

## Liberty Tech Charter School

119 Price Road, Brooks, GA 30205

[www.libertytechcharter.com](http://www.libertytechcharter.com)

770-461-0005

"We are Mavericks, facing the future with the goal of changing the world."

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# Board Meeting Minutes

## Monthly Board Meeting

### **Date and Time**

Monday, February 24 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, Todd Levin (via phone), Tony Tringale (via phone), *Kenny Hamner*, Andrea Ferguson

### **Directors Absent** *Esther Goss*

### **Ex-Officio Members Present**

*None*

### **Non-Voting Members Present**

*Melissa King (Principal), Tyler Willis (teacher)*

### **Other Members Present**

*None*

## **I. Opening Items**

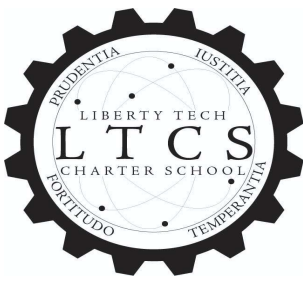
### **A. Record Attendance and Guests**

### **B. Call the Meeting to Order**

Eric Ochsner called the meeting of the Board of directors of Liberty Tech Charter School to order on Monday, February 24, 2020 7PM at Liberty Tech Charter School, 119 Price Rd., Brooks, GA. Eric Ochsner motioned to call the meeting to order. Kenny Hamner seconded the motion. Vote: Yea: 5, Nay: 0. Tony and Todd in favor by phone.

### **C. Public Comment**

*No public comments were requested.*



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## II. Discussion Items

### A. Parent Teacher Organization (PTO update)

No update available.

### B. Open Items

None

### C. Principal Update

#### Dashboard

Enrollment is at 418 as of today. Ms. Velasquez (Registrar) has offered the last few remaining spots. Attendance was below 95% goal due to the flu cases that occurred before the break. December discipline referrals are still looking good.

#### Financial Stability

##### (see Financial dashboard in Principal report)

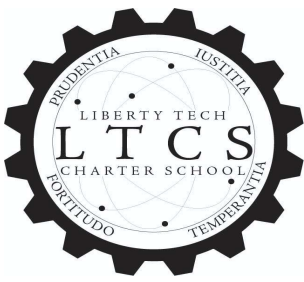
Cash balance change from last month was about a \$60k difference. Current cash balance is \$1,571,217.99. The finance committee will provide more details on the financial stability.

#### Personnel Update

New staff Anna Gererro, new 2<sup>nd</sup> grade paraprofessionals. In the process of reviewing for other 2<sup>nd</sup> grade paraprofessional. Robert Bennett is the new special education paraprofessional.

#### School Lunch

Mrs. Thomas, School Nutrition Specialist has been researching other options for school lunches. Last year we averaged about 140-160 lunches per day, this year about 70 lunches per day. The company School House Fare – fresh made to order lunches from local restaurants. Parents would do all the ordering online. No cost to Liberty Tech to do this feature. If we use daily, they will donate 1.5% back to the school. Different vendors would be offered per day Panera Bread, Zaxby's Chick-fil-A. Meals range \$5-\$10 (\$10 is a salad). The school would like to offer these options the last six weeks of school. We are at 11% free and reduced lunch (about 40 students). School would be accountable for paying free and reduced lunch. Mrs. King look into costs for free and reduced lunch percentages. Find out if the selections meet nutritional standards for free/reduced options. Find out # students free/reduced. Find out . Mrs. King to send out a survey to parents to determine the above. Milk costs will be separate from the lunches, so the school would be providing the milk.



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### Lottery Update

Eric Ochsner represented the Board at the event. The lottery included 145 families, 186 applicants (62 Kindergarten applicants). Last year we had 143 applications in last years lottery. Results posted on front door of school as well as the website. The school is still offering tours on Tuesday (2PM) and Friday (10AM).

### School Job Fair

School job fair will be held here on Wednesday and Thursday. There are many candidates in the pool and interested in working at Liberty Tech. Griffin RESA job fair was full so not able to participate. The offer letters will go out to current staff by mid-March. Waiting on the outcome of the job fair to send out the offer letters because will be adding two new positions. For this school year, the school will be adding two new positions in the current QBE budget. Those roles will be an EIP teacher for K-2, 3-5. As well as an Instructional Support Coach/MTSS Coordinator. The Dean responsibilities have made it difficult to manage both the Instructional Support Coach/MTSS role and Dean. In addition, the instructional support coach needs to be someone who doesn't evaluate that person. Both positions are posted on the revamped website. Mr. Willis added a hiring tab to the website in February.

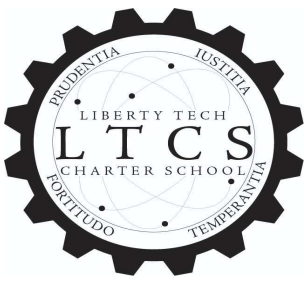
### D. Committee Updates

#### Academic Committee: Eric Ochsner

Lottery – update provided in Principal's Update

#### Development Committee: Andrea Ferguson

- **Annie support:** In lieu of a spring movie night, the Board will support the Annie Production the week of March 27<sup>th</sup> & 28<sup>th</sup>.
- **State of the School:** due to the Annie production we will need to look into changing the date for the State of the School. Maybe the week after Spring break. The interactive panels are needed from Mr. Willis to display the slides, this went well last year. Look into creating a PSA for the meeting highlighting charter schools. *Decided on new date of April 14<sup>th</sup>, 6:30PM.*
- **Chick-fil-A Spirit Night:** first Chick-fil-A Spirit night for 2020 will be held 5-7pm tomorrow. The first grade class will be hosting the event. This is a drop in event. The first grade class receives up to 10% of sales from indoor and drive-thru orders. *The class with the most participants will receive gift cards from Chick-fil-A (each student).*
- **Grazing Here:** on March 10<sup>th</sup> from 11am-9pm the Tech Team (STEAM and Digital Media classes) will be hosting a Spirit day. Liberty Tech will receive 20 % of the sales if we have 30 tickets or more.
- **Annual Fund:** the Annual Fund will continue through March 31<sup>st</sup>. Currently a 30% participation rate. The request for participation is updated to \$1/family this year. Based on the low initial response we feel that timing of the campaign (during the holidays) may have led to a low participation. Last year we had an 86% participation rate from our families with the annual



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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.

### **Finance Committee: Todd Levin**

- Quickbooks report we are at the highest level of support now. Payroll taxes were paid.
- Reviewing the budget to begin planning for 2020-2021 year.
- For next year we would like to be in a position to grow cash on hand. Look into how spend will be forecasted moving forward. Possibly forecasting monthly.
- Andrea asked about the follow-up from last month regarding the updating of the finance procedures needs to be completed as a follow-up to the monitoring visit. Mrs. King said they will discuss for the next meeting.

### **Governance Committee: Kenny Hamner**

- The Pre-K application was submitted on 01/24/20 should find out in mid-March. School sent a survey to see which families which would be interested. 33 families that would be interested in the program. Shows we have a lot of demand for a pre-K in this area.
- Mission and Vision statement: exchanged a few emails on baseline recommendations. Work to condense words. Incorporate the phrase school of choice. Kenny will send out version 2 with these recommendations.
- Board recruitment Heather Robinson from Cross and Dot. Update the current flyer and add to newsletter. Long term strategies: invite three potential candidates to visit the school. Know the elevator pitch. Board solicit local business, invite to special event hosted by the school. We could host in the evening times, a co-working space in Peachtree City, just need to buy \$200 worth of food. We would need to do this event now or in June.
- Mrs. King two educators interested in the Board. Todd has another person ready to submit an application who has a consulting background.
- Vice-Chair position: open position; Kenny resigned from the role.
  - Eric motioned that we amend the agenda to include a review and vote of the voting for Vice-Chair in the items requiring a vote. Todd Levin is the only member who requested to be the Vice Chair. Tony seconded the motion. Vote: Yea: 5, Nay: 0. Tony and Todd in favor by phone. Motion passed.
- Eric and Tony attended the Board training on February 4<sup>th</sup>-5<sup>th</sup>.

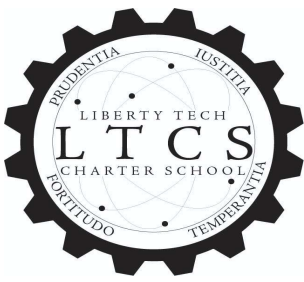
### **Items for Approval:**

Eric motioned that we approve the January minutes as submitted by Andrea. Tony seconded the motion. Vote: Yea: 5, Nay: 0. Tony and Todd via phone. Motion passed.

Eric motioned that we vote on the Vice-Chair. Tony seconded the motion. Vote: Yea: 5, Nay: 0. Tony and Todd in favor by phone. Motion passed.

### **Executive session**

Eric motioned to move to the Executive session to address a matter of staff compensation. Kenny seconded the motion. Vote: Yea: 5, Nay: 0. Tony and Todd in favor by phone. Motion passed. Executive session began 8:08PM. Eric motioned to move back to general session. Andrea



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seconded the motion. Vote: Yea: 5, Nay: 0. Tony and Todd in favor by phone. Motion passed. Executive session ended 8:21PM.

### **Meeting Discussion: Post Executive Session**

**Executive session outcome:** Update the salary for Mrs. King for 2020 to be commensurate with role and performance thus far.

**General Discussion:** Eric motioned that we amend the agenda to include one additional item requiring a vote to recommend the training Mrs. King requested. Kenny seconded the motion. Vote: Yea: 5, Nay: 0. Tony and Todd in favor by phone. Motion passed.

Mrs. King has applied for the Educational Leadership Tier 1 Certification program at University of West Georgia to start for summer of 2020 (May 15<sup>th</sup>). The program consists of 6 classes and takes approximately two years to complete. The cost is approximately \$6700 spread over two years. Mrs. King has taken the Georgia PSC ethics assessment #370. Eric motioned that we approve covering the cost of the covering the cost for Mrs. Kings class. Todd seconded the motion. Vote: Yea: 5, Nay: 0. Tony and Todd in favor by phone. Motion passed.

### **III. Key Action Items**

- Mrs. King to send out a survey to parents to determine the above. She will send out survey results in a few weeks.

### **B. Adjourn Meeting**

Eric Oschner made a motion to adjourn the meeting. Andrea Ferguson seconded the motion. The board VOTED unanimously to approve the motion. Tony and Todd in favor via phone. There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:25PM.

Respectfully Submitted,

Andrea Ferguson  
Secretary