

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: 10/26/20

Approved: 11/16/20

Board Meeting Minutes

Date and Time

Monday, October 28 at 7:00 PM

Location

Conference call line: **Zoom link:** <https://zoom.us/j/99593704329?pwd=WSswTVVLeEk5WE13OVk2cFpaWGQ2dz09>
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

Todd Levin, Esther Goss, Kenneth Hamner, Tony Tringale, Kenneth Hamner, Vimal Patel, LaShondra Storr, Jametria Floyd, Andrea Ferguson

Directors Absent

None

Ex-Officio Members Present

None

Non-Voting Members Present

None

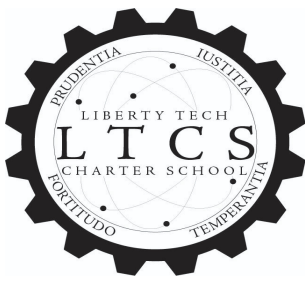
Others Present

All guests were present remotely.

Teachers & Staff: *Joyce Christy, Tyler Willis, Celesta McGee, and* others were identified by user ID or phone number only on the online recording so names could not be determined.

I. Opening Items

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



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Todd Levin called the regular Board meeting of the Board of Directors of Liberty Tech Charter School to order on Monday, October 26th, at 7:08 PM

Zoom conference call noted above. Andrea Ferguson seconded the motion. Vote: Yea:7, Nay: 0, Absent:1. Motion passed.

Roll Call

T. Levin	Aye
A. Ferguson	Aye
E. Goss	Aye
T. Tringale	Aye
K. Hamner	Aye
V. Patel	Aye
L. Storr	Aye
J. Floyd	Absent

C. Approve Minutes

September 28th minutes - Todd motioned that we approve the September 28th minutes be approved as written. Tong Tringale seconded the motion. Vote: Yea: 7, Nay: 0 Absent: 1. Motion passed.

Roll Call

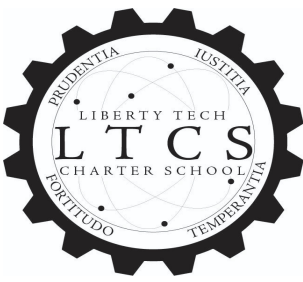
T. Levin	Aye
A. Ferguson	Aye
E. Goss	Aye
T. Tringale	Aye
K. Hamner	Aye
V. Patel	Aye
L. Storr	Aye
J. Floyd	Absent

D. Approve Agenda

Todd Levin motioned to approve the agenda. Tong Tringale seconded the motion. Vote: Yea: 7, Nay: 0, Absent: 1. Motion passed.

Roll Call

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



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L. Storr

J. Floyd

V. Patel

Aye

Absent

Aye

E. Public Comment

At 7:10 PM, Todd Levin opened the meeting for Public comment. Secretary, Andrea Ferguson acknowledged that no public comment was received via the Board email address prior to the meeting, nor in the meeting chat window prior to this portion of the meeting. Todd Levin made one last open request for Public Comment and then moved to the next section of the meeting.

II. Discussion Items

A. PTO Report

PTO not present at this portion of the meeting. No report.

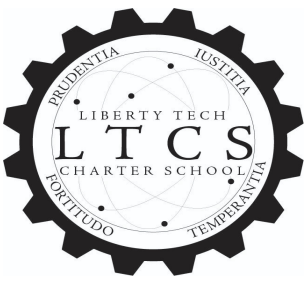
B. Principals Report

Dashboard data: Year to date enrollment is 416, 11 withdrawals, 76 students on waitlist. Daily attendance rate for September was 96.2% includes virtual and in-person attendance. This attendance rate was higher than September 2019. State Charter goal is 95% or higher. Nine counties represented with the current enrollment. Todd Levin asked about academic performance overall. Mrs. King stated that Mrs. Jodi Smith (Dean) is reviewing academic performance data and comparing Term 1, Term 2 FY2019 vs FY2020. This information will be provided at the November meeting.

Financial sustainability (September):

- State Revenue \$349,861.00/\$350,231.00
- Supplemental Revenue: \$0/\$3,362.26
- Total Revenue: \$349,861.00/\$353,593.26; Expenses: \$398,308.78/\$355,147.92
- Fund Balance: (\$47,841.58)/ (\$1,554.66); Cash Balance: \$2,589,292.27
 - This balance is negative this month due to impacts by the first six weeks of school being virtual bills that did not need to be paid (e.g. not having to pay Connect for P.E., teachers out on leave).
- Fundraising/Contributions: \$527.88 (YTD: \$1,363.95)
- Esther Goss, CFO stated that overall we are in a strong financial position.

Phase III Reopening update (October 16-December 18, 2020)



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- Out of 416 students: 285 are attending school in person, 131 are attending virtually.
- Goal is to fully open the building on January 7th.
- Health update: have sent home fewer students due to illness and fewer staff have been out sick. Safety protocols that have been put in place at this time are working well.
 - Esther Goss asked about ratio of student's well vs sick. Mrs. King will request that information from Veronica Umstadd, school health specialist for the November meeting.
- Additional sneeze guards/student dividers have been added to classrooms as needed.
- Todd Levin asked a question about how the temperature checks have been going.
 - Mrs. King reported that there have not been any increases in temperature changes before and after lunch time. With the heat the high quality thermometers are being used to accommodate the temperature fluctuation on cars.
 - Todd Levin requested that we review the Phase IV reopening plan in the November meeting. Mrs. King will provide.
- All other safety precautions have remained in place.

Personnel Update

Staff Update:

McKenzie Helmbold - Kindergarten Teacher (transitioning from the floating K5 teacher to full-time K5 teacher)

Heather Peacock - Floating Teacher - Currently working with 1st-5th graders (October 29th)

Staff Changes:

Staff leaving their roles: Cassie Mitchell - 2nd Grade, Natalie Thomas - Lunch Specialist

New Staff/Transitions:

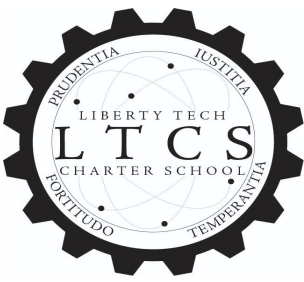
Heather Peacock – 2nd grade teacher (effective 10/29)

Sue White - 2nd Grade Long Term Sub (will finish out this week until Ms. Peacock starts the full-time position)

Heidi Bancroft (as of 10/19) – current LTCS parent. New Lunch Specialist.

Michelle DeMarcus - 5th Grade Teacher's Assistant

Abby Poteete - 6/7 Teacher's Assistant –



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Lisa Forsyth - 7/8 Teacher's Assistant (long term sub in Mrs. Tonnis's classroom). Hired to begin on November 1st to work with the 7/8 students.

Claire Cohen – previously taught math and science in 5th grade will long term sub the 1st-5th graders thru December 18th, may be longer if the school decides that she is needed.

Math, Reading, and Language Arts will be a focus for the Teacher Assistants. Goal is to keep the teacher assistants as additional instructional support. Their roles are not impacting the budget at this time.

Open positions: 4th Grade Teacher's Assistant. Also, looking for full-time certified special education teacher due to an increase in special education numbers.

Esther Goss asked a question: how many brick and mortar students that did feel sick and took a virtual option for the day? Is that something that the school is seeing a lot of? Mrs. King stated that this hasn't been a problem so far. Esther requested a review from the school on how many students may have utilized this option. Mrs. King stated that staying a virtual school is very challenging for the teachers. Esther is concerned about parents sending a child into school who may be a little under the weather to maintain attendance. If this is not an option in January when the school switches to full brick and mortar what can be done? Mrs. King noted that she and the Health Specialist are closely monitoring these situations. For the November meeting more metrics will be provided from Mrs. King regarding the health topics noted above.

C. November and December meeting dates

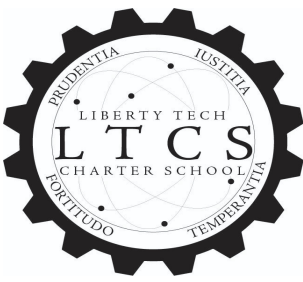
Due to the school holidays in November and December, the November meeting would need to be moved to November 16th and December meeting to December 14th. Todd motioned that we approve the new dates of November 16th and December 14th minutes be approved as written. Esther Goss seconded the motion. Vote: Yea: 7, Nay: 0 Absent: 0. Motion passed.

Kenny Hamner noted that the November 16th date conflicts with the previously planned virtual recruiting event, so a new date will need to be decided for that event by the Governance Committee.

Roll Call

T. Levin	Aye
A. Ferguson	Aye
E. Goss	Aye
T. Tringale	Aye
K. Hamner	Aye
V. Patel	Aye
L. Storr	Aye
J. Floyd	Aye

D. Committee Updates



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Academic Committee: Tony Tringale

- Guidance from Georgia DOE on the LKES/TKES program. The tool is open so documentation can still be added there. However, documentation and evidence is not required this year because formative assessments will not be able to be completed. Georgia DOE has waived formative and self-assessments. The pre-evaluation conference and summative conferences will still need to be completed for the teachers and staff. Multiple evaluations (at least two), conducted post going back to full-time brick and mortar environment. The recommendation is that the school leadership has the autonomy to give credit to the leaders that the LKES has been completed this year.
- Todd Levin will be taking on the Committee Chair for Academics Committee. Tony will work with Todd over the next few weeks on this topic.

Governance Committee: Kenny Hamner

New Recruitment page update:

Join the Board page has been updated on the school website. Kenny shared the new page from the school website here: <https://www.libertytechcharter.org/join-the-board.html>

Virtual Board & Committee Recruitment Event

- November 16th (date will be changed due to monthly board meeting decision above)
- All welcome to attend over Zoom
 - <https://zoom.us/j/9859672046?pwd=RXBFRkMzc2F5T09MTkU1TnVmMVZ4QT09>
 - Meeting ID: 985 967 2046
 - Passcode: taT12L
- Want to learn more? Email governance@libertytechcharter.org

Charter Renewal

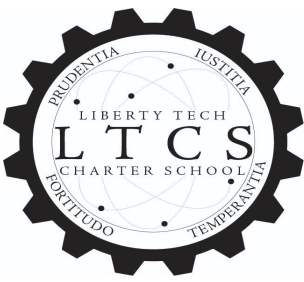
- Renewal process is open as of 10/19
- Applications are due in Jan
- We have an older PDF on the process and will go through it to start preparing

SCSC Required Training

Seven board members are scheduled for the 11/10 meeting 8:30-12:30pm. LaShonda Storr is signed up for the 2/2/2021 training date.

Upcoming Governance Tasks

- Finalize State Commission Charter School Board Governance Annual Training Report 2019-2020 (Due this week). Mrs. King commented that this document has been submitted to the SCSC as of this week.
- Reorganizing board documents (Thanks for the input!)



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- Creating roles & responsibilities for board & school leader positions.

This item will be discussed further over the next month.

- Writing our elevator pitch. Goal is to help us as Board members talk about what the Board and Committees are. Todd mentioned that Board members can add a link or promotion to neighborhood social media pages to encourage recruitment.

Board Tasks

- A. Adding committee agendas & minutes to the site
- B. Updating email signature lines

Next Governance Meeting

- Thursday, October 28th @ 8pm
- Available to join through Zoom

Development Committee: Andrea Ferguson

Grant research

Five grants identified. Honda, Sony, Awesome, and Toshiba, CFA Foundation key companies reviewing. A grant strategy and survey are being drafted so that we can work with the teachers to understand their needs and help guide focus on the grants.

- Key item to utilize funding for is Buck Institute project based learning training.
- Meeting with Mrs. King on 11/6 to discuss grants in detail and assess school needs
- Ms. Christy created and sent a grant survey to all staff and will review in 11/2 staff meeting

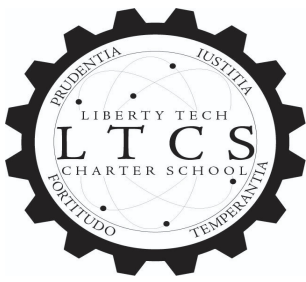
Committee Recruitment Strategy

- **Committee composition goals:** teachers, 2 parents, 2 Board members. We have met the committee composition goals for teachers, one new parent, but would like to add two new Board members to help with transition.

Staff Appreciation Ideas

Thankful for Thanksgiving

- A google form will be created to collect parent submissions to thank our teachers for their hard work. The responses will be collected and shared via social media to show appreciation to all teachers and staff. This campaign will run for November and December.
- Video messages using Flipgrid or other technology to gather cheerful messaging for teachers. Work with community partners who've contributed in the past to our school to contribute messages as well.
- Coffee maker is needed for the staff lounge (Todd Levin will contribute this item).



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Annual Fund

- A participation campaign is being developed for 2021 to launching in February. Seeking community donors this year. A new page for this campaign will be launched for 2021.

Finance Committee: Esther Goss

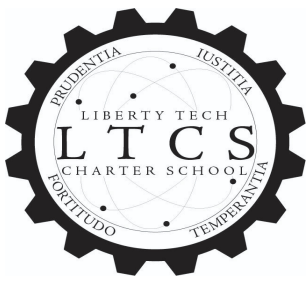
- **October Finance Meeting:** meeting was held Thursday, October 22. Meeting discussion centered on new assets the school has taken on as well as some of the expenditures for bringing all the students back to brick and mortar. Goal is to have all students' brick and mortar after Christmas break. Examples of expenditures include: additional sneeze guards, wiring, interactive panels, hot spots that are being purchased. As each expense is brought to the Finance Committee's attention they continue to be prepared.
- **Fund balance:** the negative fund balance explanation, the budget is divided evenly over a 12 month, in a month a grant may not have been funded that month, or other expenditures like emergency supplies may come in early. The school is in a positive position. The school works very hard to ensure the finances are being managed responsibly. The goal is to keep the cash balance where it is just in case an unexpected expenditure comes up.
- **PPP loan forgiveness:** PPP loan forgiveness application has opened up. Since there are changes in Board positions on the Board since the loan was originally forgiven some Esther has taken on the role to review. Both Esther and Celeste McGee (Operations Manager) logged into the portal to review this week.
- **SCSC Monitoring visit:** Monitoring visit was held on 10/20. The school received a great review on the financial reports. As part of the follow-up, Mrs. King indicated a bond is needed per the monitoring visit. Esther will follow-up with her resources and the current insurance company for additional information.
- **Next Finance Committee meetings will be held** 11/11/20 and 12/9/20 due to the changes in the Board meeting dates for November and December meetings.

E. Executive Session: Mrs. King had items to be discussed in the Executive session. Todd motioned that move to Executive session. Esther Goss seconded the motion. Vote: Yea: 7, Nay: 0 Absent: 0. Motion passed.

The Board moved into Executive session at 8:09PM for the purposes of discussing personnel related issues.

Roll Call

T. Levin	Aye
A. Ferguson	Aye
E. Goss	Aye
T. Tringale	Aye
K. Hamner	Aye
V. Patel	Aye
L. Storr	Aye
J. Floyd	Aye



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IV. Closing Items

Executive session outcome

Tony Tringale made a motion to adjourn the Executive session and return to the main session. Esther Goss seconded the motion. Vote: Yea: 7, Nay: 0 Absent: 0. Motion passed.

Roll Call

T. Levin	Aye
A. Ferguson	Aye
E. Goss	Aye
T. Tringale	Aye
K. Hamner	Aye
V. Patel	Aye
L. Storr	Aye
J. Floyd	Aye
M. King	(non-voting member)

The Board returned to the conference call main room at 8:30PM. The Executive session outcome was that Mrs. King made the Board aware of personnel related issue regarding the termination of Ms. Cassie Mitchell. No items were voted upon during the session. Next monthly Board meeting will be held on Monday, November 16th at 7pm

V. Key Action Items

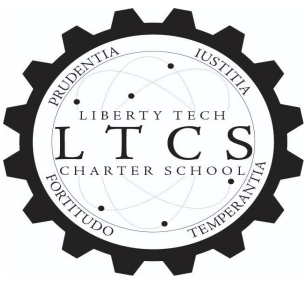
- Dashboard: Mrs. King/ Mrs. Smith: provide comparison of academic data for Term 1 & 2 FY2019 vs Term 1 & 2 (through October) FY2020.
- Health Stats: Mrs. King will request health stats from the school Health Specialist to included student ratio of sick to health information from Veronica Umstattd for the November meeting.
- Mrs. King will provide the phase IV reopening plan at the November meeting.
- Esther Goss to follow-up on the bond needed for charter renewal per the 10/20 monitoring visit.

VI. Adjourn Meeting

Todd Levin made a motion to adjourn the meeting. Andrea Ferguson seconded the motion. The board VOTED unanimously to approve the motion.

Roll Call

T. Levin	Aye
A. Ferguson	Aye
E. Goss	Aye
T. Tringale	Aye
K. Hamner	Aye
V. Patel	Aye
L. Storr	Aye



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J. Floyd

Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:34PM.

Online meeting link: due to the meeting being conducted online each meeting has been recorded. The recording for this meeting can be found at [Zoom Minutes102620 \(before executive session\)](#) .
[Zoom minutes 102620 \(post executive session\)](#)

Respectfully Submitted,

Andrea Ferguson
Secretary