

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: 08/24/20

Approved: 09/28/20

Board Meeting Minutes

Date and Time

Monday, August 24 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 (late), Kenneth Hamner, Andrea Ferguson, Jametria Floyd (late)

Directors Absent

Ex-Officio Members Present

None

Non-Voting Members Present

Tyler Willis, Melissa King

Others Present

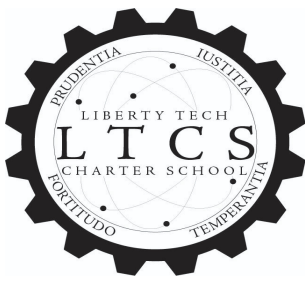
All guests were present remotely. LaShonda Storr

Parents: Vimal Patel, Matthew Hughes, Lauren Conway others were identified by phone number only on the online recording

Teachers & Staff: *Veronica Umstattd, Joyce Christy, Shondra Rosier, Gina Tonnis, Neva Velasquez, Diana Caldwell, Stacy Ross, Christy Porteous, Leslie Robinson* others were identified by phone number only on the online recording.

I. Opening Items

- A. Welcome/Record Attendance**
- B. Call the Meeting to Order**



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."

Todd Levin called the regular Board meeting of the Board of directors of Liberty Tech Charter School to order on Monday, August 24, 2020 at 7:03 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	Absent
K. Hamner	Aye
J. Floyd	Absent

C. Approval of Minutes

Andrea Ferguson reviewed the minutes from the July 9th special meeting. Todd Levin motioned to approve the minutes as written. Tony Tringale seconded the motion. Vote: Yea: 5, Nay: 0, Absent: 1. Motion passed.

Roll Call

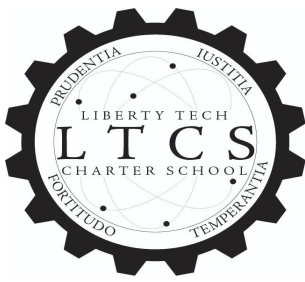
T. Levin	Aye
A. Ferguson	Aye
E. Goss	Aye
T. Tringale	Aye
K. Hamner	Aye
J. Floyd	Absent

Jametria Floyd joined the meeting.

Andrea Ferguson reviewed the minutes from the August 5th special meeting regarding funding approval for iReady assessment tool. Todd Levin motioned to approve the minutes as written. Tony Tringale seconded the motion. Vote: Yea: 6, Nay: 0, Absent: 0. Motion passed.

Roll Call

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



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."

Andrea Ferguson reviewed the minutes from the July 27th regular Board meeting. Todd Levin motioned to approve the minutes as written. Tony Tringale seconded the motion. Vote: Yea: 6, Nay: 0, Absent: 0. Motion passed.

Roll Call

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

Andrea Ferguson reviewed the minutes from the July 20th regular Board meeting. Todd Levin motioned to approve the minutes as written. Tony Tringale seconded the motion. Vote: Yea: 6, Nay: 0, Absent: 0. Motion passed.

Roll Call

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

D. Approve Agenda

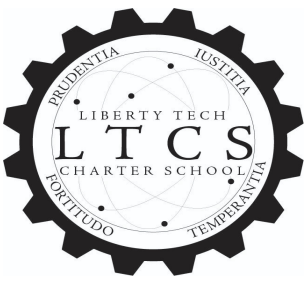
Andrea Ferguson mentioned that the PTO Update needed to be added to the agenda. Todd Levin motioned to approve the agenda with the addition of the PTO update after Public Comment. Esther Goss seconded the motion. Vote: Yea: 6, Nay: 0, Absent: 0. Motion passed.

Roll Call

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

D. Public Comment

At 7:09PM, Todd opened the floor for Public Comment. Andrea Ferguson read a public comment from a parent Lauren Conway. The Board email and chat were reviewed for additional public



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."

comments and none were received. Todd Levin opened the floor for public comment for the 2020-21 budget. In reviewing the chat and Board email there were no public comments for the 2020-21 budget.

II. Discussion Items

A. PTO Report

None.

B. Principals Report

Action item:

Dashboard data: Year to date enrollment is 407 (417 as of 8/19), 31 withdrawals, 115 students on waitlist. Daily attendance rate for March was 93.75% (remains due to school summer break).

Financial sustainability (July):

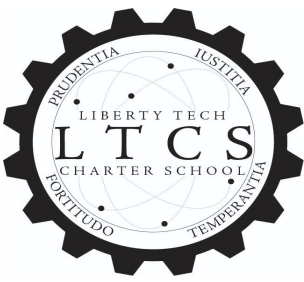
- State Revenue \$348,068.00/\$348,088.00
- Supplemental Revenue \$0/\$3,914.53
- Total Revenue \$348,068.00/\$352,002.53
- Expenses \$379,656.00 /\$341,645.92
- Fund Balance (\$30,833.33)/ \$10,356.61
- Cash Balance \$2,527,063.25 Fundraising/Contributions:\$25.00

Remote Learning Update

- Currently working on getting an Internet Access point in every classroom
- Most Chromebook issues from home have been easy fixes.
- Mr. Gallacher is currently working with Verizon on ordering hotspots for the families with no internet access or unreliable internet access.
- Acadience Reading Data has been collected on all K-6 grade students as well as some 7th grade students.
- We no longer have access to IXL, but we have purchased i-Ready for additional math and ELA support. Staff will be trained on this program this week. More information will be sent out soon.

Reopening Plan Update:

- As of now, we will open the building on Monday, September 14th for the families that chose Brick and Mortar in the Reopening Survey.
- If a family chose Brick and Mortar and would like to switch to Virtual until the end of the first trimester which is October 16th is an option.



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."

- If a family chose the virtual learning option and would like to switch to Brick and Mortar, there could be a waiting list.
- For Brick and Mortar, no classroom will have more than 14 students in person.
- Face coverings are required for all staff members.
- Face coverings are required for students when social distancing is not possible. (For Example, small groups/workstations)

Reopening Plan - Facilities

Parents are encouraged to screen their child(ren) before arriving at school. Temperature checks will be done while students are in the car upon arrival.

- Staff will have temperature checks done at the front window before entering the building.
- All classrooms and offices have each been equipped with Germ Guardian HEPA True Filter with UV sanitation units.
- Hand Sanitizing Stations located throughout the building - I will be picking up more hand sanitizing stations as well as other supplies provided to the school by GEMA.
- Social distancing markings will be located in all hallways, the commons area, the cafeteria, etc.
- All water fountains in the building have been turned off. Students will need to bring several water bottles each day.
- Playground equipment will be disinfected at least once a week.

Reopening Plan - Classrooms

- In classrooms, extraneous furniture and items have been removed and desks/tables have been placed to maximize potential for social distancing. All soft furnishings such as couches, cushions, and area rugs have been removed.
- No sharing of school supplies. Each student will need their own school supplies as well as a plastic pencil box or pencil pouch (no cloth) to store supplies in.
- 4th-8th Grades: Teachers will change classrooms rather than the students changing classrooms.
- Classrooms will be disinfected daily and multiple times per day as needed.

Reopening Plan – Limited Contact

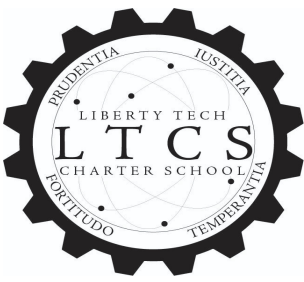
Students will eat lunch in their classrooms. School lunches will be delivered to the school pre-packaged and delivered to classrooms by our Lunch Specialist.

- For gym, the coaches will be able to use the gym, the cafeteria, and the track area outside to allow for social distancing.
- Limited equipment use in PE and at recess. For example, soccer is good due to using feet.
- Staggered transitions to minimize number of students in the hallway at one time.
- Staggered dismissal times in the afternoon. Students will dismiss straight from their classroom.
- K-5th will attend Specials for Brick and Mortar. After each class leaves, teachers will disinfect tables and chairs. No shared supplies in specials.
- No lockers will be used for middle school students.

Reopening Plan Department of Public Health

LTCS is required to enforce teachers, staff and students stay home if:

- They have tested positive for OR are showing COVID-19 symptoms until DPH's Return to School Guidance After COVID-19 Illness or Exposure has been met.
- They have recently had close contact with a person with COVID-19 until DPH's Return to School Guidance After COVID-19 Illness or Exposure has been met.



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."

- What happens if a child or staff member is exposed to COVID-19 or test positive for COVID-19?
 - *DPH Communication Flow Chart and DPH COVID-19 return to school* were reviewed in detail to show the process flow of how communication for a COVID-19 reporting must be done within schools.

Tony Tringale suggested that we review how we can assess the processes that we are putting in place for virtual learning to collect lessons learned. Mrs. King stated that this could be done via staff and student input. Academic Committee can discuss further in the next meeting.

Kenny Hamner asked if a hybrid model would be considered for that timeframe? Mrs. King stated that per State guidance the hybrid model should be the last model used because it can cause the greatest hardship on families. Have we discussed virtual vs in-person for October? Mrs. King no this hadn't been discussed at this time.

Todd Levin discussed that a communication strategy between Mrs. King and the Board to ensure and understanding of how the current environment is working. As an example is what has been learned and what is going to occur for the upcoming weeks? The Board was in consensus on a weekly update to the Board regarding the reopening plan.

Andrea Ferguson discussed a virtual walk through of the classrooms so that students and parents returning would have an idea of their environment. Mrs. King said that was discussed with the staff as an idea, called "A day in the life of a Maverick". She will talk to the staff about this idea again.

Andrea Ferguson and Todd Levin asked Mrs. King is there a way to document what the different learning environments will look like so parents will know what the different environments will look like? This would be so that we can show an indicator of the different environments. Mrs. King stated that she could look into this further.

Andrea Ferguson asked what provisions in place for staff that may not return to work due to medical conditions that do not allow them to return to school? Mrs. King reported that the school is following Family First Coronavirus Act (FFCRA) put forth by the Federal government in place through December. There are posters hanging in both teachers' lounges and around the school that explain this process.

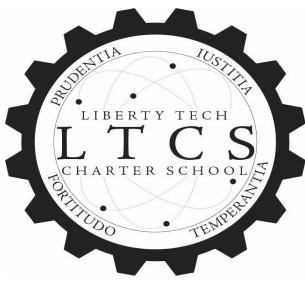
D. Committee Updates

Academic Committee: Tony Tringale

- The Committee has discussed developing metrics to show success in the remote learning environment. Next meeting September 15th.
 - Todd Levin volunteered to assist Tony Tringale with the metric project.

Governance Committee: Kenny Hamner

- New Board Member Nominees
- Policy Changes
- Kenneth Hamner motioned to approve the new Board members LaShonda Storr . Todd Levin seconded the motion. Vote: Yea: 6, Nay: 0, Absent: 0. Motion passed.



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."

Roll Call

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

- Kenneth Hamner motioned to approve the new Board members Vimal Patel . Todd Levin seconded the motion. Vote: Yea: 6, Nay: 0, Absent: 0. Motion passed.

Roll Call

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

E. Board Policy Manual Policy changes

- Section 3.1.2 **New Hire documentation** need to remove a reference on screening for active tuberculosis. Kenneth Hamner motioned to remove this verbiage from the new hire documentation policy . Todd Levin seconded the motion. Vote: Yea: 6, Nay: 0, Absent: 0. Motion passed.

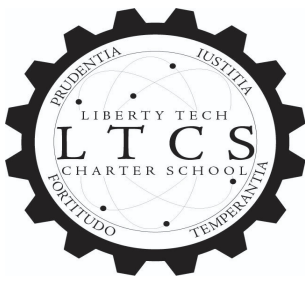
Roll Call

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

- Accrual of PTO Policy – need to correct from 30 days to 20 days. Kenneth Hamner motioned to remove this verbiage from the new hire documentation policy. Todd Levin seconded the motion. Vote: Yea: 6, Nay: 0, Absent: 0. Motion passed.

Roll Call

- T. Levin Aye
- A. Ferguson Aye



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."

- T. Tringale
 - K. Hamner
 - J. Floyd
 - E. Goss
- Aye
Aye
Aye
Aye

F. Conference Call Software changes

The Board researched several options for conference call platforms. It would be \$150/year which is the least expensive of all the options researched.

Kenneth Hamner motioned to approve Board spending budget of \$150 per year on a conference platform to be used for future conference calls. Todd Levin seconded the motion. Vote: Yea: 6, Nay: 0, Absent: 0. Motion passed.

Roll Call

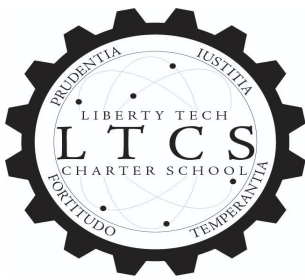
- T. Levin
 - A. Ferguson
 - E. Goss
 - T. Tringale
 - K. Hamner
 - J. Floyd
- Aye
Aye
Aye
Aye
Aye
Aye

The platform will be changed for the September meeting. Andrea Ferguson will work on setting up the new account.

Development Committee: Andrea Ferguson

- Grant/Fundraising:** reviewed new fundraisers for this year Tidal Wave carwash, masks with the school logo
- Mobile app:** the app was tested with all teachers and staff. Now the app is ready for review by Mrs. King. The budget was already added into the 2020-2021 request for budget for \$300/year which is less than a third of the other apps reviewed over the past few years.
- Spirit Night: Chick-fil-A,** 5-7pm on Tuesdays, 10% of sales in that time period. Current date is 10/13 however a new date was requested since 10/13 is the last day of fall break. **Grazing Here:** this restaurant is interested in doing another spirit night with our school. The last event made over \$300 for the Tech team.
- School Committees:** Cultural awareness, grant writing committees – this Committee will partner with those teams so that we can continue to work together on events and strategies.
- Committee recruiting:** determine ideas for recruiting and a strategic social media campaign.

Finance Committee: Esther Goss



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."

- **Yearly audit** – favorable opinion was received, which is good. There were no findings or deficient related to internal controls. The PPP loan is recorded as a liability because the loan hasn't been forgiven yet. Based on Esther's knowledge it will be. The school will be utilizing the 24 weeks forgiveness. The funds were used for their intended purpose.
- **Final 2020-2021 budget hearing:** The Finance Committee presented the summary budget posted on the school website. The budget is approximately \$4.5M. The budget was posted publicly; it was also published for two weeks in the Fayette County newspaper. There was no public comment in the Board email or meeting chat function.

Todd Levin motioned to approve the 2020-21 budget as written and posted. Esther Goss seconded the motion. Vote: Yea: 6, Nay: 0, Absent: 0. Motion passed.

Roll Call

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

III. Key Action Items

- Tony and Todd will review options for academic metrics during the virtual timeframe.
- Mrs. King to send the Board a weekly update on the reopening conditions.
- Mrs. King to talk to the staff about creating a video to show "a day in the life of a Maverick".
- Mrs. King to document what the different learning environments will look like so parents will know what the different environments will look like. So an indicator of the different environments.
- Andrea Ferguson will work on setting up the new Zoom account for Board meetings.

IV. Closing Items

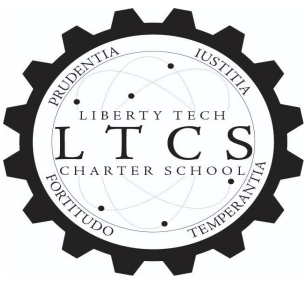
- Next meeting will be held on October 26th at 7pm.
- Andrea Ferguson congratulated Mrs. King and Esther Goss for being featured in the Fayette Women's magazine the July and August respectively.

A. Executive session outcome

- a. No Executive session was held for this meeting

B. Adjourn Meeting

Todd Levin made a motion to adjourn the meeting. Esther Goss seconded the motion.



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."

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 8:36PM.

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/l7uodDJGUI>

Respectfully Submitted,

Andrea Ferguson
Secretary