

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."

Board Meeting Minutes

Monthly Board Meeting

Date and Time

Monday, September 9, 2019 at 7:00 PM

Location

Liberty Tech Charter School teacher conference room. In accordance with Georgia's open meetings requirements, notice of this meeting has been posted on the school website.

Directors Present

Eric Ochsner, Esther Goss (by phone), Todd Levin, Andrea Ferguson, Tony Tringale

Directors Absent

Michael Boylan, Kenny Hamner

Ex-Officio Members Present

None

Non Voting Members Present

Melissa King (Principal), Tyler Willis (teacher)

I. Opening Items

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

Eric Ochsner called the meeting of the Board of directors of Liberty Tech Charter School to order on Monday, September 9, 2019 @ 7PM at Liberty Tech Charter School, 119 Price Rd., Brooks, GA

C. Public Comment

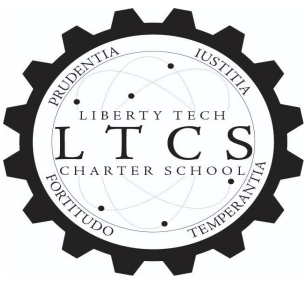
No public comments were requested.

II. Discussion Items

A. Parent Teacher Organization (PTO update)

The PTO update was provided by Celesta McGee, PTO President via email. Principal King presented the report during the meeting.

- CFA Friday - sold 175 chicken biscuits and drinks with a profit of \$165



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- Fall Festival planning is in full effect. The PTO will be posting business sponsorship opportunities online tomorrow - PTO website, FB, and Instagram
- Art to Remember fundraiser - Order forms with students artwork will be going home in Tuesday folders at the end of the month.
- Spirit Wear - new shipment of "Maverick" t-shirts has come in so we have all sizes back in stock.

B. Principal Update

Bank Account

Due to the transition of Amy Jones, there is a need to make changes to the school bank account. Below are the changes that are needed. Approved signers are Esther Goss, Melissa King, and Jennifer Mullinix. *Principal King will follow-up with the bank tomorrow with the signed minutes from tonight's meeting.*

- Change of signers: remove Amy Jones, Simon Hukin, and Joseph Starr from the account and add Jennifer Mullinix
- Close the credit card for Amy Jones. Open a credit card for Jennifer Mullinix.
- Melissa King will be the online banking Administrator for the account

Attendance

- For attendance, 4th, 5th, and 8th grades had the highest absences. We will be providing some support for 4th and 5th grades. Several 8th graders with highest absences are no longer at LT, so hopefully 8th grade will look better next month.
- Discipline is looking better. The deans are working with teachers when referrals are turned in without any parent contact or interventions/strategies have not been put into place.
- 2nd and 6th grade teachers, counselor, and administration have had two days of training with a licensed trainer from International Institute of Restorative Practices. This will help us during our discipline process by restoring relationships and putting action plans in place.

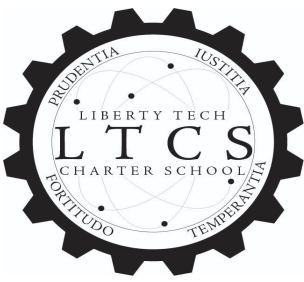
Interventions – more academic versus behavioral struggles across the students. Tony requested that we break-out the academic vs behavioral struggles to more accurately reflect these two areas.

Fundraising section on dashboard – Principal King will update this section with the appropriate dollar amounts. She and the office staff are in the process of verifying all the year end information.

Cash Balance – the surplus in the cash balance is being reviewed during the audit and by the new front office team. Once the verification is complete this area will be updated on the dashboard.

Fall MAP Testing Results

Students Performing in the Top 20% (80th %ile or higher) Outperforming the national norm in 21 of 25 categories Students Performing in the Bottom 20% or Lower Outperforming the national norm in 19 of 25 categories 2nd and 7th Grades are our biggest opportunities. Math will be a focus this year. Professional learning communities for Guided Math and differentiation through the workshop model. Kindergarten - Focus on bringing more students into the top performing category. The bottom 20%



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looks great for Kindergarten. Upper School Math and Reading labs started this week. Great turnout to improve the 7th graders.

New or Changes in Personnel:

- Gifted Teacher - Dana Kessler
- Business Manager - Jennifer Mullinix
- Operations Manager - Celesta McGee

Currently Need:

- Part-Time Technology Support Technician
- Office Administrator

One option to fulfill the Technology Support position is to look into outsourcing. Todd Levin offered to work with Principal King on exploring that option.

State Charter Commission Visit The State Charter Commission yearly monitoring visit will be Tuesday, September 17, 2019. The visit will last about 3 hours. Principal King will be working with an advisor with the Leadership Advisor Program offered through the SCSC.

Leadership Advisor Program – Principal King has signed up for the SCSC Leadership Advisor program. The program meets monthly via webinar to discuss charter school. This Friday she will be meeting with the advisor to review current operations been in touch with her advisor. Will spend Friday with Mrs. King this week. Meet monthly via webinar to discuss the program. Excited to get more guidance.

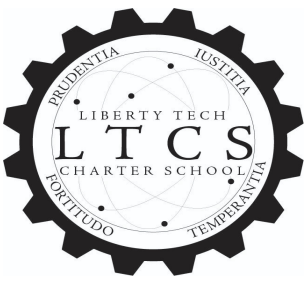
D. Committee Updates

Academic Committee: Eric Ochsner

8th grade math – the current process of allowing students to take the EOG test for math and physical science needs to be reviewed as it is causing an issue for some students when they transition to high school. Principal King is reviewing the process with area schools to determine the right way to handle this process to ensure students make the appropriate decision prior to EOG testing. A decision needs to be made prior to the October Board meeting. In addition, a meeting needs to be set-up with the parents of the impacted students (about 20 students) to explain the process.

Governance Committee: Eric Ochsner

- Andrea attended the State of Georgia Charter Schools in Atlanta on August 19, 2019. Key changes are webinars for the Financial Certification Program. There is a fee involved. We need to send the new Business Manager and Operations Manager. Principal King will look into the registration for them.
- Annual Board training will be held November 7/8th at Calloway Gardens. There is also an option to attend a session in February. This is mandatory training for all Board members and must be completed by the June each year.
- Kenny – PreK update: continuing to check DECAL's site for the application, still not open for next year. Kenny will continue to check every Monday. He has also started creating a tool to forecast 4-year-olds within the area. More to come on that in the future.



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Committee Changes

- Kenny will chair the Governance Committee.
- Tony may move to the Academic Committee. He will visit the school this month to familiarize himself more with the Committee responsibilities.
- Michael Boylan has resigned from the Board effective September 1st due to a new job that requires more travel.
- Eric discussed the options for Secretary. Tony can manage the school hearings in place of Andrea who has mainly been representing the Board at the hearings the past year. Eric motioned that Andrea take on the role of Secretary. Todd seconded the motion.
 - Motion passed. Vote: Yea: 5, Nay: 0. Motion passed.

Development Committee: Andrea Ferguson

- **Chick-fil-A Spirit Night:** the first Spirit Night of the year will be held at Chick-fil-A Town Center in Fayetteville off Hwy 85. The Kindergarten teachers will check-in students and monitor the school table for this event. All proceeds will benefit the Kindergarten classroom. The contest for the class with the most students in attendance winning Chick-fil-A gift cards is also still in place.
- **Golf Tournament:** will be held Saturday, October 5th at 2pm at Whitewater. The Golf Tournament Task force is seeking sponsorship from local businesses at this time. We have sponsorship for lunch from Chick-fil-A, Publix for snacks and several local businesses. Tony and Todd have two potential sponsors. Kenny's company will be purchasing a sponsorship this week.
- **Annual Fund:** the Annual Fund will kick-off on Exhibition Night, October 10th. The request for participation is \$5/family this year. The participation campaign and golf tournament are both a part of the overall Annual Fund campaign. Last year we had an 86% participation rate from our families with the annual fund with over 50% of the families donating more than the requested \$5 donation. The participation rate information can be used on our grant applications. We raised over \$1000 last year with just the participation campaign portion of the campaign.

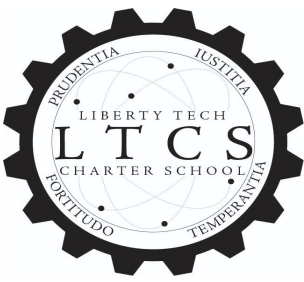
Finance Committee: Esther Goss

- **Annual audit:** The annual audit submitted for review. Esther will research the cash balance for September. The focus was closing June for the audit. The cash balance would have been verified through the audit. However, Esther will review. CSP grant has \$5700 that will close-out from this project. The padding for the gym walls is available, but we have no one to hang the padding. The goal is to close-out the CSP grant by November.

Items for Approval:

August minutes - Eric motioned that we approve the June minutes. Esther seconded the motion.
Vote: Yea: 5, Nay: 0. Motion passed.

Eric motions that we sustain Mr. Willis as the Teacher representative to replace Principal King. Todd seconded the motion. Eric motioned that we vote on the this decision. Vote: Yea: 5, Nay: 0. Motion passed.



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Executive session: Eric motioned to move to the Executive session. Todd seconded the motion. Vote: Yea: 5, Nay: 0. Motion passed. Executive session began 7:59PM.

III. Key Action Items

- Pre-K: Kenny will be following up weekly on Monday's with the access to the Pre-K application.
- Bank Account: Principal King will follow-up with the bank on 09/10/19.
- Bank Account: Board minutes must be signed by Board members and submitted to the bank this week. Andrea will send the minutes out 9/10 to get them signed and distribute back to Mrs. King and Jennifer Mullinix (Business Manager).

IV. Closing Items

A. Executive session outcome

- Executive session end: 8:59PM
- Todd Levin, Tony Tringale, and Esther Goss will follow-up on consulting firms for the operations and finance review.

B. Adjourn Meeting

Eric Ochsner made a motion to adjourn the meeting. Todd Levin 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 8:58PM.

Respectfully Submitted,

Andrea Ferguson
Board Secretary