

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: 02/22/2021

Approved: 03/22/21

Board Meeting Minutes

Date and Time

Monday, February 22 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

Kenneth Hamner, Jametria Floyd, Esther Goss, Vimal Patel, LaShondra Storr, , Andrea Ferguson

Directors Absent

None

Ex-Officio Members Present

None

Non-Voting Members Present

Melissa King, Tyler Willis

Others Present

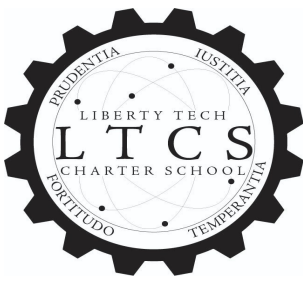
Kristi Hardeman, Eric Ochsner, Heather Ambrosio, Eric Walker, Khina Starr, Manda Lott. All guests were present remotely.

Teachers & Staff: *Joyce Christy, Tyler Willis, Shondra Rosier, , 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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Kenneth Hamner called the regular Board meeting of the Board of Directors of Liberty Tech Charter School to order on Monday, February 22nd, at 7:03 PM

Zoom conference call noted above. Andrea Ferguson seconded the motion. Vote: Yea:5, Nay: 0, Absent:1. Motion passed.

Roll Call

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

C. Approve Minutes

January 25th minutes – Kenneth Hamner motioned that we approve the January 25th minutes be approved as written. Vimal Patel seconded the motion. Vote: Yea: 5, Nay: 0 Absent: 1. Motion passed.

Roll Call

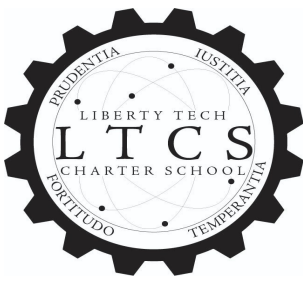
A. Ferguson	Aye
E. Goss	Aye
K. Hamner	Aye
V. Patel	Aye
L. Storr	Aye
J. Floyd	Absent

D. Approve Agenda

Kenneth Hamner motioned to approve the February 22nd agenda. Esther Goss seconded the motion. Andrea Ferguson updated that the details of the Executive session purpose needed to be added to the agenda. All we in agreement , the update was added and the vote was restated by Kenneth Hamner. Vote: Yea: 5, Nay: 0, Absent: 1. Motion passed.

Roll Call

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



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E. Public Comment

At 7:08 PM, Kenneth Hamner 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. There was one item received via the chat and Mrs. King responded in the chat, **Question from Manda Lott:** will there be a summer remediation program for students? **Mrs. King:** No there will not be a program.

Kenneth Hamner made one last open request for Public Comment and then moved to the next section of the meeting.

II. Discussion Items

A. PTO Report

No report.

B. Principals Report

Dashboard data: Year to date enrollment is 412, enrollment comparable to January 2020.

Attendance: SCSC Goal - 95%

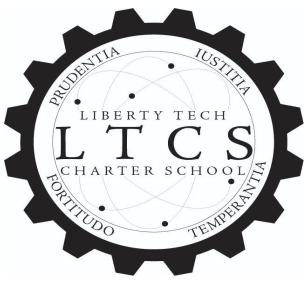
- Grade levels below the 95% Goal: 2nd - 94.28% (Dec. 93.77%) and 4th - 94.9%
- Waitlist Breakdown: As of today, 2/22, 274 students are
 - Brick & Mortar, 124 students are virtual, & 12 students are temporarily virtual.

Financial sustainability (January):

- Budget/Actual - State Revenue: \$349,861.00/\$349,912.00
- Supplemental Revenue: \$0/5,066.29
- Total Revenue: \$349,861.00/\$354,978.29
- Expenses: \$397,313.02/\$388,346.67
- Fund Balance: (\$40,341.82)/ (\$33,268.38)
- Cash Balance: \$2,630,828.68
- Fundraising/Contributions: \$1106.11; (YTD: \$3,185.00)

2021 Lottery:

- **Advertising vehicles:** Facebook, State Charter School Foundation website, Atlanta Parent magazine.
- **Priority families:** 28; **Total applicants:** 116.



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- Lottery is February 26th to be live streamed via the website. Limited the number of volunteers/staff to be in the building. Kenneth Hamner will represent the Board at the meeting.

School Calendar: the school calendar has been updated to 180 school days to align more with Fayette County calendar. The calendar will be approved for the 2021 school year. Andrea Ferguson compared the calendar to Spaulding, Fayette, Paulding counties. This calendar is aligned Kenny Hamner compared to 2020 calendar differences noted: start date moved to August, Fall break shorter.

C. Second Step Grant

This is a widely known program. The program will teach the students several skills such as decision making and goal setting skills. Involves Ms. McKelvy would teach the child protection – bullying unit; classroom teachers would teach the social and emotional lessons during morning meeting or advisory time. Kenneth Hamner - Andrea Ferguson – good program for the ages we serve for lifelong opportunities. Esther Goss –

Grant is due 2/26. Mrs. DeMarcus, Mrs. King, Ms. McKelvy, and other members of the Admin team will be working on the school portion of the grant documents. Andrea Ferguson (Development Committee) will work to complete the three documents that require Board completion by 2/24. Vimal Patel – what is the plan to adhere to the requirements of the grant? Mrs. King – the school will begin the planning phase after the grant documentation has been submitted. Ms. McKelvy and Administration team to put together the overall plan.

Kenneth Hamner motioned to approve the 2021 Calendar as presented. Andrea Ferguson seconded the motion. Vote: Yea: 6, Nay: 0, Absent: 0. Motion passed.

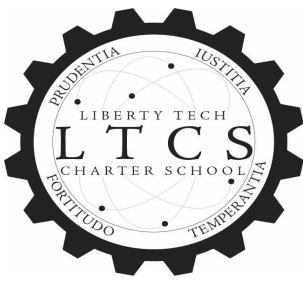
Roll Call

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

Kenneth Hamner motioned to approve the Second Step program grant. Andrea Ferguson seconded the motion. Vote: Yea: 6, Nay: 0, Absent: 0. Motion passed.

Roll Call

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



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D. Committee Updates

Academic Committee: Kenny Hamner

- No new updates. Per Todd Levin (former Chair) no pressing items at tis time. However, the goal is to re-staff the academic committee. This will be discussed in the Governance Committee update today.
- Committee time is not a good fit for last remaining member LaShonda Storr.
- State Milestone deadline – Mrs. Smith and Mrs. King devising a plan with the Admin team for virtual students to attend the test. Currently, the selected dates must be within the last 25 days of school.

Governance Committee: Kenneth Hamner

Recent Activities

- The state board completed its final renewal affirmation on 2/18
- Google Drive reorganized (instructions)
- Finalized on-boarding materials
- Finalized roles & responsibilities for board & school leadership positions

Surety Bond

- Mandated by the state
- Directional costs from our insurance company:
 - \$100,000 surety bond with a \$2,500 annual premium
 - \$150,000 surety bond with a \$3,750 annual premium

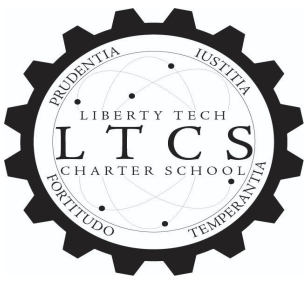
Board & Committee Recruitment

- Current board = 6 members
- Vote on 4 people to join the board
 1. Kristi Hardeman
 2. Eric Walker
 3. Heather Ambrosi
 4. Eric Ochsner
- Three more people are candidates for joining the board and are completing requirements:
 1. Dr. Wayne Stone
 2. Lauren Conway
 3. Khina Starr

- Still seeking 1 more member with an expertise in finance

Board Executive Positions

- Eric Ochsner has volunteered to fulfill the remainder of Todd's term, and we will vote on him tonight



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Committee Positions

- Vimal will chair Governance after this Thursday's meeting
- Kenneth rolling off Governance, moving on to Finance, but will continue to help where needed on this Committee
- New board members to be assigned committees

SCSC Required Training

- All current 2020-2021 board members have attended the main training session
- All members on the board prior to April 13th must complete training in a new session added for April 13th
- All 2020-2021 board members should continue to complete self-guided sessions by June -- <https://scsc.georgia.gov/fy21-governance-training-breakout-session-webinars>
- Maintain verification of your participation in trainings. You must have a certificate of completion/participation issued by an approved training provider and a syllabus for the alternate training you received.
 - Vimal, Kenny, and Andrea have completed many courses.
- Let Governance know if you complete a session so it can be recorded

Upcoming Tasks

- Evergreen - Add committee agendas & minutes to the site
- Spring - Revamp policies (i.e., remove high school references; break into smaller documents, etc.)
 - Kenny has reached out to the SCSC for some templates, some suggestions nothing formal.

Board Position Voting:

Kenneth Hamner motioned to approve the four new Board members Kristi Hardeman, Eric Walker, Heather Ambrosi, Eric Ochsner. Esther Goss seconded the motion. Vote: Yea: 6, Nay: 0, Absent: 0. Motion passed.

- **Roll Call**
- A. Ferguson Aye
- E. Goss Aye
- K. Hamner Aye
- V. Patel Aye
- L. Storr Aye
- J. Floyd Aye

Mrs. King will set-up the new Board member emails and reactive Eric Ochsner's email.

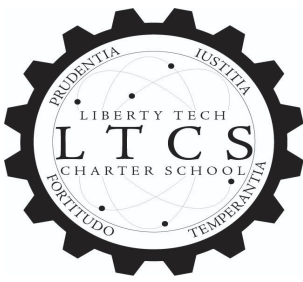
Next Governance Meeting

- February 25th at 8pm

Development Committee: Andrea Ferguson

Staff Appreciation Ideas –

- Thank you link on Facebook month of March



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- Hot Hands warmers dropped off at school today

Strategic Plan sub committee

- Jametria will head this subcommittee
- Plan to develop a dashboard by June to align with the yearly school improvement plan

Recruiting Strategy

- Reach out to families that have supported Board committees in the past
- Transition chair role by April to Jametria
- Add two community members (businesses)

Chick-fil-A Night – March 2nd 5-7pm, 10% of all sales (social media and emails)

Fundraising – revisit strategy for 2021 school year

Grants:

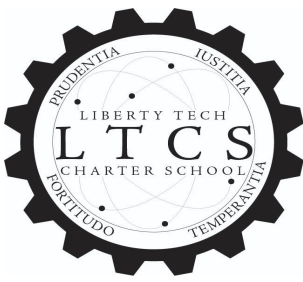
- The Literacy for Learning, Living, and Leading in Georgia 2019 (L4GA 2019) Cohort Two grant
 - COVID-19 Response Fund Grant Program (tutoring, mental health services, professional development – may be able to link
 - McCarthy Dressman Education Foundation
 - National Council of Teachers of Mathematics Grants

Finance Committee: Esther Goss

- **February Finance Meeting:** held before the break. 125 new Chromebooks purchased; going through the process of getting assets updated.
- A few line items were under budget.
 - Janitorial under budget (cannot find supplies); printing(less being done);; teachers (put on FMLA)
 - W2's and 1099s were sent out on time
 - No additional reforecasting done.
 - Bond requirements – reached out to insurance company based on requirement 100,000 bond is feasible. Keep with current insurance company due to familiarity with charter school financials.
 - PPP – forgiveness has been submitted. There was an issue with the signature on the original paperwork being Eric. Now that Eric is back on the Board this will be a quick notification on this item. The submission of paperwork will move the note payable to income, will not impact liability.
 - Transition – Esther has been working to get more people involved in the Committee due to her transition.

E. Executive Session: Mrs. King had items to be discussed in the Executive session. Kenneth Hamner motioned that move to Executive session. Eric Ochsner seconded the motion. Vote: Yea: 10, Nay: 0 Absent: 0. Motion passed. Zoom Breakout room established to hold the Executive session.

Roll Call



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	E. Ochsner	Aye
A. Ferguson		Aye
E. Goss		Aye
H. Ambrosi		Aye
K. Hamner		Aye
V. Patel		Aye
L. Storr		Aye
J. Floyd		Aye
E. Walker		Aye
K. Hardeman		Aye

The Board moved into Executive session at 8:04PM for the purposes of discussing personnel related issues.

IV. Closing Items

Executive session outcome

Eric Ochsner made a motion to adjourn the Executive session and return to the main session. Esther Goss seconded the motion. Vote: Yea: 10, Nay: 0 Absent: 0. Motion passed.

Roll Call

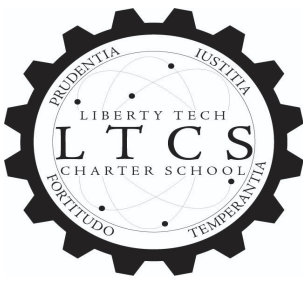
E. Ochsner	Aye
A. Ferguson	Aye
E. Goss	Aye
H. Ambrosi	Aye
K. Hamner	Aye
V. Patel	Aye
L. Storr	Aye
J. Floyd	Aye
E. Walker	Aye
K. Hardeman	Aye
M. King	(non-voting member)

The Board returned to the conference call main room at 8:16PM. The Executive session outcome was that Mrs. King made the Board aware of personnel related issue. No items were voted upon during the session. Next monthly Board meeting will be held on Monday, March 22nd at 7pm.

Offsite Meeting – Eric Ochsner asked about an offsite meeting. Kenny Hamner suggested that we revisit in April after the three additional Board members are on-boarded.

V. Key Action Items

- Andrea Ferguson (Development Committee) will work to complete the three documents that require Board completion for the Second Step grant by 2/24.
- Mrs. King to resend the link from email for the Second Step program (current link broken).



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VI. Adjourn Meeting

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

Roll Call

E. Ochsner	Aye
A. Ferguson	Aye
E. Goss	Aye
H. Ambrosi	Aye
K. Hamner	Aye
V. Patel	Aye
L. Storr	Aye
J. Floyd	Aye
E. Walker	Aye
K. Hardeman	Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:20PM

Online meeting link: due to the meeting being conducted online each meeting has been recorded. The recording for this meeting can be found at https://zoom.us/rec/share/j-Rg47PNPmLGz5oliDYSRgvx0WM-6zk1NmKCiyPw3_CkbCzq3cOX6hZbvqR0nWLP.FUHOa7NpVw69UHkU

Passcode: Z8pU\$W hr

Respectfully Submitted,

Andrea Ferguson
Secretary