

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."

Board Meeting Minutes

Monthly Board Meeting

Date and Time

Monday, July 8 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 (by phone), Esther Goss, Ken Hammer, Todd Levin (by phone), Andrea Ferguson,

Directors Absent

Michael Boylan

Ex-Officio Members Present

None

Non Voting Members Present

Melissa King (Principal), Tony Tringale, Tyler Willis (teacher), Taylor Schmeck (PTO)

I. Opening Items

- A.** Record Attendance and Guests
- B.** Call the Meeting to Order

Kenneth Hamner called the meeting of the Board of directors of Liberty Tech Charter School to order on Monday, July 8, 2019 @ 7PM at Liberty Tech Charter School, 119 Price Rd., Brooks, GA

C. Public Comment

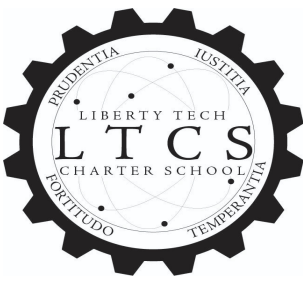
No public comments were requested.

II. Discussion Items

A. Parent Teacher Organization (PTO update)

The PTO update was provided by Taylor Schmeck, VP of Operations/Events.

- **Week of July 8th:**
 - There will be 3-4 PTO volunteers cleaning up the cafeteria, teacher's lounge, and the PTO closet



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- **Week of July 15th:**

- Monday 7/15: PTO will provide lunch for teachers
- Tuesday 7/16: PTO will provide breakfast, restock the snacks in the Teacher's lounge, and provide welcome baskets to the teachers
- Thursday 7/18: the PTO will be present at the Open House event to sell spirit wear, offer uniforms at discounted prices through the clothing closet, collect volunteer sign-ups and PTO membership dues
- Saturday 7/20: the PTO will host a Back-to-School BBQ to include Hot Dogs, Chips, Drinks, Treats, painting Kindness Rocks, and selling of Spirit Wear

- **Week of July 22nd:**

Monday 7/22: 1st Day of School July 22nd: Kindergarten Boo Hoo Breakfast Media Center, 7:45am-8:30am

Tuesday 7/23: 8:00am PTO Board Meeting

- **Future Event Dates**

- **8/6:** 8:00am General PTO Meeting
- **8/9:** Starlite Skate Night
- **11/2:** Fall Festival
- **1/25:** Maverick Run
- **2/7:** Starlite Skate Night
- **4/24:** Starlite Skate Night

The PTO calendar will be distributed by next Tuesday to the teachers in their welcome baskets.

B. Open Items

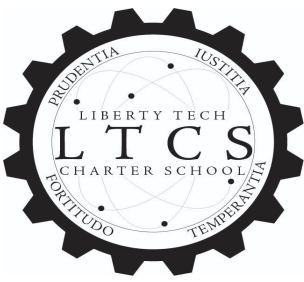
Pre-K

Kenneth Hamner is working on the Pre-K initiative. We have two contacts that can help acquire the fence needed to comply with the Bright from the Start standards for the Pre-K playground area. Tony Tringale volunteered some resources to work with Kenneth on obtaining the fence. Monitoring Bright from the Start website to obtain the information to apply for the Pre-K program. The information will most likely be available right after the New Year.

Bank Account

Due to the transition of Melissa King into the Principal role effective, July 1st, there is a need to make changes to the school bank account. Below are the changes that are needed. *Esther stated that she will go to the bank this week to be added to the account.*

- Change of signers: remove Mike Stewart (Christopher Stewart), Simon Hukin, and Joseph Starr from the account and add Melissa King as Principal
- Create a new signature card to include: Melissa King, Eric Ochsner, and Esther Goss
- Cancel Mike Stewart's (Christopher Stewart) credit card and issue a new credit card to Melissa King under the current guidelines.



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C. Principal Update

Code of Conduct

There will be a new Code of Conduct implemented for the 2019-2020 school year. Principal King sent the document out for pre-review to the Board members. Feedback was received from Todd Levin, Kenneth Hamner, and Andrea Ferguson.

Melissa King, Donna Reynolds, and Jodi Smith reviewed the current policy and drafted the proposed changes. The offenses have been leveled: Level 1: against yourself or the general population, Level 2: against others, and Level 3: endangering yourself or others.

The code reduces punitive discipline measures and encourages restorative action which involves a student circle (involvement from peers). It also allows the teachers to have more accountability on office referrals and put an action plan in place to help the student be successful. These changes will also help with the schools documentation for discipline measures overall.

The code of conduct will be sent home for parent signature as well as individual student signature by the Upper School students. Teachers and staff will be trained on the new process over the next few weeks.

Kenneth Hamner motioned approve the code of conduct changes. Andrea Ferguson, seconded the motion. Vote: Yea: 5, Nay: 0. Motion passed.

Dean Update

Effective July 15, 2019, we will have two deans in place. K-4th Grade Dean - Jodi Smith, 5th-8th Grade Dean - Donna Reynolds. The teachers are very excited about this update.

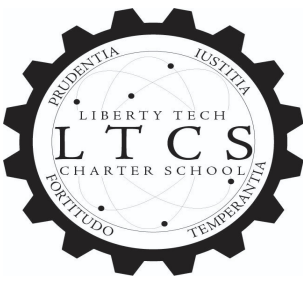
Early drop-off option from Connect (new P.E. and After-school provider)

Alan Ewing from Connect 7:00-7:30, Drop students off in the gym side of the building. The fee would be \$5/day. The funds from the program would go directly to the school. Connect would provide the resources to run the program. This is the same program that Connect offers at The Museum School. Alan will send more information to Principal King about the program. She will share the detailed information at the next Board meeting for review and approval.

D. Committee Updates

Academic Committee: Eric Ochner

Mike Stewart offered to join as a committee member for this school year.



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Governance Committee: Eric Ochner

- Recruiting: recruiting for additional members for all Board is underway. Andrea Ferguson requested to post the announcement to the school social media sites and the local papers. Eric Ochner suggested that we add a health care professional to the list of needed roles for Board members. Andrea will make that
- update and resend the recruiting announcement document for editing before distributing for the 2019-2020 school year. She will also coordinate with Mike Boylan to post the announcement to the local papers. She also will submit to Fayette Women and Fayette Young Professionals to see if we can gain new interest from those groups. Andrea has also submitted the announcement to the Georgia Retired Teachers Association. Esther Goss has a contact for Fayette Senior Services and will reach out to them as well. Kenneth Hamner will review other possible contacts on social media (i.e. Facebook and Linked In).

Development Committee: Andrea Ferguson

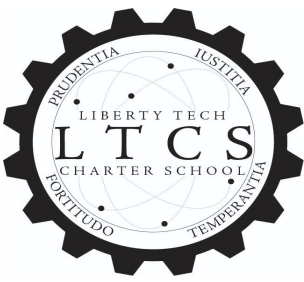
- **Golf Tournament:** will be held Saturday, August 24th at 2pm at Whitewater. The Golf Tournament Task force is seeking sponsorship from local businesses at this time. Andrea needs help from Principal King to add the event to the school Facebook page with the Eventbrite app. She will follow-up with Mrs. King this week to get this accomplished.
- **Annual Fund:** the Annual Fund will kick-off on August 6th. 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 from our families with the annual fund with over 50% of the families donating more than the requested \$5 donation. The participation rate information can be used on our grant applications. We raised over \$1000 last year with just the participation campaign portion of the campaign.
- **Event dates:** Andrea will review the event dates with the PTO and Mrs. King to ensure no overlapping of events this year. An updated calendar of events will be presented at the August meeting.

Finance Committee: Esther Goss

- **May closing of the books:** there were some software issues with the May closing of the books. Sherise (school Accountant) is working on the closing of the books in Quickbooks and should have it resolved soon.
- **Annual audit:** The annual audit is coming up, so Esther will reach out to the auditor and Sherise to begin the process. Esther Eric will be working on getting added to the bank account.

Items for Approval:

June minutes - Kenny that we approve the June minutes. Esther seconded the motion.



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Andrea brought up that we needed to vote in Mr. Willis for the Teacher representative to replace Principal King. Eric requested that we allow the teachers to nominate Mr. Willis for the Board Teacher representative. Also, in general change the philosophy of the current policy to allow the teachers to do so going forward. Principal King will email the staff to let them know that Mr. Willis volunteered to be the Teacher Representative for this school year. The Board decided to request that the teachers vote on the Teacher Representative. Andrea Ferguson motioned that the teachers be

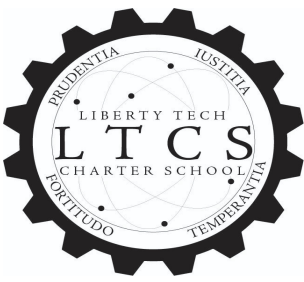
allowed to nominate the Teacher School Board representative going forward. Andrea motioned, Eric seconded the motion. Kenny motioned that we vote on the this decision. Vote: Yea: 5, Nay: 0. Motion passed.

June Minutes: Kenneth Hamner motioned that we vote on the June minutes. Esther seconded the motion. Vote: Yea: 5, Nay: 0. Motion passed.

Executive session: Kenny motioned to move to the Executive session. Esther seconded the motion. Vote: Yea: 5, Nay: 0. Motion passed.

III. Key Action Items

- Pre-K: Kenneth and Tony to touch base on resources for the playground fence
- Bank Account: Esther and Eric will need to set-up to go to the bank to complete the paperwork to be added to the account.
- Bank Account: Board minutes must be signed by Board members and submitted to the bank this week. Andrea will send the minutes out 7/9 to get them signed and distribute back to Mrs. King and Amy Jones (Business Manager).
- Code of Conduct: Principal King will update the parent handbook with the code of conduct and distribute to parents.
- Early Drop-off program: Principal King will follow-up with Alan Ewing from Connect to obtain the details for the Early drop-off program and present at the August Board meeting for review and approval.
- Committee Update – Governance:
 - Andrea Ferguson will edit the recruiting document and get posted on the school social media sites and local papers.
 - Esther Goss will reach out to Fayette Senior Services and submit the document to them for recruiting purposes.
 - Kenneth Hamner will review other possible contacts on social media (i.e. Facebook and Linked In).
- Committee Updates: Development: Andrea Ferguson to follow-up with Principal King to get the golf tournament event link from Eventbrite connected to the school's Facebook page.
- Committee Updates: Development: Andrea Ferguson to follow-up with Principal King and the PTO to review calendar dates prior to the August meeting.
- Principal King to ask the teachers to vote/approve Mr. Willis as the School Board teacher representative for this school year.



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IV. Closing Items

A. Executive session outcome

Tony Tringale was voted onto the Board in the Executive session. Andrea will reach out to Tony to send him onboarding information.

B. Adjourn Meeting

Kenneth Hamner made a motion to adjourn the meeting. Esther Goss 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 8:26PM.

Respectfully Submitted,

Andrea Ferguson
Board Member