| Liberty Tech Charter School 119 Price Rd., Brooks, GA 30205  Monthly Board Meeting Minutes February 27, 2023 | 7:00 PM |
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| In attendance: Todd Levin, Chair; Robert Varghese, CFO/Treasurer; Ashley Busby, Neka Haywood, Jeremy Tuck, Eric Walker Absent: Lauren Conway, Vimal Patel; Vice Chair  Record attendance: Ashley Busby recorded attendance. A quorum was present.  Call the Meeting to Order:  VOTE: Todd motioned to call meeting to order at 7:03. Robert seconded. The motion to start the meeting was approved unanimously. |
| Todd asked us to review August and September meetings at October meeting and ensure they’re sent out ahead of time. |
| Todd reviewed the September meeting agenda. Todd made a motion to approve agenda, Robert seconded the motion. The agenda was approved unanimously. |
| Public Comment (General Public Comment): Ashley confirmed there were no public comments received. |
| PTO report: Akila Tuck  We have two new teacher liaisons: Destiny Langford – lower school and Joyce Christy – upper school  Two new committees: Teacher’s lounge and sponsorships  New spirit wear: selling hairbows and socks; zip-up hoodies coming soon.  BINGO night went well – we were donated ATL United tickets, which we gave away.  Upcoming Spirit Night at Bus Barn – Wednesday, Sept 27  Mrs. King delivered the Superintendent’s Report.   * 428 K-8 / 21 preK enrollment * 5 withdrawals YTD * FY24 – large increase in students receiving tier 2 EIP (Early Intervention Program) support for K-5. * EIP started Sept 6   + EIPs increased by 4 from July to August (Reading – 50 / Math – 45)   + Neka asked if we drilled down on contributing factors – Mrs. King says it’s based on universal screener (diebels and i-ready). * 504 and gifted students stayed the same   We purchased universal screener for behavior – Mrs. McKelvey, Deans, Mrs. Smith and Principal King will complete training this week. All students will receive this at the beginning of the year.  Todd asked about examples of Tier 2 & 3. Mrs. King says it just depends on child with evidence-based interventions (break card, etc.). Robert asked about behavioral qualifying as Tier 2 designation. Mrs. King said it could be anything – a child who doesn’t show a lot of temperance, reactionary, hitting others, who runs out of frustration.  94.87% average attendance – August (against goal of 95%). At admin leadership meeting, they talked about attendance. There is a lot of sickness going around already, but we also know sometimes it’s because of the parents. We discussed incentives and competitions to decrease students who are absent 10 or more days.  Discipline –  Todd – Going back to attendance, it’s not something we can control. Mrs. King – if student misses 10 unexcused days, we can withdraw them. We added to attendance policy that parents would have to meet with administration if 10 unexcused days missed. When they miss 5 and 7 days, the registrar sends out certified mail notifying them with potential report to DFCS each time. Ashley mentioned GA Commute Options for those who may be interested in carpooling to help with potentially help with increasing attendance.  Parent Town Hall meetings update – we heard from parent survey that it’s hard to attend morning meetings if they work. Mrs. King discussed with PTO and we’re offering 3 afternoon this year (October/January/March). Seventy-five parents participated for August (in-person and virtual). For September town hall, 25 parents registered, and 31 parents showed up for Math workshops. 71% of those who completed the survey strongly agreed that this was helpful. We have an agenda and topics to discuss, with Q&A at the end. |
| Academic Committee Report – Nathan Flint   * Nathan newly appointed committee chair * Staff survey – started discussing; next task is to put together timeline and goals (potentially January/February). If there’s anything we need to know as board or sub-committee, we’ll try to work it in. * We’re creating middle school subcommittee. Todd is working with Mr. Eller to think about how school is designed, how it is represented in middle school, etc. * Discussed expert/consultant to review current school model – administration makeup, Todd – with school in place for 8 years, do a review of how we’re set up, how other schools operate, administration, strengths/opportunities. We should get something back in next week ahead of the academic meeting. Robert – As we were looking over policy manual, Mrs. King recommended we get a review of it along with other documentation, would this individual be handling that as well? Todd – No, entirely different. * Nathan planning to go to school and speak with teachers soon. Todd toured before with one of the deans and Mrs. King. He also sat in middle school classes to observe and document and then open it up for discussion. Todd recommends every calendar year, the board go to school at least once. |
| Governance Committee Report – Jeremy Tuck   * Did not meet this month |
| Finance Committee Report – Robert Varghese   * August financials – nothing of note or unusual.   + P&L shows negative net income, but seasonality as school ramps up and grants arrive. Things should be in black as we hit September/October.   + Diversifying banking sources away from Synovus (account holds $3.5 million) and finding additional bank or credit union. Eric reached out to one credit union we identified, and Robert is speaking with two others. We will decide on what institution will be during next Finance meeting. We will likely move $1-1.5 million to another bank.   + Roles/responsibilities – Robert took a closer look at charter and by-laws. Board members are tasked with certain responsibilities, Robert noted inconsistencies. We need to get policies reviewed and updated. Nomenclature of Robert’s role – CFO sits on board and not part of administrative staff – is that unusual? Concerned about liability. When school was first incorporated, there needed to be certain roles. There’s also information about indemnification and Robert asked if we have Directors and Officers insurance to protect us. Todd said we discussed getting coverage in place, but don’t think we did it. |
| Development Committee Report – Jeremy Walker   * We’ve been talking about bringing back development. Jeremy is researching grants around literacy, etc. and will be reviewing with Todd and Mrs. King. One of the grants we are looking at is the literacy grant, The Barbara Bush Foundation, which will help library. Also grants for field trips and researching company sponsors, such as Southern Company.   + Mrs. King asked about when meetings will be as several teachers are interested in grant writing. It’s TBD but Todd and Jeremy will discuss and lock in calendars. |
| General Items - Todd   * Board Expectations – reset expectations; I think we’re relying on Mrs. King too much helping with items. There are also attendance expectations – we can only miss 2 board meetings in a calendar year or potential removal. We also need to ensure we’re checking email at least twice/week. * Meeting Schedule – Finance meeting in December needs to be moved. Todd will also bring explore future in-person meetings. * Executive sessions – Mrs. King spoke with Ivy Prep Charter and they do not have every board members sign affidavit post-executive sessions. We need to research more whether we need notary after DocuSign (governance task). The principal typically doesn’t attend, unless needed. |
| Action Item Review –   * Governance – Outside consultant for policy review * Board members to review by-laws and policies regarding indemnification, then Governance decide on course of action, such as D&O insurance and make recommendation to finance. * Todd will send out meeting calendar so we can vote on new dates (changing December and May board meetings). |
| Adjournment:  Todd made a motion to adjourn the meeting. Robert seconded. The motion to adjourn the meeting was approved unanimously. Todd adjourned the meeting at 8:10 PM. |