

## **BOARD OF TRUSTEES REGULAR MEETING**

LIBERTY TECH CHARTER SCHOOL, INC.

119 Price Road - Brooks, Georgia

October 21, 2016

President Starr called the Board of Trustees Regular Meeting to order at 7:02 p.m. at Liberty Tech Charter School, 119 Price Road, Brooks, Georgia. Those in attendance and constituting a quorum were:

Present: Joseph Starr – *President*  
Cheryl Sanborn – *Vice President*  
Simon Hukin – *Treasurer*  
Jennifer Burr – *Secretary*  
Danny England – *Member*  
Nathan George – *Member*  
Stacey Lewis – *Member*  
Jim Lynch – *Member*  
Christi McCully – *Member*  
Anna Maupin – *Member*

Absent: Doug Waldorf – *Member*

Guest: Elisa Falco (Georgia Charter School Commission)

**AGENDA:** Motion to Approve the Agenda by Jim Lynch, Second – Cheryl Sanborn. (All Approved/None Opposed). Agenda is approved.

**MINUTES:** Motion to Approve September 2016 Minutes by Jim Lynch, Second – Nathan George. (All Approved/None Opposed). September 2016 Minutes are Approved.

### **Update from Principal, Mike Stewart:**

Total Students currently attending – 282.

Withdrawals – reasons are random (want to be with their friends, overwhelmed, mostly social reasons and the most turnover is in 7<sup>th</sup> and 8<sup>th</sup> grade). One student withdrew due to discipline issues.

New Enrollees – Usually takes 12-15 students on waiting list to get one to enroll at this point in school year.

Current Waiting List – 3<sup>rd</sup> (24), 4<sup>th</sup> (23), 5<sup>th</sup>(11), 6<sup>th</sup>(36), 7<sup>th</sup>(7), and 8<sup>th</sup> (0)

Lottery – We are all ready and holding three parent meetings per month (announced on social media and website) and holding two school tours a week for prospective parents/student.

CLIP –submitted

CCRPI Entries – submitted

SSIP – in progress

Annual Report – Submitted and verified received

Curriculum Night Re-Cap – 130 families attend, all feedback is positive

Movie Night – Upper school is ready for this Friday and everything will be profit for the garden project.

Veteran's Day Breakfast/Parade – 8:30 Breakfast 9:15 Parade for Thursday, Nov. 10

### **Academic Group:**

Dashboard – Cheryl Sanborn indicated the Dashboard has been a struggle but that it is coming along and that she will be talking to Nathan George to help with completion.

### **IT Group:**

New LTCS Website – Up and running, source code for PayPal is ready for loading onto website (donation button)

E-mail Issues – Nathan George indicated there were some email issues that have been resolved with the Board@ email group.

LTCS Facebook Page – School is updating and has control over the page

MS v. Linux for school business – Mike, Front office and Donna have Microsoft

PC Genesis Software – Free state reporting software

### **Governance Group:**

Governance Training: November: Stacey Lewis February: Joseph Starr, Jennifer Burr, Christi McCully, Anna Maupin, Jim Lynch, Danny England, Cheryl Sanborn

Finance Training: Need to find out from GCSC if that training is included in the Governance training

Policy: Tobacco and Professional Excellence policies going back to Policy Group for vote at next meeting

Board Role and Guidelines: in initial phases

### **Finance Group:**

Financial Health Update: Working on getting actuals to budget data entered in the next week (in QuickBooks). Simon Hukin noted he needs to see everything entered into QuickBooks to give accurate report. Cash expenditures are slowing showing solvency. Amy Jones will be working to get everything entered in the next seven days and to Simon Hukin for review.

## **Fundraising Group:**

### **Grants:**

- \$25,000 grant received from Coweta-Fayette EMC and check presented by Dan Langford before meeting
- \$10,000 planning grant awarded from state
- \$2,500 grant from Southern Company (motherboards and other electronics)
- Planning Grant – Grant Writing Group will be meeting with Christi McCully on Monday.

**Furniture:** Picked up furniture from Macon, Georgia – Georgia Cyber Academy closure (Five Printers, Five, Tripods). Per Mike, we do not need to buy a single chair or desk for next year we have enough.

**Strategic Plan:** SP is being worked on with Mike Stewart.

**Fundraising:** We need to have a log of donors so we can send thank you cards and keep in touch for possible future fundraising.

## **Facilities Group:**

- Amy Jones is logging all building maintenance requests
- As far as build out, we will need to build out not up (since we don't have a time when students are out long enough for construction)
- Leaky wall in gym has been repainted for the past 15 years. This has happened since the school was building per Fayette County

**Capital Campaign:** Need to form a capital campaign group for build out; Mike Stewart should be a member separate from Grant Writing/fundraising

## **PTO Recap:**

- Andrea Ferguson, President of PTO, noted \$4600.00 in Book Sales for our first book fair!! Next book fair in June
- Clean-up day recap – trees/shrubs, mulch will be donated by Home Depot for planting around the school

## **Executive Session (8:42 p.m. – 9:01 p.m.):**

Motion to commence Executive Session at 8:42 p.m. by Jennifer Burr – Second Cheryl Sanborn (All Approved/None Opposed)

- Personnel

**ADJOURNMENT:** Meeting `Adjourned at 9:10 p.m. by Nathan George – Second Jennifer Burr. (All Approved/None Opposed) Minutes submitted by Secretary, Jennifer Burr.