

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."



## Board Meeting Minutes

### Monthly Board Meeting

#### **Date and Time**

Monday, October 21, 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, Kenneth Hamner, Esther Goss, Todd Levin, Tony Tringale, Andrea Ferguson

#### **Directors Absent**

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

*None*

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

*Melissa King (Principal), Tyler Willis (Teacher), Celesta McGee (PTO, School Operations Manager), Makeda Scales (parent), Adam Wilson (parent)*

### **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, October 21, 2019 @ 7:04PM at Liberty Tech Charter School, 119 Price Rd., Brooks, GA. Eric motioned to start the meeting. Vote: Yea: 6, Nay: 0. Motion passed.

### **C. Public Comment**

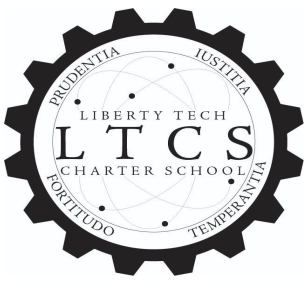
*No public comments were requested.*

### **II. Discussion Items**

#### **A. Parent Teacher Organization (PTO update)**

The PTO update was provided by Celesta McGee, PTO President.

- Exhibition Night:



## 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."*

- Veteran's Day Parade, November 11; obtaining photos
- Fall Festival planning is in full effect. November 11; Pie in the Face tickets being sold by teachers individually. They will promote themselves. The proceeds from their Pie in the Face sales will go back into their classroom budget. Volunteers are needed. Trying to make a family friendly event. Middle schoolers: added activities Gaga ball pit, inflatable golf course. Invite friends and family. 3-7PM. Family event not necessarily raising a specific amount of money. Mr. Willis will help advertise. Hand the Fall Festival with report cards.

## B. Principal Update

### Dashboard

- Broke down RTI by academic and behavior based
- CCRPI data: data will be released this Friday
- Budget: SCSC reduction grant \$30k came in
- Cash balance: checking into the cash balance. Obtaining a CPA to get to review the financials. Bug DE46 report due Deidre and Celesta working on. Digging into process to ensure everything looks good there.
- Staff retention: Sherise Gividen, Michael. Starr, Lisa Martinez have resigned this school year. Discussion: look into how we report the retention metric and show a beginning of the year metric (# of offers made vs # of offers accepted) on the dashboard.

### Professional Learning Communities (PLC)

The staff rotating through Professional Learning Community (PLC) workshops. Meet 3<sup>rd</sup> Tuesday of each month. Mrs. King reviewing the Love and Logic program with the new staff during the PLC workshops.

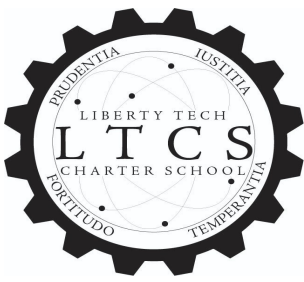
**CCRPI Update** – data to be related. New staff: added 2 extra days for new staff training. Gives the students 187 school days based on the Charter.

**School Calendar** – Mrs. King reviewed the proposed 2020-2021 school calendar. New staff: added 2 extra days for new staff training. Gives the students 187 school days based on the Charter. Review the start date for the school during the charter renewal process. The charter renewal will start in November 2020.

## D. Committee Updates

### Academic Committee: Eric Ochsner

- LKEs review began last month. Leadership review for Mrs. King's performance, Eric began this process.
- TKES – the Deans (Mrs. Reynolds and Mrs. Smith) are conducting the teacher reviews, the formative reviews (classroom observations) can be attended by Board members as part of the annual report compliance. Andrea to inquire on Board member schedules and send back to Mrs. King.
- Reviews for office staff and counselor reviews will be completed by Mrs. King.
- Action item: Eric will follow-up with Tony regarding involvement with the Academic Committee.



## 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."*

### Development Committee: Andrea Ferguson

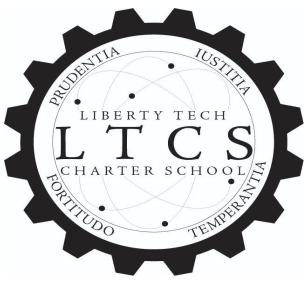
- **Chick-fil-A Spirit Night:** the second Spirit Night of the year will be held at Chick-fil-A Town Center in Fayetteville off Hwy 85 on next Tuesday, October 29<sup>th</sup>. The Second grade teachers will check-in students and monitor the school table for this event. All proceeds will benefit the second grade classroom supplies. The contest for the class with the most students in attendance winning Chick-fil-A gift cards is also still in place.
- **Golf Tournament:** was held Saturday, October 5th at 2pm at Whitewater. Proceeds were \$2005. Thank you to Kenny, Todd, Esther, Tony for obtaining sponsors for the tournament. We've posted the sponsors on the school Facebook and Instagram page
- **Annual Fund:** the Annual Fund will kick-off Tuesday, November 5th. 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. The participation rate information can be used on our grant applications. Classroom with 100% participation in the first 100 hours wins free dress. Teacher from lower and upper school with most participation in first 100 hours will get a free dress day and a special event with Mrs. King.

### Finance Committee: Esther Goss

- **Personnel changes:** financial data for August is being reviewed by Celesta and Esther. Will review specific invoices and payroll data to ensure books are compliant monthly. Tony and Esther are looking into getting a CPA firm brought end to help with month end close and Quickbooks training. Three companies are being reviewed for this job. Esther and Tony have a few more contacts reaching out to for consideration.

### Governance Committee: Kenneth Hamner

- 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. Earliest that the site will be open is November. In the past it's been January.
  - Reviewing other lottery funded Pre-K programs in a 10mile radius of our school. 2-Senoia, 2- Kids R Kids Braelinn Peachtree City area, 4- Childcare network Peachtree City area. Out of 100+ opens positive so shows the programs in the area are being utilized
  - Prediction tool to review how many Pre-K programs are in the area to estimate the number of 4 years olds to be eligible for the program.
- Mandated reporter renewal: Andrea will distribute reminders to Board members that are still not compliant tonight's meeting. They are to follow-up directly with the school.
- Annual Board training will be held November 6/7<sup>th</sup> 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. There are 5 of 6 Board members confirmed as attending. Eric will attend in February.
- Charter Renewal process: Andrea followed up with the SCSC and found that we do not need to begin the process in 2019, but in November 2020. She will obtain a copy of the questions so that we can begin dividing up the process in 2020, such as collection of CCRPI data, etc.
- Mission and Vision statement: finalize these documents (deeper dive conversations); Kenny will send out to everyone for review.



## 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."*

- Updated Committee summaries – each Committee chair is to review those on the website and submit updates to Kenny, if needed.
- Developing Onboarding materials
- November 8<sup>th</sup> Friday , 5pm Board meeting working session to work on the mission and vision statement. Esther will not be available in the evening. Andrea to check on the Peachtree city library. Eric secured a meeting location at Church of Latter Day Saints.
- Annual report for the Board was submitted by Eric. A communication plan and new board members to also complete the three hour GA DOE fiscal training

### Items for Approval:

September minutes - Eric motioned that we approve the September minutes. Esther seconded the motion. Vote: Yea: 6, Nay: 0. Motion passed.

Bylaw update per SCSC monitoring visit recommendation – Eric motioned that we approve the updated bylaw that shows the budget review should occur in April with the wording sent by Andrea. “The budget review is to be held in April of each year to allow for two full Board meetings prior to the adoption of the budget in June”. Kenny seconded the motion. Vote: Yea: 6, Nay: 0. Motion passed.

**School Calendar:** Eric motioned to move to approve the school calendar as outlined by Mrs. King. Esther seconded the motion. Vote: Yea: 6, Nay: 0. Motion passed.

**Executive session:** Eric motioned to move to the Executive session. Andrea seconded the motion. Vote: Yea: 6, Nay: 0. Motion passed. Executive session began 8:03PM.

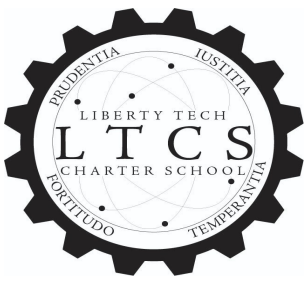
Eric motioned to end Executive session at 8:31PM. Andrea seconded the motion. Vote: Yea: 6, Nay: 0. Motion passed.

Eric motioned to amend agenda to include a financial update. Todd seconded the motion. Vote: Yea: 6, Nay: 0. Motion passed.

- Celesta McGee, school Operations Manager provided an additional financial update.
- DE46 (audit) feel comfortable with the yearly audit. Our district opted out of Social Security due to extra 6% needed. All office staff must be on TRS only people that don't qualify. The school has been collecting SS on all front office staffs. Started collecting money from teachers who wanted to pay into social security. We opted out and since we opted it out we shouldn't have been collecting.
- Corrected in Quickbooks for 3<sup>rd</sup> quarter. Refund the two teachers who had SS withheld. Need to revise the data and follow-up with the auditor.
- Quickbooks went back in and refunded. Potential CPA needs to handled. Bambo needs to get involved. Offer letters will be re-written for the impacted staff.

### III. Key Action Items

- Mrs. King to look into how we report the retention metric and show a beginning of the year metric (# of offers made vs # of offers accepted) on the dashboard.
- Eric will follow-up with Tony to see if we is willing to move to the Academic Committee.
- Review the start date for the school during the charter renewal process. The charter renewal will start in November 2020.



## 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."*

- Eric to provide information on a communication plan per the Board annual report for SCSC, and new board member additional training (three hour GA DOE fiscal training).

### IV. Closing Items

#### A. Executive session outcome

- Executive session end: 8:31PM

#### B. Adjourn Meeting

Eric Ochsner made a motion to adjourn the meeting. Todd 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