

BOARD OF TRUSTEES REGULAR MEETING

LIBERTY TECH CHARTER SCHOOL, INC.

119 Price Road - Brooks, Georgia

November 14, 2016

President Starr called the Board of Trustees Regular Meeting to order at 7:13 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*
Nathan George – *Member*
Jim Lynch – *Member*
Doug Waldorf – *Member*

Absent: Danny England – *Member*
Stacey Lewis – *Member*
Anna Maupin – *Member*

AGENDA: Motion to Amend Agenda to add the Bank Signature Policy, Credit Card Policy and move PTO Update to position after Principal’s Update by Jennifer Burr, Second – Nathan George. (All Approved/None Opposed). Agenda with Amendments is approved.

MINUTES: Motion to Approve October 2016 Minutes by Jim Lynch, Second – Cheryl Sanborn. (All Approved/None Opposed). October 2016 Minutes are Approved.

Motion to approve the September 23, 2016 Executive Session Minutes by Cheryl Sanborn, Second – Jim Lynch. (All Approved/None Opposed). September 23, 2016 ES Minutes are approved.

Motion to approve the October 21, 2016 Executive Session Minutes by Nathan George, Second – Jim Lynch. (All Approved/None Opposed). October 21, 2016 ES Minutes are approved.

Action Items Requiring Vote:

Resignation of Board Member, Christi McCully: Resignation Letter of Board Member Christi McCully dated October 27, 2016. Motion to accept Ms. McCully’s resignation by Jennifer Burr, Second – Nathan George. (All Approved/None Opposed). Resignation accepted and effective October 27, 2016.

Tobacco Free School Policy – Motion to Adopt the Tobacco Free School Policy as presented by Jennifer Burr, Second – Doug Waldorf. (All Approved/None Opposed). Tobacco Free School Policy is approved.

Professional Excellence Policy – Motion to Adopt the Professional Excellence Policy as presented by Jennifer Burr, Second – Nathan George. (All Approved/None Opposed). Professional Excellence Policy is approved.

Disbursement Policy – Policy amended as follows: Disbursements under \$2500 or less will require one signature by the Business Manager or Principal. Disbursements between \$2500 and \$4,999 will require dual signatures of Business Manager and Principal. Disbursements over \$5,000 will require dual signatures from either the Board President or Treasurer and Principal. Motion to approve as amended by Jennifer Burr, Second – Nathan George. (All Approved/None Opposed). Disbursement Policy is approved as amended.

LTCS Credit Card – Motion to obtain a LTCS credit card with a \$1,000 credit limit, signatories: Mike Stewart, Principal or Amy Jones, Business Manager, one card to be kept in school safe. Motion to approved LTCS Credit Card by Jennifer Burr, Second Doug Waldorf. (All Approved/None Opposed). Motion passes to obtain LTCS Credit Card.

Update from Principal, Mike Stewart:

MAPP: Administered to our students three times per year. Growth goals will be released in January. If we are hitting our growth goals our students will be in good standing for the GA Milestone test.

Staff Positions: Will be releasing a Staff Intent Form and start the process of hiring for our budgeted positions for 2017.

GCSC Monitoring Visit:

Pros:

- Very Strong Written Policies
- Executing the majority of our innovative items
- LTCS best position of the new 2016 charter schools
- FTE funding (lowest shortage of ALL Georgia Charter Schools)
- Principal and Business Manger aware of shortcomings and provided solutions
- CPI reporting correct (one of only a couple charter schools that did this correctly)

To Be Addressed:

- Dismissal Language:* Dismissal Language will be removed from the Parent/Student - Handbook (Policy is correct acceptable, just remove from Handbook).
- Child Find:* We are practicing appropriate Child Find procedures for identifying special education students. We need to write a formal policy. Mike Stewart will write policy and submit.

-Governance vs. Management: Board has resolved this issue and will continue to monitor and discuss if additional issues arise.

-Financial Reporting: Terence Washington sent a template that he would like implemented for monthly finance reporting.

PTO Recap (Andrea Ferguson, PTO President):

Beautification Group: Mulch piles have been spread, several azalea bushes planted. However, we need more volunteers to get the rest planted before Winter. 6 additional pallets of mulch need to be spread as well.

Fall Festival: They believe they now have enough funds to purchase approximately half of the documents cameras the school would like (approx.. \$200 – 300 ea.). Mike Stewart indicated used/refurbished cameras would work as well to possibly fill the request of 12 total.

Direct Drive: DD has not been well received by parents and they have not done a lot of promoting because parents feel a lot of things have already necessitated extra spending (e.g. school pictures, Fall Festival admission charges, book fair, etc.) LTCS needs to improve participation.

Academic Update:

Dashboard: Cheryl Sanborn indicated the Dashboard is moving in the right direction. Elisa Falco sent her a sample and she is using what applies to LTCS. Doug Waldorf will assist with Tableau.

Surveys: Students – will take in Computer Class 100%; Parents – will receive via email more than once if necessary; Teachers – during a staff meeting 100%; Exit – Thus far it has been informal but will be sent via Survey Monkey (11 Withdraws from school to date)

Finance:

Reports: Mike Stewart and Amy Jones provided several report to the finance group. Simon Hukin needs the projections for 2016 and 2017 (2016 for next mtg. and 2017 we'll need to update budget).

IT Update:

QuickBooks: Version ordered was desktop version, we need On-line version. Preparing to put the desktop on the server so we can use the three licenses we have.

Lunchroom Software: Jim Lynch is working on programming an entirely new lunchroom software program (current program does not fit our needs).

Governance Update:

Training: Doug Waldorf and Anna Maupin will sign up for training before next meeting (all other members have registered).

Committees: Mike Stewart requested we add a Personnel Committee to the committee list.

Development Update:

Stacey Lewis was not in attendance at the meeting but provided a chart of schools she has contacted regarding school visits (Governor's Office of Student Achievement Innovation Fund Grant). Mike Stewart offered to contact Charles Drew Charter School and Atlanta Neighborhood Charter. Also provided notes from the November 2, 2016 Communications Group meeting.

Facilities Update :

Danny England was not in attendance and will update at the next meeting.

Kitchen Sinks – asking FCBOE if we can have access to the hot water in the kitchen for cleaning up

Executive Session (8:50 p.m. – 9:21 p.m.):

Motion to commence Executive Session at 8:50 p.m. by Jennifer Burr – Second Doug Waldorf (All Approved/None Opposed)

- Personnel

ADJOURNMENT: Motion to Adjourn meeting at 9:45 p.m. by Jennifer Burr – Second Cheryl Sanborn. (All Approved/None Opposed) Minutes submitted by Secretary, Jennifer Burr.