

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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## Board Meeting Minutes

### Board Meeting

#### **Date and Time**

Monday, May 18 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**

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

#### **Directors Absent**

*Eric Oschner*

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

*None*

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

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

#### **Others Present**

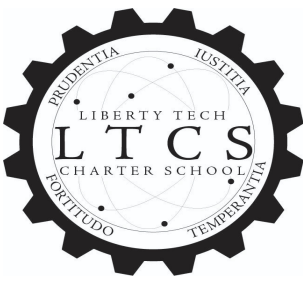
Timothy King (substitute teacher), Joyce Christy (Teacher), Leslie Robinson (Teacher), Abbie Locke (parent), Eric Walker (parent), others were identified by phone number only on the online recording.

### **I. Opening Items**

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

Todd Levin called the meeting of the Board of directors of Liberty Tech Charter School to order on Monday, May 18, 2020 at 7:06 PM via conference call noted above. Esther Goss seconded the motion. Vote: Yea: 5, Nay: 0. Motion passed.

### **C. Public Comment**



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No public comments.

## II. Discussion Items

### A. PTO Report

Yearbooks are still available to order online until they are sold out. They can be picked up at the end of the school year June 2<sup>nd</sup>-5<sup>th</sup>.

### B. Principals Report

**April Dashboard Dashboard data:** Year to date enrollment is 417, 31 withdrawals, 153 students on waitlist. Daily attendance rate for March was 93.75%.

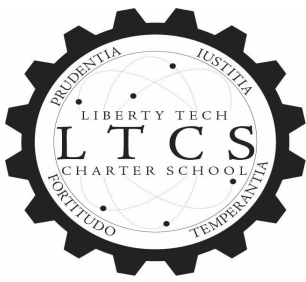
### Introducing New Mavericks (Staff)

#### New Mavericks:

- ● Cassie Mitchell - 2nd Grade
- ● LeAnne Gable - 5th Grade ELA & History
- ● Christina Phillips - 7th/8th Math
- ● Julie Hally - Student Support Teacher
- ● Heather Bischoff - Teacher's Assistant (replacing other teacher assistant's)
- ● Sarah Futch - Teacher's Assistant (replacing other teacher assistant's)
- ● Wendy Monteith - Teacher's Assistant (replacing other teacher assistant's)

#### Maverick Changes:

- ● Amanda DeMarcus - Instructional Support/Multi-Tiered System of Support (MTSS) Coach
- ● Susan Crowe - K-2nd Grade EIP Teacher
- ● Destiny Langford - 3rd Grade Teacher
- ● Robert Bennett - Health Specialist Assistant
- ● Sharon Brooks - 6th/7th ELA Teacher
- ● Anna Maupin - 6th/7th History Teacher
- ● Michelle Parks - 7th/8th History Teacher
- ● Gina Tonnis - 7th/8th ELA Teacher
- We are fully staffed at this time. Kenny Hamner asked if the new Mavericks were replacements or totally new staff. Added two positions Instructional Support/Multi-Tiered System of Support (MTSS) Coach and K-2nd Grade EIP Teacher. One teacher requested to be moved. Other teachers wanted to make some changes for their grade level.



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### **April Financial Stability Report:**

Fund balance was high because we were holding off to organize which bills would be paid if the PPP loan funds were received. The school received the PPP loan so the cash balance is larger this month due to that loan. As well as a decision on if utilities or other bills would be paid with those funds. The school has until June 23<sup>rd</sup> to use the PPP loan funds. The funds will be used to pay 5 pay periods April 30, May 15, May 29, June 15<sup>th</sup> and because the deadline for PPP is June 23<sup>rd</sup> will pay June 30<sup>th</sup> payroll on June 22<sup>nd</sup>. This is the recommendation of Esther Goss (CFO) and Bambo the auditor will use the PPP. The teachers will get paid approximately two and half weeks (2.5) early due to the PPP loan funds needing to be spent prior to June 23<sup>rd</sup>. Celesta McGee (Business Manager) will send an email to the teachers explain payments for the summer. A back-up plan has been put in place in case any changes occur per Esther Goss (CFO).

- April Budget/Actual State Revenue \$359,436.00/\$364,543.00
- Supplemental Revenue \$0/\$991.78
- Total Revenue \$359,436.00/\$365,534.78
- Expenses \$349,231.13/\$305,725.90
- Fund Balance \$10,204.87/\$59,808.88
- Cash Balance \$2,355,209.66
- Fundraising: \$9,427.68 (April \$171.88)

### **Closing Out the School Year**

#### **FINAL WEEK OF VIRTUAL LEARNING:**

- Students have one week to turn in or redo assignments in order to improve their grades.
- Students will not be penalized for late work; however work cannot be submitted after May 22, 2020.
- During this last week, teachers can provide optional remediation or enrichment opportunities for students.
- Students can and should re-do and resubmit work that they do poorly on.

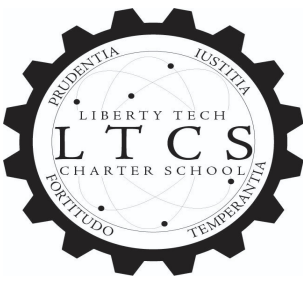
#### **MEDICATION PICK-UP:**

- Parents can schedule a time to pick up their child's medication during the last week of school by emailing Miss Veronica at [veronica.umstattd@libertytechcharter.org](mailto:veronica.umstattd@libertytechcharter.org).
- The pick-up process is a drive-thru service in front of the school.
- Parents should remain in their cars at all times.
- Please call the school office at 770-461-0005 upon arrival. The medicine will be delivered to your car.
- Process is working well now.

### **RETURNING SCHOOL MATERIALS & PICKING UP PERSONAL BELONGINGS:**

#### **Drop off/Pick Up Times:**

- Tuesday, June 2nd - 7:00 am - 4:00 pm
- Wednesday, June 3rd - 9:00 am - 6:00 pm
- Thursday, June 4th - 8:00 am - 5:00 pm
- Friday, June 5th - 9:00 am - 6:00 pm



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- No appointment is needed.
- This is a drive-thru process in the dismissal area.
- Cones will be placed to mark lanes.
- Parents and students are to remain in their cars at all times.
- Please bring any school materials (Chromebooks, library books, school books, etc.) that need to be returned with you.
- Each student will receive a bag with their personal belongings. Final report cards, yearbooks (if purchased) and other items will be included in student bags.

### **When returning the school's Chromebook:**

- Please make sure the Chromebook is fully charged.
- Bring the Chromebook charger.
- Parents/students will be asked to open the Chromebook, move the mouse, and type on the keyboard before the Chromebook is taken.
- If a Chromebook is not working and Chromebook insurance wasn't purchased, please be prepared to pay for the Chromebook that day.
- If parents have questions, need to know the cost of a Chromebook, or aren't able to drop off/pick up that week, please contact Melissa King at [melissa.king@libertytechcharter.org](mailto:melissa.king@libertytechcharter.org).

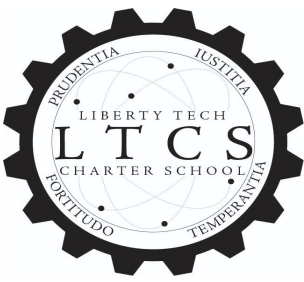
### **FY20 Facilities Grant**

LTCS has been awarded a Facilities Grant in the amount of \$40,476. Our goal is to improve the overall health, safety, and grounds of our facility.

- Two Way Radios - Provides immediate communication between staff members regardless of location.
- 10 Hand Sanitizing Stations - Will provide increased health practices school-wide as these will be located throughout the school and not just in the cafeteria. These were purchased prior to the COVID-19 shut-down,
- Sensory Room Equipment - To accommodate the needs of all students school-wide (provide students a break or decompressing area)

### **• Grounds Improvement:**

- Mrs. Mullinix (Operations Manager) has had several landscapers come out to quote the grounds.
- Grading and hydro-seeding in grass spaces to minimize the risk of student injury where underground drainage has caused some areas of uneven ground.
- Chain Link Fence will be installed around the play space for our younger students. This fencing will be in standard with Bright From the Start regulations if/when we are awarded with a Pre-K Class.



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- Kid-Safe Mulch will be spread throughout the play equipment to reduce risk of injury. ***This needs to be done yearly.***
- Additional sidewalk/concrete pad installation in courtyard area
- Purchase of two additional soccer goals to provide additional resources for PE classes and outdoor free play
- Beautification to the front and side of the school by adding mulch and plants in all existing beds.

### D. Committee Updates

#### Academic Committee: Tony Tringale

- Tony will be taking over Chair of the Academic Committee. He and Eric met to begin transitioning.
- No changes on reviews due to suspension of LKES and TKES and classroom instruction.

#### Development Committee: Andrea Ferguson

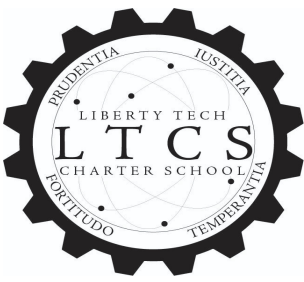
- **Grant** beginning to review grants that are due in the fall and winter. Focusing in the American Honda Foundation. Also local retailers such as Walmart, Home Depot, Lowes. There will be more completion this year due to lack of funding. Also, will send out a survey to the teachers to assess what projects they are planning for the 2020 school year.
- **Recruitment:** discussed some options to begin recruiting for the Committee again. Governance Committee had begun a process with Mrs. King's mentor. Reach out to Rotary Club, Fayette Women magazine, and more. Esther has a contact with Fayette Woman magazine and she will help us with making a connection.
- Plan to focus more on business development as well for the upcoming year.

#### Finance Committee: Todd Levin

- Monthly Finance meeting held on 4/22. Were able to get the credit card limit increased to pay school expenses due to the work from home mandate. A few actions items to work on such as audit and budget contingency plans if changes on some of the grants.
- One interested individual Jametria Floyd joined the Finance meeting who has applied online for the Board. She has attended two Board meetings and a two Committee meetings. She is working on getting her background check and then next steps will be a interview with the Board and Mrs. King.

#### Governance Committee: Kenny Hamner

- Pre-k- no new decisions have been made due to the COVID19 impact. Kenny will keep tracking this and determine what can be done if we are awarded the program.
- Board recruitment: getting more individuals involved. Also, Kenny would like to make some adjustments to the Board onboarding requirements, as well as updating the committee summaries and updating the vision and mission statement.
- Esther mentioned that one interested individual Jametria Floyd joined the Finance meeting who has applied online for the Board. She has attended two Board meetings and a two Committee meetings. She is working on getting her background check and then next steps will be a interview with the Board and Mrs. King.
- Board members in the pipeline: Mrs. King has one candidate that is interested (prior Liberty Tech teacher). Todd Levin has someone that is interested as well, will reach out to him.



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- Both the PTO and School Board are looking for new members.
- Ms. Christy is interested in applying or the school Board. A staff member can server on Board Committees. She will apply to a Board Committee. She has been working on the Grant Committee for the past year.

Mrs. King added to the weekly newsletter that we are set to start July 20<sup>th</sup>. A survey was sent to parents to determine best way to communicate. The top selection was social media. Kenny Hamner suggested that we use Social media to link to the school website.

### Items for Approval:

- **April minutes** - Todd motioned that we approve the April 27th minutes. Kenny Hamner seconded the motion. Vote: Yea: 5, Nay: 0. Motion passed.

### III. Key Action Items

- Celesta McGee (Business Manager) will send an email to the teachers explain early payments for the summer due to the PPP loan spend accommodations.
- Follow-up on post meeting approvals/votes for expenses presented by Mrs. King in the Post meeting approvals section below.

### IV. Closing Items

- Next meeting will be held on June 22nd.

### A. Executive session outcome

- a. No Executive session held at this meeting.

### B. Adjourn Meeting

Todd Levin made a motion to adjourn the meeting.

The board VOTED unanimously to approve the motion.

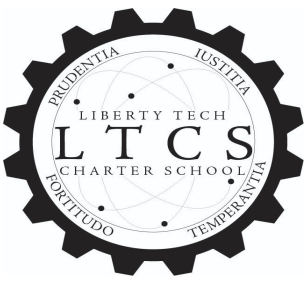
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:51PM.

**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/5erWUnFqzM>

### C Post meeting Approvals

- On May 5<sup>th</sup>, Mrs. King approached the Board for approval on the Connect P.E. contract. There were not enough votes for approval. More information was requested, so this item will carry over to the June meeting for a vote, unless requested information is received prior to June 22 Board meeting.
- On May 14, Mrs. King emailed the Board for approval on the spend categories for the Facilities grant. Vote: Yea: 4 (Esther, Eric, Todd, Andrea), Nay: 0. Approved based on 75% of the Board voting via email. Details on the grant are above in the meeting minutes.





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- On May 14, Mrs. King emailed the Board for approval on the spend for replenishment of Chromebooks. 50 new Dell Chromebooks totaling \$10,823.06. Vote: Yea: 3 (Esther, Todd, Andrea), Nay: 0. Approved based on 50% of the Board voting via email. Details on the spend will be discussed in the June 22 Board meeting.
- On May 21, Mrs. King emailed the Board for approval on the spend for replenishment of Dell Chromebooks again. The prior quote had expired from the cost presented on May 14 of 10,823.0650. a new quote showed the price increased to \$12,233.85. Vote: Yea: 4 (Tony, Esther, Todd, Andrea), Nay: 0. Approved based on 75% of the Board voting via email. Details on the spend will be discussed in the June 22 Board meeting.
- On May 26, Mrs. King approached the Board to vote on Reflex Math for a 2-year subscription to the Explore Learning Reflex math program. There is a really good discount to purchase a 2-year subscription rather than a 1-year subscription. The quote also includes a webinar for staff development. This is a program to improve fact fluency for students in 2nd-6th grades. Vote: Yea: 4 (Andrea, Tony, Esther, Todd, Eric), Nay: 0. Approved based on 75% of the Board voting via email. Details on the spend will be discussed in the June 22 Board meeting.

Respectfully Submitted,

Andrea Ferguson  
Secretary