

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: 07/27/20

Approved: 08/24/20

Board Meeting Minutes

Date and Time

Monday, July 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 safety precautions.

Directors Present

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

Directors Absent

Jametria Taylor

Ex-Officio Members Present

None

Non-Voting Members Present

Melissa King, Tyler Willis

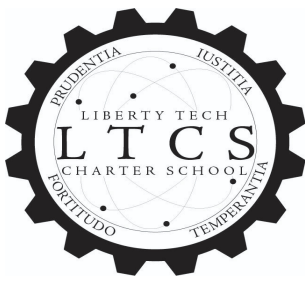
Others Present

LaShonda Storr .*All guests were present remotely.*

Parents: Vimal Patel, Michelle Hamner, Jennifer Robinson, Yolanda Washington, others were identified by phone number only on the online recording

Teachers & Staff: Joyce Christy, Tyler Willis, Leslie Robinson, Celesta McGee, Shondra Rosier, Stephanie Maxwell, and others were identified by phone number only on the online recording.

I. Opening Items



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A. Welcome/Record Attendance

B. Call the Meeting to Order

Todd Levin called the regular Board meeting of the Board of directors of Liberty Tech Charter School to order on Monday, July 27, 2020 at 7:05 PM

Dial-in number (US): (425) 436-6309 **Access code:** 289390#. via conference call noted above.

Andrea Ferguson seconded the motion. Vote: Yea: 4, Nay: 0, Absent:2. Motion passed.

Roll Call

T. Levin	Aye
A. Ferguson	Aye
E. Goss	Aye
T. Tringale	Aye
J. Floyd	Absent
K. Hamner	Absent

C. Approve Agenda

Todd Levin motioned to approve the agenda. Esther Goss seconded the motion. Vote: Yea: 4, Nay: 0, Absent: 2. Motion passed.

Roll Call

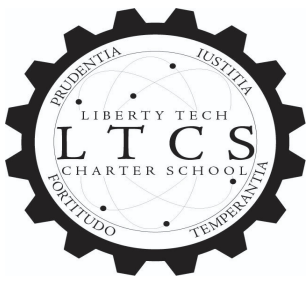
T. Levin	Aye
A. Ferguson	Aye
E. Goss	Aye
T. Tringale	Aye
J. Floyd	Absent
K. Hamner	Absent

D. Public Comment

At 7:08PM, Todd requested Public comments on the budget. There were no public comments in the Board email nor any submitted via the chat function of the meeting regarding the budget. Also, there were no public comments submitted for other issues via the meeting chat function or Board email.

E. New Business

Todd Levin discussed a new item that was brought to our attention. The below are all items were voted on via email and reviewed in prior Board meetings based on the current bylaws which allowed for items to be voted on by email and note on the meeting minutes. However, in working with the SCSC over the summer we understand that the Board bylaws needed to be updated to remove the option to vote on items via email to be in compliance with current open meetings best practices. The



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purpose of this item on the agenda today is to bring forward all items voted on via email and approve all again in a public forum.

Andrea Ferguson summarized the discussion that section 4.10 be removed from the bylaws to be in compliance with the open meetings and SCSC guidance.

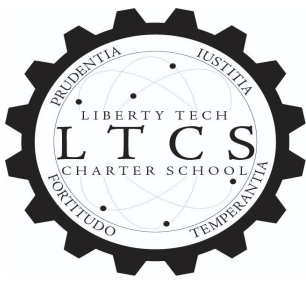
Todd Levin motioned to approve the update to the bylaws as written. Tony Tringale seconded the motion.. Vote: Yea: 4, Nay: 0, Absent: 2. Motion passed.

Roll Call

T. Levin	Aye
A. Ferguson	Aye
E. Goss	Aye
T. Tringale	Aye
J. Floyd	Absent
K. Hamner	Absent

Email meeting Approvals

- On April 3rd, Mrs. King approached the Board for approval for a SBA loan for the school in the amt of .On April 4th, the Board Approved the SBA loan for the school. Vote: Yea: 5 (Todd Levin, Andrea Ferguson, Esther Goss, Tony Tringale, Eric Ochsner). Approved based on 75% of the Board voting via email.
- On May 5th, 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. 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."
- 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



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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.

- On June 8th, Mrs. King approached the Board for approval on the Connect P.E. final contract. Vote: Yea: 5 (Tony Tringale, Eric Ochsner, Todd Levin, Kenneth Hamner, Andrea Ferguson), Nay: 0, Absent: 1 (Esther Goss). Approved based on 83% of the Board voting via email
- On June 25th, Mrs. King emailed the Board for approval on the landscaping company for the 2020-21 school year. Vote approved on June 30th: Yea: 5 (Esther Goss, Kenneth Hamner, Todd Levin, Jametria Floyd, Andrea Ferguson), Nay: 0, Absent (Eric Ochsner, Tony Tringale). Approved based on 75% of the Board voting via email.

F. Board meeting schedule 2020-2021

The 2020 Board meeting schedule had been changed to the fourth Monday of the month previously. Todd Levin opened discussion to Board to keep the same schedule or understand if adjustments were needed. This change to fourth Monday was originally requested by Kenny Hamner. Board had no issues with meetings remaining the fourth Monday of the month.

Todd Levin motioned to keep the Board meeting schedule at the fourth Monday of the month for the 2020-2021 year.. Tony Tringale seconded the motion.. Vote: Yea: 4, Nay: 0, Absent: 2. Motion passed.

Roll Call

T. Levin	Aye
A. Ferguson	Aye
E. Goss	Aye
T. Tringale	Aye
J. Floyd	Absent
K. Hamner	Absent

II. Discussion Items

A. Principals Report

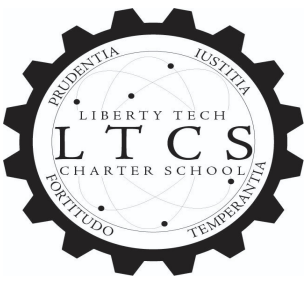
Action item:

June Dashboard data: Year to date enrollment is 421, full capacity is 420, 129 students on waitlist. Daily attendance rate for March was 93.75%. The remainder of the dashboard has no changes due to school not being in session.

Financial sustainability (June):

Financial Sustainability – June (Budget/Actual)

- **State Revenue:** \$359,436.00/\$364,557.00



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- **Supplemental Revenue:** \$0/\$59,321.63 (This is due to drawing down grant money.)
- **Total Revenue:** \$359,436.00/\$423,878.63
- **Expenses:** \$324,778.08 / \$382,481.43 (Expenses are higher due to the grant money being spent.)
- **Fund Balance:** \$34,657.92/ \$41,397.20
- **Cash Balance:** \$2,558,912.52 (Large amount due to PPP loan.)
- **Fundraising:** \$9,734.21 (June \$207.79)

Staff Not Returning for 2020-2021 School Year:

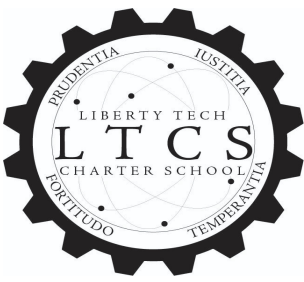
- Donna Reynolds - 5-8 Dean (This position will not be filled for this school year.) Mrs. Smith will assist with the additional duties of this role.
- Claire Cohen - 5th Grade Math & Science

New Staff for 2020-2021:

- Sarah Beth Cuello - 5th Grade Math & Science
- McKenzie Helmbold - Floating Teacher - Miss Helmbold will begin the year in Kindergarten for Miss Peacock.

Reopening Update:

- Due to guidance from the Department of Public Health (DPH), LTCS will open the year virtually for the first six weeks of school for all students.
 - Eight of the ten counties that attend the school are at the substantial transmission rate of COVID-19.
- We can to keep the lines of communication open between families and the school.
 - Principal Weekly Newsletter will be sent out every Friday afternoon. The first one will be sent out Friday, July 31st.
 - Grade levels will send out a weekly newsletter.
- First Week of School - What to Expect
 - Will consist of developing community and relationships between students, parents, and teachers - For virtual learning to be successful, relationships will be key.
 - Teachers will conduct one-on-one conferences with students to get to know them and do assessments to determine their current academic levels.
 - Academic activities will be added to Google Classroom as deemed appropriate per individual teachers.
- Middle School Restructure for 7th Graders
 - Accelerated 7th Graders will be divided among the two teams: 6/7 team and 7/8 team.



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Virtual Open Houses:

All grade levels/classrooms will have the opportunity to attend a live virtual open house. If families are not able to attend, these meetings will be recorded and emailed out to families.

Schedule:

Tuesday, July 28th

1:30 pm - 7/8 Burns, Parks, Tonnis, & Phillips

2:30 pm - Kindergarten

Wednesday, July 29th

1:00 pm - 6th Grade

2:00 pm - 7th Grade (Brooks, Loveless, Maupin, & Tyburski)

2:30 pm - Mrs. Willis - 2nd Grade

3:00 pm - 1st Grade

Thursday, July 30th

1:00 pm - 5th Grade

2:00 pm - 4th Grade

2:30 pm - Mrs. Hally's Classroom

3:00 pm - 3rd Grade

3:00 pm - Mrs. Mitchell - 2nd Grade

Chromebook and Supply pick-up:

Schedule:

Wednesday - 7/29/2020

8:30 - 4:00 Dismissal Lanes

4:00 - 5:00 Front Office

Thursday - 7/30/2020

8:30 - 4:00 Dismissal Lanes

Friday - 7/31/2020

8:30 - 4:00 Dismissal Lanes

Dismissal Lane Pick Up:

We will be using the dismissal lanes on the side of the building during the times listed above. Orange cones will be used to mark the lanes that you will pull into. We ask that you remain in your vehicle at all times. A LTCS staff member will deliver the items to your vehicle.

Monday - 8/3/2020

8:00 - 5:00 Front Office

Tuesday - 8/4/2020

8:00 - 4:00 Front Office

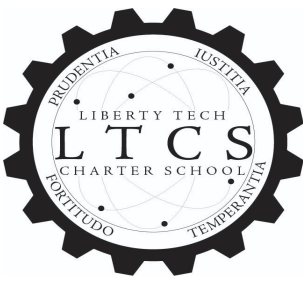
Wednesday - 8/5/2020

8:00 - 4:00 Front Office

Thursday - 8/6/2020

8:00 - 5:00 Front Office

Friday - 8/7/2020



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8:00 - 4:00 Front Office

Front Office Pick-Up:

We ask that you come to the Front Office window to pick up your student's supplies. We encourage the use of face coverings and ask that social distancing be practiced should multiple families show up at one time.

Andrea Ferguson requested a copy of the final pandemic plan that was submitted to the SCSC to be sent to the Board. Mrs. King agreed to send the document to the Board. Mrs. King noted that the document included several items regarding operations, food, etc.

Kenny Hamner joined the meeting 7:30pm

D. Committee Updates

Academic Committee: Tony Tringale

- Committee met last week, regular meetings 3rd Tuesday's monthly. Tony has set-up meetings with Mrs. King to review Committee items
- Focused on the remote learning and metrics and data reports in place to provide appropriate feedback to Mrs. King and the staff to assist in their delivery of the remote learning.
- LKES/TKES: when the system comes back online the Committee will assess tools that can be used. The ten standards in the TKES platform can be used for assessment this year.
- MAP assessment given to students three times per year.

Governance Committee: Kenny Hamner

Pre-K Update

- LTCS did not get Pre-K for this year because Bright From The Start did not grant any charters due to funding concerns

Board Recruitment

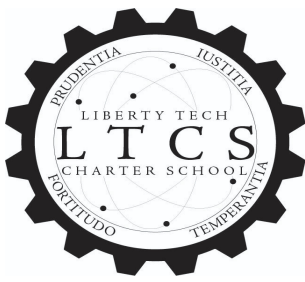
- LaShonda Storr - All forms submitted, needs to attend one more meeting
- Vimal Patel - Almost all meetings attended, two additional forms needed

Mandated Reporter Review

- All board should have completed before tonight's meeting

Next Governance Meeting

- This Thursday at 7pm
 - Online: <https://bit.ly/2ZK3EVa>
 - Phone: 646-976-9923
 - Meeting ID: 912 483 3007
- Agenda Overview:



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- Board Recruitment Strategy
- On-Boarding Process
- Charter Renewal Prep should be a straightforward process this year.

Development Committee: Andrea Ferguson

- **Recruitment:** discussed some options to begin recruiting for the Committee again. New members on the committee Kristal Black, Ms. Christy (teacher)
- **Grant task force:** Kristal Black is going to research the Chick-fil-A grant with a resource she has on this grant.
- **Meeting dates:** meeting dates and times will remain one hour before the monthly Board meetings.
- **Mobile app:** new app identified that will link all school communications together. The funding has been included in the 2020-21 budget. This will be submitted for final review to Mrs. King after one additional Committee review.
- **Spirit Nights:** Chick-fil-A marketing will be scheduling the Spirit Nights for the school year over the next month for all local schools. New restaurants being reviewed.

Finance Committee: Esther Goss

- **Financial stability:** the reporting was already presented by Mrs. King earlier no changes to her report. All data is not 100% final until the yearly audit has been completed. Met on July 9th to review the budget and any variances. Budget is for \$4.5M.
- Review of Proposed 2020-2021 Budget: the budget resolution for August was read aloud for Board final review by Andrea Ferguson. Andrea Ferguson motioned to approve a spending resolution for the month of August pending final budget vote in August. Todd Levin seconded the motion.. Vote: Yea: 5, Nay: 0, Absent: 1. Motion passed.

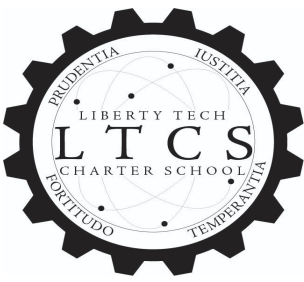
Roll Call

T. Levin	Aye
A. Ferguson	Aye
E. Goss	Aye
T. Tringale	Aye
J. Floyd	Absent
K. Hamner	Aye

At 7:49pm Todd Levin made a motion to move to Executive session for the purpose of reviewing the minutes from the June 22 Executive session meeting. Andrea Ferguson seconded the motion. Vote: Yea: 5, Nay: 0, Absent: 1. Motion passed.

Roll Call

T. Levin	Aye
A. Ferguson	Aye
E. Goss	Aye
T. Tringale	Aye
J. Floyd	Absent
K. Hamner	Aye



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III. Key Action Items

- Mrs. King will send the final pandemic plan that was submitted to the SCSC with the Board.
- Andrea to send link to mandated report to the Board per Esther's request

IV. Closing Items

- None

A. Executive session outcome

- a. Executive session was held to review the June Executive Board meeting minutes. The meeting outcome was that the meeting minutes from June 22 were reviewed and approved.

B. Adjourn Meeting

Todd Levin made a motion to adjourn the meeting. Tony Tringale 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 8:19pm.

Online meeting link: due to a technical issue this meeting was not recorded.

Respectfully Submitted,

Andrea Ferguson
Secretary