

Liberty Tech Charter School  
119 Price Road, Brooks, GA 30205  
[www.libertytechcharter.com](http://www.libertytechcharter.com)  
770-461-0005

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

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**Draft: 07/20/20**

**Approved: 05/18/20**

**Amended/Approved:**

**07/20/20**

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## Board Meeting Minutes

### Board Meeting/Budget Hearing

#### **Date and Time**

Monday, April 27 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**

*None*

#### **Ex-Officio Members Present**

*None*

#### **Non-Voting Members Present**

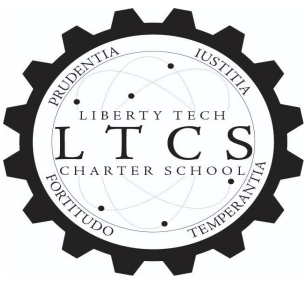
*Melissa King (Principal), Tyler Willis (teacher), Celesta McGee (PTO/School Operations Manager)*

#### **Others Present**

Jametria Floyd (interested Board member), Joyce Christy (Teacher), Leslie Robinson (Teacher), Destiny Langford (Teacher), Jennifer Mullinix (Business Manager), Susan Crowe (Teacher), Veronica Johnson (parent), others were identified by phone number only on the online recording.

#### **I. Opening Items**

- A.** Record Attendance and Guests
- B.** Call the Meeting to Order



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Eric Ochsner called the meeting of the Board of directors of Liberty Tech Charter School to order on Monday, April 27, 2020 at 7:06 PM via conference call noted above. Eric Ochsner motioned to call the meeting to order. Todd Levin seconded the motion. Vote: Yea: 6, Nay: 0. Motion passed.

### C. Public Comment

Public comment regarding the proposed budget and agenda items was opened. No public comments were requested prior to the meeting or during the designated time of public comment during the meeting.

## II. Discussion Items

### A. PTO Report

Yearbooks are still available to order online until April 30<sup>th</sup>. After April 30<sup>th</sup> they will be available until they are sold out. They can be picked up at the end of the school year once the school announces days available for pick-up. Next week will be a Virtual Teacher Appreciation Week. An email will be sent out to everyone on Wednesday with more details.

### B. Principals Report

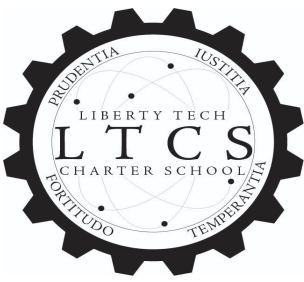
#### Action item:

**Dashboard data:** Year to date enrollment is 417, 31 withdrawals, 106 students on waitlist. Daily attendance rate for March was 93.75%. The student intent to return forms are due back May 1st. After the deadline, Principal King will begin to reach out to those families. Currently, there are three hundred twenty one (321) responses (94% returning, excludes graduating 8<sup>th</sup> graders). Several waiting list forms have been received by the school registrar Mrs. Velasquez. The forms are available on the school website.

**Contracts for Teachers:** all offer letters have been returned. The school has sent an offer letter for a new clinic assistant. This will allow the school to have a well clinic (students that are non-contagious, daily medication, etc.) and sick clinic to improve self-containment measures in light of COVID19.

#### Financial sustainability (March):

- Expenses were down for the month due to the March shutdown.
  - State Revenue: \$359,436.00/\$357,032.00 (\$2400 less than state compared to October due to the CPI count in October being based on a lower student enrollment than it is today)
  - Supplemental Revenue: \$0/\$1,377.46
  - Total Revenue: \$359,436.00/\$358,409.46; Expenses: \$347,057.13/\$330,992.58



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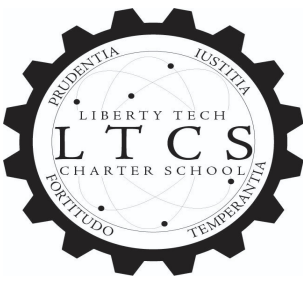
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- Fund Balance: \$12,378.87/\$27,416.88; Cash Balance: \$1,666,707.12
- Fundraising: \$9,255.80 (March \$556.73)

### Update on Digital Learning

- Virtual learning will continue for the last four weeks of the school year.
- On school issued Chromebooks, microphones have been enabled to allow Mr. Pafford to be able to work with the Band students. However, video has been disabled on school devices. LTCS has no control over non-school devices. Teachers have reminded students to only use Google Hangouts Chat feature with a teacher involved. No student only chats will be allowed.
- No new lessons or assignments will be given the last two weeks of school. This will allow students time to catch up and finish assignments.
  - Teachers have been encouraged to send out enrichment opportunities for students that have completed all of their work. Also, encouraged Deans to distribute to parents over the summer.
- Teachers will be available the last two weeks of school for remediation or additional support.
- During virtual learning (including the last two weeks), teachers can provide optional remediation or enrichment opportunities for students.
- Students will not be penalized for late work.
- Students can and should re-do and resubmit work that they do poorly on.
- No more progress reports. The final report card will be given June 2nd-5th More details to be sent to parents in the upcoming weeks.
- On the final report card:
  - For K-1, S (Satisfactory), N (Needs Improvement), U (Unsatisfactory) will be used to indicate levels of mastery in subjects. An "I" will be used to indicate the inability to assess due to a lack of involvement in virtual learning.
  - For 2nd-8th, A (90%-100%), B (80%-89%), C (70%-79%), Z (69% or lower), or I (Incomplete) will be given for academics classes. "I" represents Incomplete for a significant amount of missing work during virtual learning.
  - The Specials teachers will give a grade of S (Satisfactory), unless no virtual learning has been done.
- The school has setup time June 2<sup>nd</sup>-5<sup>th</sup> for students to pick-up report cards and belongings. Drop off Chromebooks, for lockers parents will need to provide the locker combination to teacher or give permission for the school to break the locks.
- The last week of May teachers will be allowed to come into the school and clean out classrooms in zones to provide separation. A health screening will be conducted prior to staff coming into the building.
- Todd Levin suggested that the school collect feedback on how the virtual learning is working. This would help understand the strategy for the future.
  - The Deans (Mrs. Smith and Mrs. Reynolds) and Counselor (Ms. McKelvey) have been following up with students who haven't been engaged.
- Guidance from the state for all schools is to be prepared to shut down and go virtual at any time:



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- Additional training with the staff over the summer.
- Mrs. King and Mr. Willis will research new virtual learning tools.
- The school will be producing a virtual awards ceremony video to send out to the 8<sup>th</sup> grade families. Grade level teachers have also been encouraged to host virtual awards ceremonies as well. The awards will be focused on virtues.
- Andrea Ferguson asked about the course catalog and elective selection for middle school. Mrs. King will send out this information via the school newsletter.

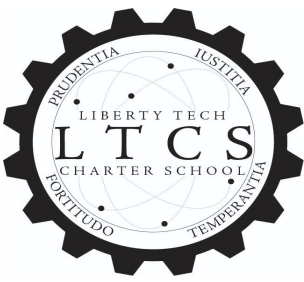
### **School House Fare, LLC**

- The school is considering a new lunch option for the upcoming year. The top choice has been Schoolhouse Fare, LLC.
- Milk or water would be purchased by the school to be sold separate of the ordered lunch.
- Free and reduced lunches would need a price range set.
- User-friendly online ordering and payment system (No money would come through the school for the food.)
- Lunches are individually packaged and labeled with the student or staff's name for easy distribution.
- Fresh, made-to-order lunches are provided by local restaurants and delivered daily to the school. [Click here to see food options.](#)
- Healthy menu options included (fruits, vegetables, proteins, and grains)
- Vegetarian and gluten free options available.
- No cost to LT.
- Credits given for weather related school closings
- 1.5% donated back to LT from Schoolhouse Fare if we use them every day.
- Parents will need to place orders for meals several days in advance.
- LT would provide a beverage (most likely a water bottle) that would need to be paid for separately from the food. This money would need to be paid for the school.

Andrea Ferguson suggested that the school may need to increase the estimate of free and reduced lunch students due to the economic conditions some families are facing with COVID19. Mrs. King stated the school will be taking that in consideration. Celesta McGee, school Operations Manager noted that the school spends \$200 per days with the current vendor Preferred Meals due to overage of meals and online credit cards fees not passed on to the parents.

The Board decided to allow the school to make the final decision on the school lunch program.

### **2020-2021 Proposed Budget**



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- The Finance Committee presented the summary budget posted on the school website.
- The release date for state budgets is unknown at this time, schools is planning for a 10% reduction in state funding due to the economic impact of COVID19. Therefore this change has been reflected in the proposed budget shared tonight.
- Fiscal year (FY20) Fund balance: \$321K; when Mr. Stewart (previous Principal) proposed FY20 budget we were due to finish \$190K in excess, due to school closing 3 months early (which resulted in a reduction in classroom budgets and other expenses). Due to these savings the school looks to carryover \$320K to the fund balance, which will help with some of the expected budget cuts.
- The school has applied for a PPP loan and if approved the loan could offset some of the expected budget cuts.
- Finance Committee recommended presenting the worst case scenario in the budget presentation due to the potential cuts.
- School nutrition program: FY21 decrease due to changing the school nutritionist role from full time to part time position. In addition, a new verification process for free and reduced lunch families will be put into place, which is expected to yield additional reductions.
- Clinic assistant: budget from a 1<sup>st</sup> grade classroom teacher being transferred to fund the new clinic assistant
- Other reductions are based on spend being less than expected for 2019.

### D. Committee Updates

#### Academic Committee: Eric Ochsner

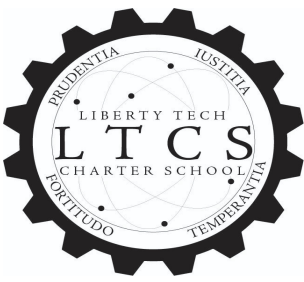
- No changes due to suspension of LKES and TKES and classroom instruction.
- New potential member who attended the Development Committee meeting this evening Mrs. Floyd.

#### Development Committee: Andrea Ferguson

- **SCSC Grant** applied for an SCSC grant to support virtual tutoring for students that may need help over the summer. The first wave of grants were distributed by the SCSC, however, as additional funds are donated they will continue to distribute to schools who've applied.
- **Recruitment:** discussed some options to begin recruiting for the Committee again.
- **Annual Fund:** this fundraiser was 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 data for the 2020 year
- **Golf Tournament:** regroup on the tournament and plan for 2021.
- **Spirit Nights:** no dates provided yet for Chick-fil-A, awaiting response on dates from the restaurant.
- **Grazing Here:** this was a successful event held March 10th. We will look to schedule again for 2020 school year.

#### Finance Committee: Todd Levin

- Monthly Finance meeting held on 4/22. Reviewed budget and looked into contingency plans if changes on some of the grants. Reviewed options. Working on getting the credit card limit increased to pay school expenses due to the work from home mandate. Discussed plans for



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closing out the school year (e.g. packing up classrooms). Additional meetings may be needed to discuss government emergency. Esther will work on incorporating calculators used with her accounting clients to assist in assessing timing and usage of the funds for the school.

### **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. There will be a fast turnaround in order to get organized for a fall launch.
- Policy updates: vote on the updates that were last sent by Eric; no response received from the request made by Andrea to add additional changes by April 20<sup>th</sup>.
  - Added Change Control section
  - Updated Cash& Income Management Section (pg. 171)
  - Updated Credit Card Policy (pg. 210)
  - Updated Travel Reimbursement policy (pg. 193)
  - Updated Disciplinary Hearing Policy(pg.124)

### **Items for Approval:**

- **Policy Manual:** Eric motioned that we approve the changes to the policy manual as emailed by Eric on April 4<sup>th</sup>. . Vote: Yea: 6, Nay: 0. Tony and Todd in favor by phone. Motion passed.
- **April minutes** - Todd motioned that we approve the March 13<sup>th</sup> and March 23<sup>rd</sup> minutes. Vote: Yea: 6, Nay: 0. Motion passed.
- **Lunch provider:** Board decided to allow the school to vote on the lunch provider.

### **III. Key Action Items**

- Mrs. King to research price ranges for free and reduced lunch.
- Jennifer Mullinix will look-up the intent to return rates from last year to compare with the current rates.
- Governance and Academic please send updated meeting dates and times to Andrea so they can be updated on the website.

### **IV. Closing Items**

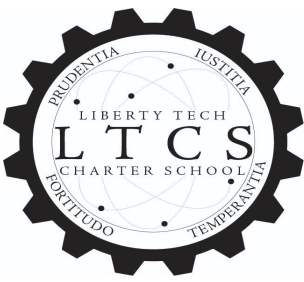
- Next meeting will be held on May 18<sup>th</sup> (3<sup>rd</sup> Monday), due to the Memorial Holiday.

#### **A. Executive session outcome**

- a. No Executive session held at this meeting.

#### **B. Adjourn Meeting**

Eric Ochsner made a motion to adjourn the meeting. Todd Levin seconded the motion.



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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 8:49PM.

**Online meeting link:** due to the meeting being conducted online each meeting has been recorded. The recording for this meeting can be found at <https://fccdl.in/VShI3Boiry>

Respectfully Submitted,

Andrea Ferguson  
Secretary