

Liberty Tech Charter School
119 Price Road, Brooks, GA 30205
www.libertytechcharter.com
770-461-0005

"We are Mavericks, facing the future with the goal of changing the world."

Board Meeting Minutes

Board Meeting

Date and Time

Monday, March 23 at 7:00 PM

Location

Conference call line: **Call-in information: *Dial-in number (US):*** (425) 436-6309 ***Access code:*** 289390#. In accordance with Georgia's open meetings requirement, a notice of this meeting has been posted on the school website and the school newsletter. The reason for this meeting being a teleconference was due to the COVID19 state mandated shelter in place in the state of Georgia.

Directors Present

Eric Ochsner, Todd Levin, Esther Goss, Kenneth Hamner, Tony Tringale, Andrea Ferguson

Directors Absent

Ex-Officio Members Present

None

Non-Voting Members Present

Melissa King (Principal), Tyler Willis (teacher)

Other Members Present

Amanda DeMarcus (teacher), Aly Naglee (parent), Jodi Smith (Dean K-4), Kathleen Green (teacher). Netty Hampton (parent), Diana Caldwell (teacher), Joyce Christy (teacher), Jametria Floyd (community member), Erin McKelvey (school counselor)

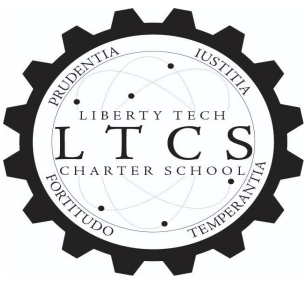
I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Eric Ochsner called the meeting of the Board of directors of Liberty Tech Charter School to order on Monday, March 23, 2020 at 7:05PM via conference call noted above. Eric Ochsner motioned to call the meeting to order. Kenneth Hamner seconded the motion.

C. Public Comment



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No public comments. Eric will re-open the floor for public comment at the end of the meeting due to the nature of the virtual learning and expected feedback from parents.

II. Discussion Items

A. PTO Report (no report)

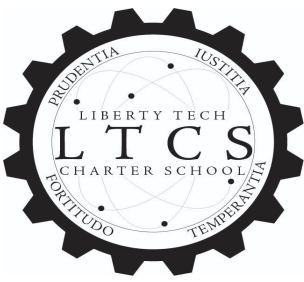
A. Principals Report

- **February Dashboard data:** Current Enrollment - 418 Total, Withdrawals YTD – 30, Current Wait List – 106. Average attendance rate has been 94.7%, a small impact due to the COVID-19 changes. Todd Levin asked if the school has been tracking attendance for virtual learning. Principal King indicated that it has not been tracked as of yet, but is doable via Google Classroom. The goal of the attendance tracking would be to show how well we are performing with the virtual learning practices as a school. As well as identify any gaps that need additional follow-up. **Action item: Principal King will work with the Deans and teachers to determine the best way to track attendance.**

- **February Financial Stability Report**
 - Financial Sustainability – February/Budget/Actual
 - State Revenue: \$359,436.00/\$358,503.00
 - Supplemental Revenue: \$0/\$976.07
 - Total Revenue: \$359,436.00/\$359,479.07
 - Expenses: \$348,247.13/\$319,607.35
 - Fund Balance: \$11,188.87/\$39,871.22
 - Cash Balance: \$1,626,636.33
 - Fundraising: \$8699.07 (February \$279.80)

- **Items Suspended for This School Year**
 - State assessment window/administration (including Georgia Milestones EOGs/EOCs, GAA, and all other required testing)
 - Teacher and leader evaluation (TKES/LKES) requirements and reporting
 - Attendance-related consequences (including CCRPI, TKES/LKES, Star Climate Rating, and make-up day requirements)
 - At the upcoming SBOE board meeting, Superintendent Woods will be recommending a suspension of the 20% EOC course grade requirement along with the approval of additional waivers for school districts.
 - Cross Functional Monitoring (Federal Programs)
 - Georgia Kindergarten Inventory of Developing Skills (GKIDS) administration

- **Update on Digital Learning**
 - For K-5th grades, teachers will be doing daily morning meetings. 6th-8th grade teachers will be doing daily community circle time. The goal is to give students a bit of normalcy



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and allow them to check in with their teachers to visually see them, continue to build a sense of community, and provide encouragement.

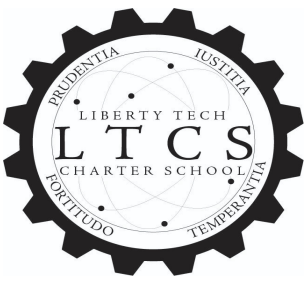
- 1st week of digital learning feedback has been that the workload has been overwhelming.
- Changes for 2nd week:
 - Assignments for the week will be provided on Monday and due on Friday. If a student has difficulty completing assignments, parents need to communicate that to the teacher. A template has been provided for teachers to use so there is consistency.
 - Mini-lessons will be provided using the following schedule: Math - Monday, ELA - Tuesdays, Science - Wednesdays, History - Thursdays, Fridays will be for extra help, re-teaching, or just used as a catch up day.
 - Teachers have the flexibility to post additional, voluntary assignments for students/parents that may need or want them.
 - Kindergarten teachers will keep same schedule. Activities are more non-computer with active movement and thinking.
 - Specials teachers for K-5 will post one assignment for a 2-3 week period.
 - Electives teachers for 6-8 will post assignments that might take a week or two to complete (possibly longer)
 - The learning for our students will not be to the level it would be if the students were physically sitting in the classroom.
- I am currently working with Mr. Gallacher and Mr. Willis on remote learning platforms. Right now we are using Google Classroom, Google Hangouts, and Google Meets.
 - Kenny Hamner asked have the teachers have a digital online learning day to stay prepared for the next time this occurs again?
 - Any discussion about using video to teach new topics. Some of the teachers are very familiar with Google Meets to determine how to create a lesson and upload to Google classrooms for the students.
 - Mr. Willis gave feedback from the teachers perspective, morale is high and teachers are working hard to learn the new technology. Teachers as well as students are missing the face to face with students.

Comment from Mrs. Smith – K5 teachers have used Google Hangouts. The goal for using Google Hangouts is for the teachers to connect socially with the students.

• Updates about Postponed Spring Break Trips

- EF Explore America (Grand Canyon Trip) – Mrs. Robinson and Mr. Willis
 - Once a date is chosen for the trip, if a student can't or doesn't want to go on the trip, they can either get a travel voucher for the full amount paid for a further date up until September 2022 or get a cashback minus \$750.00.
- WorldStrides (Paris Trip) – Mrs. Murphy
 - Parents chose to receive a transferable voucher for participants.
 - 1st Choice among parents: Fall Break - Oct. 12-14, 2020 for students. These students would miss Oct. 15-16 but would be allowed to make up the work. Staff (Murphy and Christy would miss teacher workday and two days of classes.)

Action item: find out if non-Liberty Tech students could attend (for those that are in 8th grade and they still have a desire to attend).



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Action item: Check with EF and parents on dates to reschedule the trips.

Action item: Board to revisit the trips at the April meeting

- **2020-2021 Staff Update**

- As of March 12, 2020, there were 45 offer letters given out. 42 have been returned.
- 3 staff members will not be returning for next school year (1 teacher and 2 teacher's assistants).
- 4 offer letters still need to be given
- Two new positions will be added for next school year
- K-2nd Grade EIP (Early Intervention Program) Teacher
- K-8 Instructional Support Coach/MTSS Coordinator
- Job fair last month yielded good results.
- **Action item: Mrs. King to send Eric the most updated form for offer letters.**

State of the school Discussion: Mrs. King recommended we keep it for April 14th, but possibly conduct virtually. Board would like to keep the meeting in place.

Committee Updates

Academic Committee: Eric Ochsner

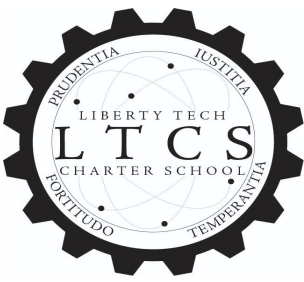
- No changes due to suspension of LKES and TKES and classroom instruction. The Committee will need to rethink additional metrics.

Development Committee: Andrea Ferguson

- **Chick-fil-A Spirit Nights:** the cards to give to the winning classes are available from Chick-fil-A. These will be comp cards for classes that had the most attendees at the January and February
- **Grazing Here:** this was a successful event held March 10th. We will look to schedule again for 2020 school year. Held 11am-9pm. Good turnout. They will mail the check directly to the school.
- **Annual Fund:** this fundraiser was halted due to the COVID19 impact. We didn't do as well as 2019, due to timing of the campaign. We will work with the school to determine primary and back-up date for the 2020 year. A participation rate of 40% based on reviewing the list for siblings.
- **Grants** – will focus on reviewing any new grants and create a new listing and decide on grants to go forward on for the summer.

Finance Committee: Todd Levin

- Monthly Finance meeting held on 3/18. Looking at potential opportunities to take advantage of grants being offered. Some of the things in mind are the sanitation stations (on backordered). Add a fence around the playground area so that it would be in place when we added Pre-K. removing adding hand dryers in the bathrooms, refillable water stations vs water fountains. emergency. Right now, Fayette County may not be able to work on those projects, so the playground fence quotes will be the priority project at this time.
- Also looking into the costs of other virtual platforms. Blackboard is the program Fayette County uses, however it doesn't work well with Google. Scott Gallacher (IT) feels that Google



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Suites is working well for our needs now. Also discussed the 2020-2021 budget and reviewing on a monthly basis.

Governance Committee: Kenny Hamner

- Pre-k- no new decisions have been made due to the COVID19 impact on; Mid-May is the current target date to hear if our application was approved.
- Updated vision and mission statement
- Board manual suggestions regarding school credit cards and bullying policy amendment. The corrective action plan is due to the State Charter schools April 9th. School Financial Systems manual not compliant with the GA administration manual.
- The minimum needed at this time is to add a travel reimbursement policy, cash receipts policy.
 - Mrs. King's goal is to send to Sara Beck as State Charter. School made the procedural changes, but the policy around the changes was not added into the policy manual.
 - The SCSC stated the business can be run the way we need to , but it must be written into the policy and we must show that we are following that process. One idea is that the Treasurer and one other person be allowed to collect money at events. Provide a receipt for any money collected.
 - Schools have gone completely cashless. However, second year it was determined that cashless wasn't practical. In recent front office trainings cashless campus has been a big topic of discussion.
- **Action item: divide policies up and get an email based vote to get the policies updated.**

School closure date: since the state mandate is through March 31st. Recommend to keep the school closed through April 13th to align with the Governor's mandate of April 6th for those with underlying conditions.

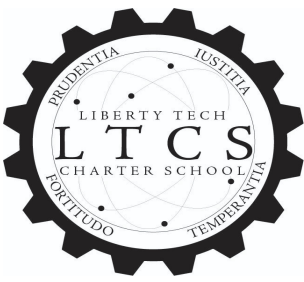
Public Comment: users can use chat box on the meeting conference website. Nettie Hampton: appreciate the timeline adjustments that have made to accommodate families with the online learning. The school is amazing. Mrs. King encouraged Ms. Hampton to reach out to the teachers if there are needs for her family.

Items for Approval:

- **February minutes** - Todd Levin motioned that we approve the February minutes. Tony seconded motion. Vote: Yea: 6, Nay: 0. Motion passed.
- **School Closure date:** Eric motioned that we keep school in an online format until at least April 13th. Tony seconded motion. Vote: Yea: 6, Nay: 0. Motion passed.

III. Key Action Items

- Action item: Principal King find out if non-Liberty Tech students could attend (for those that are in 8th grade and they still have a desire to attend)
- Action item: Principal King will work with the Deans and teachers to determine the best way to track attendance.
- Action item: Principal King check with EF and parents on dates to reschedule the trips.
- Action item: Board to revisit the trips at the April meeting



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- Action item: Mrs. King to send Eric the most updated form for offer letters.
- Action item: Board re-assesses the state of the school date.
- **Action item:** Board divide policies up and get an email based vote to get the policies updated.

IV. Closing Items

- Next meeting will be held on April 27th

A. Executive session outcome

- a. No Executive session items to be discussed at this meeting.

B. Adjourn Meeting

Eric Ochsner made a motion to adjourn the meeting. Esther Goss seconded the motion.

The board VOTED unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:23PM.

Respectfully Submitted,

Andrea Ferguson
Secretary