

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."

Draft: 06/28/21

Approved:

Board Meeting Minutes

Date and Time

Monday, June 28 at 7:00 PM

Location

Conference call line: **Zoom link:**

<https://zoom.us/j/99593704329?pwd=WSswTVVLeEk5WEI3OVk2cFpaWGO2dz09> Meeting ID:

99593704329. 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 safety precautions.

Directors Present

Eric Ochsner, Vimal Patel, Kristi Hardeman, Heather Ambrosio, Eric Walker , Jametria Floyd, Lauren Conway, Andrea Ferguson

Directors Absent

LaShodra Storr (joined 7:43p) , Kenneth Hamner (joined 7:45p)

Ex-Officio Members Present

None

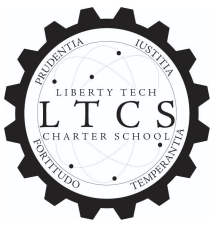
Non-Voting Members Present

Melissa King

Others Present

Celesta McGee, Michelle Hamner

Teachers & Staff: *Joyce Christy, Jodi Smith, Heather Peacock, and* others were identified by user ID or phone number only on the online recording so names could not be determined.



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I. Opening Items

A. Welcome/Record Attendance

B. Call the Meeting to Order

Eric Ochsner called the regular Board meeting of the Board of Directors of Liberty Tech Charter School to order on Monday, May 24, at 7:03 PM

Zoom conference call noted above. Andrea Ferguson seconded the motion. Vote: Yea:8, Nay: 0, Absent:2. Motion passed.

Roll Call

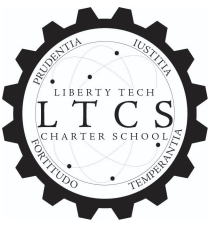
A. Ferguson	Aye
K. Hamner	Absent
V. Patel	Aye
L. Storr	Absent
J. Floyd	Aye
K. Hardeman	Aye
E. Walker	Aye
H. Ambrosi	Aye
E. Ochsner	Aye
L. Conway	Aye

C. Approve Minutes

May 24th minutes – Eric Ochsner motioned that we approve the May 24th minutes be approved as written. Lauren Conway seconded the motion. Vote: Yea:8, Nay: 0 Absent: 2. Motion passed.

Roll Call

A. Ferguson	Aye
K. Hamner	
V. Patel	Aye
L. Storr	
J. Floyd	Aye
K. Hardeman	Aye
E. Walker	Aye
H. Ambrosi	Aye
E. Ochsner	Aye
L. Conway	Aye



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D. Approve Agenda

Eric Ochsner motioned that the June 28, 2021 agenda be approved.

Edit made by Vimal re: Governance Agenda

Eric Ochsner motioned that the June 28, 2021 agenda be approved.

Heather Ambrosi seconded the motion. All were in agreement. Vote: Yea: 8, Nay: 0, Absent:2.
Motion passed.

Roll Call

A. Ferguson	Aye
K. Hamner	
V. Patel	Aye
L. Storr	
J. Floyd	Aye
K. Hardeman	Aye
E. Walker	Aye
H. Ambrosi	Aye
E. Ochsner	Aye
L. Conway	Aye

E. Public Comment

At 7:09 PM, Eric Ochsner opened the meeting for Public comment. Secretary, Andrea Ferguson acknowledged that no budget or public comment was received via the Board email address prior to the meeting.

Eric Ochsner opened public comment to those present in the meeting.

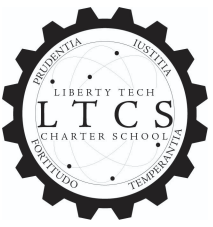
Eric Ochsner made one last open request for Public Comment, no additional public comments were requested.

II. Discussion Items

A. PTO Report

Back to School Cookout - Saturday 24th 11am - 1pm. Free to Liberty Tech families/staff/Board.

Still need interest for positions.



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B. Principals Report

Dashboard data:

Attendance: SCSC Goal - 95% - LTCS:94.26% for May

Grade levels above the 95%: K

→ 2021 Staff Retention: 100% (Updated on the April dashboard) – based on percent of staff who were offered a position and accepted.

- New Staff:
 - Rita Austin – 7/8 History Teacher
- Currently hiring for the following positions:
 - Part time Speech Therapist
 - 5th Grade math and science teacher

D. Financial sustainability (May):

Budget/Actual

State Revenue: **\$349,861.00/\$371,234.00**

Supplemental Revenue: **\$0/\$5,931.37**

Total Revenue: **\$49,861.00/\$377,165.37**

Expenses: **\$519,287.57/\$448,248.21**

Fund Balance: **(\$161,922.57)/ (\$71,082.84)**

Cash Balance: **\$2,656,688.49**

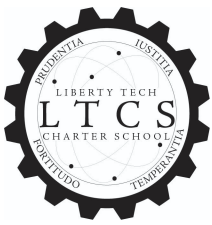
Fundraising/Contributions: **\$1,342.43 (YTD: \$5,116.53)**

Financial Stability Notes:

The supplemental revenue was high due to grant drawdowns. The expenses were higher than revenue due to the staff bonuses.

E. Summer Learning Academy

- 114 students interested
 - 73 students invited
 - 45 students attended
- Some didn't attend because of dates – they were hoping for the July dates.



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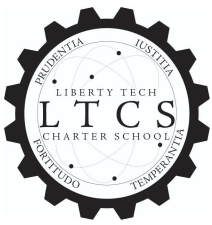
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- 4th/5th and 6th-8th were divided into 2 groups. They rotated for a math and ELA session
- How can we measure growth?
 - Look at the attendees' data vs last year and the fall.
 - Need to offer it year round

Heather Peacock Joined meeting

F. Staff Survey Update:

- 53 staff surveys sent – admin did not take the survey
- 37 responses - 75% of staff
- This past year's experience working at LTCS:
 - 62.1% (23) - Felt that that it was good or better (Score 1-5)
 - 37.8 (14) - Felt that is was not good (Score 6-10)
- Response to the pandemic
 - 54.1% (20) - Just the right balance of precautions
 - 43.2% (16) - Too many restrictions
 - 2.7% (1) - Not enough safety measures put in place
- Felt supported by school administration
 - 49.9% (17) - Agree/Strongly Agree
 - 24.3% (9) – Neutral
 - 29.7% (11) - Disagree/Strongly Disagree
- Felt supported by the Governing Board
 - 43.2% (16) - Agree/Strongly Agree
 - 37.8% (14) – Neutral
 - 18.9% (7) - Disagree/Strongly Disagree
- Felt empowered to make decisions about my teaching/job
 - 51.3% (19) - Agree/Strongly Agree
 - 21.6% (8) - Neutral
 - 27% (10) - Disagree/Strongly Disagree
- Have a positive school culture
 - 43.2% (16) - Agree/Strongly Agree
 - 16.2% (6) - Neutral
 - 40.5% (15) - Disagree/Strongly Disagree
- More support needed for Student Achievement for the following groups:
 - Gifted - 27% (10)
 - Special Education - 21.6% (8)
 - Students with 504 Plans - 21.6% (8)
 - Economically Disadvantaged - 13.5% (5)
 - Student Behavior - 40.5% (15)
 - None Needed - 29.7% (11)
- Goal 1: To provide staff with some common planning time and communication among grade levels and a safe place to address your concerns



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- o Anonymous Staff surveys sent out at least twice a year (Mid-year and End of the year)
- o Department Chairs (K-2, 3-5, 6-8, Specials & Support Staff)
- o Monthly leadership meetings
- o Vertical planning multiple times throughout the year
- o ½ Day planning's scheduled for grade levels periodically throughout the year
- o to provide common planning time for
- o Professional Learning Communities
- o Addition of new dean
- Goal 2: To build a more positive school culture and provide more resources & needed professional learning opportunities for staff
 - o Provide staff with team building activities periodically throughout the year and not just at the beginning of the year
 - o Diversity/Cultural Awareness training for staff
 - o Project-based learning training for staff - 3-year process working with Dr. Tyler Thigpen with the Institute for Self-Directed Learning
 - o Increase school spirit with the new mascot
 - o Develop and implement a staff recognition program
 - o Develop and implement professional learning communities (PLC) to focus on student achievement
 - o Professional learning opportunities will be offered based on student data and PLC team meetings
 - o Staff Training on Verbal MindSet by a Certified MindSet Trainer - Pre-planning
 - o Tuesdays: Team meetings, parent conferences, planning time, team building activities, etc.
 - o *Discussions were held regarding calendars, Tuesday meetings, and professional learning opportunities.*

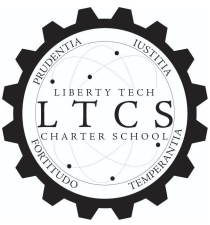
Storr Joined at 7:43

Kenneth Hamner joined at 7:45

F. Staff Survey Update:

Reopening Plan for the 2021-2022 School Year

- o No virtual option will be offered.
- o Health & Hygiene:
 - Face coverings will be optional for everyone.
 - Hand sanitizer stations will be located throughout the building and available in classrooms.
 - Daily cleaning and disinfecting of classrooms.
- o Arrival & Dismissal:
 - Students will arrive and dismiss under normal pre-COVID operations.



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- o Cafeteria Procedures:
 - Kindergarten & 1st graders will eat in their classrooms per their request.
 - 2nd-8th graders will eat in the cafeteria.
 - Visitors will follow pre-COVID operations.
- o Visitors & Volunteers:
 - Full return to pre-COVID operations
- o Recess/PE:
 - Will follow pre-COVID routines/procedures.
- o Facilities & Routines:
 - Partitions/barriers will be used as needed to help control the spread of contagious illness.
 - Seating charts will be utilized for contact tracing purposes.
 - Separate clinics (Well Clinic & Sick Clinic) will be utilized to provide an isolation area as needed
- o Instruction:
 - Sharing of materials will follow pre-COVID procedures
- o Media center opens
 - 4th-8th graders will change classrooms
- o Quarantined Students & Staff
 - Quarantined guidelines will be provided by the Georgia Department of Public Health.
 - Quarantined students will participate in concurrent learning.
 - Quarantined staff will utilize their leave.

Andrea – Question about free thermometer/home screening. Due June 30th – School Health Program.
Ms. Veronica signed up for the program.

Andrea – Reopening plan: 1 pager, do you need help? Mrs. King will reach out to Mr. Willis. The board can help. The Board will create graphic and send it to Mrs. King for distribution.

Eric O – Will students be working in teams and groups? Mrs. King – Yes.

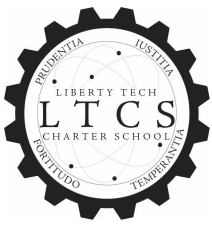
Eric W – What happens if whole class is quarantine? Mrs. King – Virtual
Vaccinated staff will not have to quarantine unless symptomatic

Vimal – Students who are vaccinated will they quarantine? Mrs. King – parents can give us their vaccine card. Checking with Ms. Veronica on protocol on student quarantine

Someone joined via phone number

III. Committee Updates

Academic Committee: Eric Ochsner



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● Year End Survey (parent and teacher)

1. Support school activities:

- Resume monthly schedule of attendance at school events:
- Attend staff meetings to deliver policy updates, upcoming event details to garner support, provide newsletter articles and social media content to school to support Board sponsored events (e.g. Chick-fil-A Spirit Night, Golf Tournament, Winter Extravaganza)

2. Define clear goals towards the school's mission & vision (overall as the Board and individual committees)

- Each Committee will establish goals and share with the Superintendent and staff by September of each year.
- Board to draft a welcome back letter to the staff - this will identify all the members of the board to the school staff (there was discussion about this being done in a video format as well to better connect the staff to who the board members are)
- Board to have an increased presence at the school. The Board member will be more active in classroom tours, attending staff meetings, and attending the teacher orientation prior to school starting.

3. Drive accountability of the school and Superintendent on policies to improve student achievement.

- Partner with school administration to update policies to align with any procedural changes (e.g. disciplinary procedures)
- Attend monthly staff meetings to provide updates on Board policy updates, recognize birthdays, SCSC events or changes, upcoming Board events (e.g. Chick-fil-A nights)

4. Establish a strong communications structure to inform and engage both internal and external stakeholders in setting and achieving the school district goals.

- Assist in the advertisement of Board and school events to the community (e.g. Veteran's Day parade)
- Invite community and parents to be involved in the strategic plan document rewrite

5. Evaluate and monitor data, even when the information is negative, and use it to drive continuous improvement.

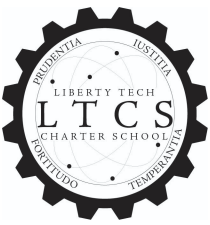
- Distribute bi-yearly Parent and staff surveys (December & May)
 - Utilize survey feedback to establish the upcoming school year school improvement plan and evaluate against strategic plan goals

6. Source and sustain resources for professional development to meet school district goals.

- Partner with the SCSC, Superintendent and staff to determine resources to assist the school with professional development opportunities
- Help source grants to support Professional development opportunities.

Governance Committee: Vimal Patel

- **Board recruitment:** 2 going through the process – Michelle Hamner and Ashley Busby. Need 3-4 additional board recruits to reach 12 board member goal
- **Annual Training Process:** 4 members need to finish training – Update during meeting 3 have completed training waiting to receive certificates
- **Board Executive Leadership Position Interests:** Chair (none), Vice Chair: Vimal Patel*, Finance: Eric Walker*, Secretary: Lauren Conway, Academic Chair: Kristi Hardman, Development Chair: Jametria Floyd



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* Willing to support in the interim

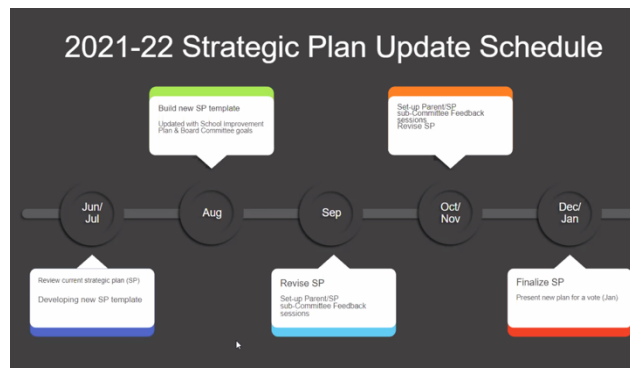
Need to be filled before school starts

Changes – email governance@libertytechcharter.org

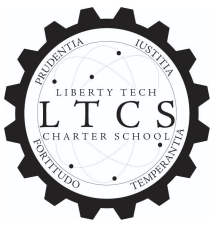
- **Public Policy Review:** No proposed changes
 - Vimal Patel motioned that the Public Policy be approved by the Board. Andrea Ferguson seconded the motion. All were in agreement. Vote: Yea: 10, Nay: 0, Absent: 0. Motion passed.
 - **Roll Call**
 - A. Ferguson Aye
 - K. Hamner Aye
 - V. Patel Aye
 - L. Storr Aye
 - J. Floyd Aye
 - K. Hardeman Aye
 - E. Walker Aye
 - H. Ambrosi Aye
 - E. Ochsner Aye
 - L. Conway Aye
- School Policy Refresh Next Steps
 - Working with Michelle Neely – SCSF and Elsa Falco – GCSA
 - Policy needs to be reviewed
- July 14 – Next Governance Meeting
 - Moved up a week

Development Committee: Andrea Ferguson

- **Recruiting/Transition:** Jametria Floyd will chair committee. Andrea and Jametria are meeting to smooth over the transition
 - **Grant Committee** – Ms. Christy, Mrs. Kristal Black (parent)
 - **Fundraising/Community Development:** Spirit Night, PTO, Golf Tournament – Lauren Conway
 - **Strategy:** Jametria Floyd– Review timeline – Will update this year. Be able to vote by Jan 2022



- Partnering with the school for the Back-to-School Cookout and CFA



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- SCSC replacement for COVID 19 task force – Every other Thursday at 10am

Finance Committee: Eric Ochsner

- **FY22 budget:** Reviewed the last 2 meetings
- Vimal Patel – Question regarding governing board budget/training
- Eric Ochsner motioned that the FY22 budget be approved by the Board. Andrea Furgeson seconded the motion. All were in agreement. Vote: Yea: 10, Nay: 0, Absent: 0. Motion passed.

Roll Call

A. Ferguson	Aye
K. Hamner	Aye
V. Patel	Aye
L. Storr	Aye
J. Floyd	Aye
K. Hardeman	Aye
E. Walker	Aye
H. Ambrosi	Aye
E. Ochsner	Aye
L. Conway	Aye

IV. Executive Session: Eric Ochsner inquired on the need for Executive session. No questions/situations up for discussion in an Executive Session.

V. Key Action Items

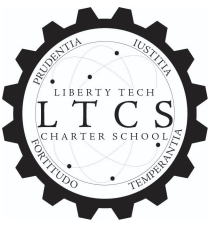
- **Annual Meeting** – July 26: Committees share their goals for the year
- **Virtual/In Person Meeting** – Board to decide by July meeting
 - Virtual have increased attendance
 - In person – discussion/collaboration
 - SCSC meeting rules – only aloud to call into two meetings if we are meeting in person
- Respond to parent email re: Mask policy by June 30

VII. Adjourn Meeting

Eric Ochsner made a motion to adjourn the meeting. Andrea seconded the motion. The board VOTED unanimously to approve the motion. Vote: Yea:10, Nay: 0 Absent: 0. Motion passed.

Roll Call

A. Ferguson	Aye
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K. Hamner	Aye
V. Patel	Aye
L. Storr	Aye
J. Floyd	Aye
K. Hardeman	Aye
E. Walker	Aye
H. Ambrosi	Aye
E. Ochsner	Aye
L. Conway	Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:50PM

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://bit.ly/366151U>

Respectfully Submitted,

Lauren Conway
Secretary