

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: 12/14/20

Approved: 1/25/21

Board Meeting Minutes

Date and Time

Monday, December 14 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

Todd Levin, Esther Goss, Kenneth Hamner, Tony Tringale, Kenneth Hamner, Vimal Patel, LaShondra Storr, Jametria Floyd, Andrea Ferguson

Directors Absent

None

Ex-Officio Members Present

None

Non-Voting Members Present

Melissa King, Tyler Willis

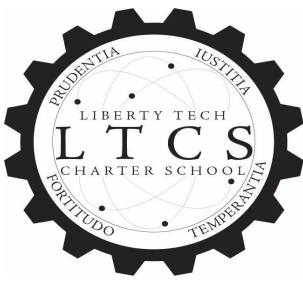
Others Present

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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Todd Levin called the regular Board meeting of the Board of Directors of Liberty Tech Charter School to order on Monday, December 14th, at 7:00 PM

Zoom conference call noted above. Andrea Ferguson seconded the motion. Vote: Yea:7, Nay: 0, Absent:0. Motion passed.

Roll Call

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

C. Approve Minutes

November 16th minutes - Todd motioned that we approve the November 16th minutes be approved as written. Kenneth Hamner seconded the motion. Vote: Yea: 7, Nay: 0 Absent: 0. Motion passed.

Roll Call

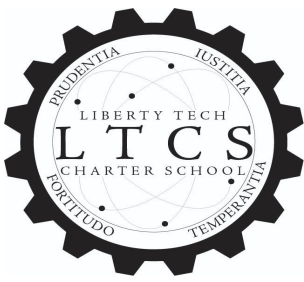
T. Levin	Aye
A. Ferguson	Aye
E. Goss	Aye
K. Hamner	Aye
V. Patel	Aye
L. Storr	Aye
J. Floyd	Aye

D. Approve Agenda

Todd Levin motioned to approve the agenda. Esther Goss seconded the motion. Vote: Yea: 7, Nay: 0, Absent: 0. Motion passed.

Roll Call

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



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E. Public Comment

At 7:08 PM, Todd Levin 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, nor in the meeting chat window prior to this portion of the meeting. Todd Levin made one last open request for Public Comment and then moved to the next section of the meeting.

II. Discussion Items

A. PTO Report

PTO updated about the teacher gifts for December.

B. Principals Report

School response to a Confirmed Positive Covid Case:

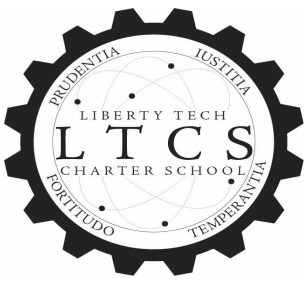
- ◆ Isolation: Any individual who test positive for COVID should isolate themselves from others. Isolation separates sick people with a contagious disease from people who are not sick.
- ◆ Close contact: A close contact is defined as someone that has been within 6 feet of a confirmed positive individual for 15 minutes or more. (Cumulative within 24 hour time frame.) Any individual who is identified as a close contact should quarantine.
- ◆ Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

Classroom teachers are now utilizing seating charts.

When contact tracing, seating charts are helpful in identifying close contacts. An entire class may not have to quarantine based on the seating chart and other information gathered.

What happens if there is a positive COVID case in a staff member or student?

- DPH will be notified and contact tracing will begin.
- Close contacts will be notified via letter from the school health office and DPH will follow up with additional guidance within 24-72 hours.
- The classroom will be closed for 24 hours. Students not considered a close contact will be moved to a different location temporarily.
- The classroom will undergo cleaning and fogging.
- A school wide letter will go out to the school community informing staff and parents that there has been a positive case in the school. This is NOT a close contact letter.



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Phase IV Reopening Update

The virtual option will be extended through January 29, 2021. All families have been sent an Updated Virtual Application that have been virtual for the entire year.

- Goal is for all students to return to in-person learning on February 1, 2021, but we will continue to monitor the situation closely.
- All LTCS safety protocols and precautions will remain in effect including the use of seating charts for all classrooms.
- We are receiving more hand sanitizer, hand sanitizer stations, and cloth masks from Governor Kemp and the Georgia Emergency Management Agency this week.

Open enrollment for the 2021-2022 LTCS Lottery will be January 11-February 12, 2021.

- The 2021-2022 LTCS Lottery will be held on February 26, 2021 at 5:30 PM.
- The Lottery Submission Form Packet 2021-2022 will be available under the Admissions tab at www.libertytechcharter.org beginning January 11, 2021.
- Enrollment packets can be delivered in person Monday - Friday between the hours of 12:00-3:00 PM or via email to LTCSLottery2021@libertytechcharter.org.

i-Ready Data Update

For Reading goals and targets:

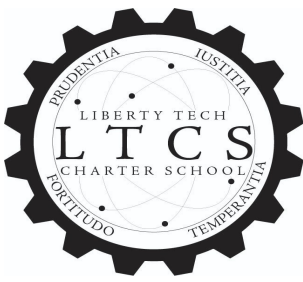
- K-2: Phonological Awareness - 100% will be on or above grade level, Phonics - 75% on or above grade level, & High Frequency Words - K-1 -75% on or above grade level; Grade 2 - 90% on or above grade level
- 3-5: Phonics - 90% on or above grade level and Vocabulary and Comprehension for Literature and Informational Texts - 75% on or above grade level
- 6-8: Vocabulary and Comprehension for Literature and Informational Texts - 75% on or above grade level

For Math goals and targets:

- K-8: 70% on or above grade level for all math domains: Number and Operations, Algebra, Algebraic Operations, Measurement & Data and Geometry
- Currently 39% for all domains except Measurement & Data (35%)
 - Grade levels will meet monthly with Instructional Support Coach to evaluate student data and i-Ready usage

8th Grade Strategic Plan

- Due to the number of 8th students not passing one or more subjects, a strategic plan has been created.
- Additional resources provided to our 8th graders who are struggling:
- Morning Reading and Math Lab Daily from 7:30-7:55 AM - Parents have been contacted and attendance is being tracked
- Our counselor is currently developing a mentoring program for some of our 8th graders who are in need of a mentor.



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- Beginning in January, a group of staff members will be offering after school tutoring once a month on a Tuesday afternoon until 5:30 PM.
- Contacting parents of 8th grade virtual students who are not showing up to WIN (What I Need) time daily (Girls - 1:03-1:33; Boys - 1:33-2:03)
- 8th Grade Virtual Parent Meeting is scheduled for Wednesday, January 6, 2021 from 2:00-3:00 PM.
- Each Friday, an email is sent out to any parent/guardian whose child is missing assignments in any of their classes. This is being done for all 2nd-8th grade students.

C. Committee Updates

Academic Committee: Todd Levin

- I-Ready: reviewed the data presented by Mrs. King earlier. The Committee will ensure goals are in place and how those goals are linked to performance and targets for the goals.

Governance Committee: Kenny Hamner

Charter Renewal

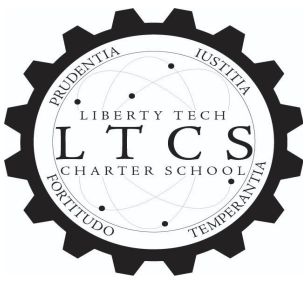
- We've mostly completed our application
- Only missing Operational score, which will be provided by EOW from the SCSC
- Financial score is not included in the attached draft, but we earned a 95
- If there are no concerns, we will complete the application and have Principal King submit

Board Executive Positions

- With Todd's upcoming move, he will resign as board chair in the coming months
- Board will elect a replacement chair in March or April
- Nominations will open in 2021

Board & Committee Recruitment

- Current board = 7 members (will go down to 5 with Todd & Esther's departures)
- 2 people are currently in the process of joining the board
 - Kristi Hardeman
 - Khina Starr
- Additional members needed to hit our goal of 12
 - Finance expertise is a priority; welcome anyone with interest in joining the Board
- Board-driven recruitment opportunities
 - Leverage personal networks (shareable social blurb to come for January)
 - Solicit businesses
 - Virtual recruitment event (Spring)



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- Board banks – SCSC – no opportunities for individuals within our area. (removed from list of possible options to gather candidate pool from)
- School-driven recruitment opportunities
 - Email LTCS list (completed)
 - Promote on Facebook page (completed)
- Paid recruitment opportunities
 - Email blast through the Fayette Chamber Of Commerce
 - Run Facebook ads

SCSC Required Training

- Most 2020-2021 board members have attended the main training session:
- All 2020-2021 board members should continue to complete self-guided sessions by June -- <https://scsc.georgia.gov/fy21-governance-training-breakout-session-webinars>
- Let Kenneth know if you complete a session so it can be recorded

Additional Board Tasks

- Zoom has a new set-up and needs adjusted documentation
- Add committee agendas & minutes to the site

Upcoming Governance Matters

- December - Complete Google Drive reorganization
- December - LTCS joins the Fayette Chamber Of Commerce (13 month membership)
- January - Finalize roles & responsibilities for board & school leadership positions
- February -- Board Off-Site Meeting (Todd organizing) - virtual
- Spring - Revamp policies (i.e., remove high school references, break into smaller documents, etc.)
- Pre-K – no word from Bright from the Start regarding opening up charter opportunities. Due to a program budget cut in 2020 LTCS didn't get approved for a Pre-K+++++.

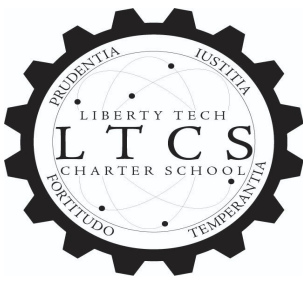
Next Governance Meeting

- January 28th at 8pm

Development Committee: Andrea Ferguson

Grant research

Prioritizing grants for the school with Mrs. King



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- Prioritization of grants completed in November. Four key areas - Outdoor classroom, greenhouse, Buck Institute training, Orton Gillingham training.
- A few garden grants have been identified, information from the greenhouse plans/layout will be used.
- Outdoor classroom – some grants coming available in February, will research and determine if we can meet criteria to apply.
- Business showcase – look into having a Zoom showcase with local businesses, how their business interacts with their community, help middle schoolers, give business another platform to share their work with the community.
- Strategic plan – now that vision and mission have been updated need to update this plan will look into for second half of year.

Staff Appreciation Ideas

Thankful for you - Holidays

- A google form will be created to collect parent submissions to thank our teachers for their hard work. The responses will be collected and shared via social media to show appreciation to all teachers and staff.
- Krystal Black is meeting with a local business to finish the appreciation for the teachers for winter.
- Mobile app launch- working with Mr. Willis decided to move to January to kick-off the New Year.

Finance Committee: Esther Goss

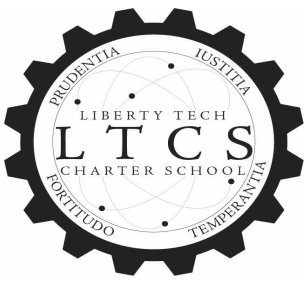
- Discussed how COVID19 has impacted budget. However, budget update is not needed at this time due to areas of lower spend being moved offset by other areas.
- Coweta Fayette EMC grant received.
- Virtual Learning – reviewing options to get offsite cloudbase networks to allow school access to work virtually.
- Review updating policies to be prepared.
- Bond insurance being researched. Esther has some contacts that can help with obtaining the insurance.
- PPP loan – working on getting name changed on the loan from Eric Oschner's name.
- Next Finance Committee meeting will be held 1/12/21 due to the changes in the Board meeting dates for December meeting.

IV. Closing Items

Executive session – no Executive session

V. Key Action Items

VI. Adjourn Meeting



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Todd Levin made a motion to adjourn the meeting. Andrea Ferguson seconded the motion.

The board VOTED unanimously to approve the motion.

Roll Call

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:09PM.

Online meeting link: <http://bit.ly/3tudEhH> due to the meeting being conducted online each meeting has been recorded.

Respectfully Submitted,

Andrea Ferguson
Secretary