



Liberty Tech Charter School
119 Price Rd., Brooks, GA 30205

Monthly Board Meeting Minutes
August 23, 2021 | 7:00 PM

This meeting was held remotely via Zoom.

Attending: Lauren Conway (Chair), Kristi Hardeman, Vimal Patel (Vice Chair), Heather Ambrosi, Michelle Hamner (Secretary), Eric Walker (Treasurer/CFO), Melissa King (Principal/Superintendent), Christy Porteous (LTCS Teacher Liaison)

Not Attending: Jametria Floyd, LaShonda Storr

Lauren Conway called the meeting to order at 7:01 PM. A quorum was present.

Approval of the July Meeting Minutes: The minutes from the July meeting were reviewed. Michelle Hamner made a motion to approve the July minutes. Kristi Hardeman seconded the motion. The minutes were approved.

Approval of the August Meeting Agenda: The agenda for the August meeting was reviewed. Vimal Patel amended the agenda to include a COVID/Mask policy subcommittee update during the Governance Committee report. Michelle Hamner made a motion to approve the amended agenda. Kristi Hardeman seconded the motion. The amended agenda was approved.

Public Comment: No public comments were received.

PTO Update: There was not a PTO member present to give an update. Mrs. King noted that the PTO is still recruiting for all positions on the PTO.

Superintendent Report: Mrs. King gave the monthly report. As of August 16, enrollment was 407 students (school capacity is 420 students). The grades with the lowest enrollment are 7th & 8th grades, with no students on the waitlist for those grades. In-person school tours are again being offered with masks required. There were no behavioral or attendance issues to note. Some families are withdrawing due to uneasiness with current COVID numbers and no virtual school option being offered. The state has changed how schools report on

financial stability, moving to a high-level general fund overview, which is how Mrs. King will continue to present the financial information to the Board. Two staff members have recently resigned - Jennifer Mullinix and Tyler Willis. Neva Velasquez will move to the Business Manager position. LTCS is currently hiring for Front Desk/Registrar, Computer Teacher, and substitute teacher positions. LTCS's 2020-21 GA Milestones test scores have been released. Many middle school grade students at LTCS opted out of Milestones (option given due to COVID by the state last year). LTCS's academic excellence goal is 85%+ pass rate, with a Goal of 50%+ levels III-IV. For the school improvement plan, staff plan to dig into the Milestones scores to enhance academic performance. As of August 18, there have been 10 COVID cases and 55 placed into quarantine. These numbers represent cases that can be traced to LTCS; additional cases may exist outside of school exposure. There is an indoor mask mandate through September. Staff have implemented changes in the cafeteria to further space students.

Academic Committee Report: Kristi Hardeman reported that LaShonda Storr will begin LKES training. LTCS's charter indicates that we must have two board members who are LKES trained.

Governance Committee Report: Vimal Patel reported that new board member recruitment continues. Two primary areas of focus for recruitment are both legal and financial experience. Annual board training information will be coming out soon. Three subcommittees were proposed and formed: (1) A subcommittee to work with Mrs. King and Veronica Umstattd to review the COVID/Mask Policy, with Michelle Hamner and Lauren Conway volunteering to serve on the subcommittee; (2) a Pre-K subcommittee to continue previous work on this area, with Lauren Conway and Kenneth Hamner volunteering to serve on the subcommittee; and (3) a Long-term Building subcommittee to ensure stability with the school's physical space requirements, with Eric Walker and Vimal Patel volunteering to serve on the subcommittee. Each of these subcommittees will report up through the Governance Committee. The Governance Committee is also developing a CPF score template to ensure key metrics are being tracked throughout the year that will lead to a higher CPF score for the school.

Development Committee Report: Lauren Conway reported that the Development Committee is working on updating the school's strategic plan. A Chick-fil-A Spirit Night was held (no results to report yet); and a Silent Auction is being planned for November.

Finance Committee Report: Eric Walker reported that the school received the FY20 audit report with no findings reported. Because Jennifer Mullinix is resigning, she will need to be removed from the LTCS checking account. Neva Velasquez will need to be added to the checking account. Eric Walker made a motion to remove Jennifer Mullinix from the checking account and add Neva Velasquez as of September 1, 2021; Lauren Conway seconded the motion; the motion was approved unanimously.

Executive Session: There were no items for the Executive Session.

Action Item Review: Due to the school holiday schedule, it was proposed to reschedule 3 meetings: (1) Move the November 22 board meeting to November 15; (2) Move the December 27 board meeting to December 13; (3) Move the February 17 Academic Committee meeting to February 10. Lauren Conway made a motion to

approve the meeting schedule change as noted; Michelle Hamner seconded the motion; the motion was approved. The board discussed whether to hold the September board meeting in-person or virtually. The board agreed to hold the September board meeting virtually.

Adjournment: Lauren Conway made a motion to adjourn the meeting; Michelle Hamner seconded the motion; the motion was approved. The meeting was adjourned at 7:48 PM.

Minutes submitted by Michelle Hamner on August 24, 2021.