8: Update on the Move to the Miner Building**

Chairman Johns reported the efforts to move HUMs to the Miner Building are still underway.

### **Agenda Item 9: 15 Year Charter Renewal Update**

In preparation for the renewal update, Principal Procope reported that HUMs is reviewing the school's goals, which were initially developed in 2005. She also stated that the business rules related to the update were agreed upon. Principal Procope stated that the \$1 million support HUMs anticipates to receive from Howard University is an outstanding receivable that hurts the school's liquidity. She also reported that the Charter Board visit and walk-through will be conducted on October 16, 2019.

### **Agenda Item 10: Middle School Accreditation Update**

Principal Procope reported that the school is preparing for the Middle States Team Visit, which will span four days.

### **Agenda Item 1a: Head of School Report**

Principal Procope presented the Head of School Report. The report provides that the current enrollment (as of September 18, 2019) was 294 students, with current attendance at 96.3%. She noted that iPads for the students have been updated and prepared for distribution. Principal Procope also reported on the school's Howard University partnerships with the Schools of Dentistry, Education, Biology, Medicine, as well as with Howard Hospital and the Capstone Institute.

### **Adjournment**

Meeting was adjourned at 7:00pm by Facilitator Name. The next general meeting will be at on October 17, 2019.

Minutes submitted by: Kim Hassan

Approved by: Name