

## 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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**Draft: 05/24/21**

**Approved:**

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## Board Meeting Minutes

### **Date and Time**

Monday, May 24 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**

Eric Ochsner, Vimal Patel, LaShondra Storr, Kristi Hardeman, Heather Ambrosio, Eric Walker ,  
Jametria Floyd, Kenneth Hamner, Esther Goss, Lauren Conway, Andrea Ferguson

### **Directors Absent**

*None*

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

*None*

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

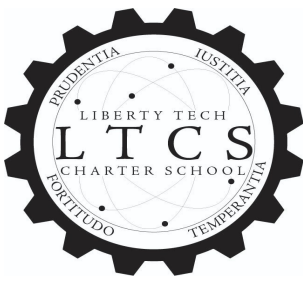
*Melissa King, Tyler Willis*

### **Others Present**

*Cassie Harman, Lashantice Williams, Jonathan Forrester, Michelle Hamner, other guests were present remotely some by phone number only.*

**Teachers & Staff:** *Joyce Christy, Shondra Rosier, Brandon Pafford, Jodi Smith, Heather Peacock, and others were identified by user ID or phone number only on the online recording so names could not be determined.*

## **I. Opening Items**



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## A. Welcome/Record Attendance

## B. Call the Meeting to Order

Eric Ochsner called the regular Board meeting of the Board of Directors of Liberty Tech Charter School to order on Monday, May 24, at 7:01 PM

**Zoom** conference call noted above. Andrea Ferguson seconded the motion. Vote: Yea:11, Nay: 0, Absent:0. Motion passed.

### Roll Call

A. Ferguson	Aye
E. Goss	Aye
K. Hamner	Aye
V. Patel	Aye
L. Storr	Aye
J. Floyd	Aye
K. Hardeman	Aye
E. Walker	Aye
H. Ambrosi	Aye
E. Ochsner	Aye
L. Conway	Aye

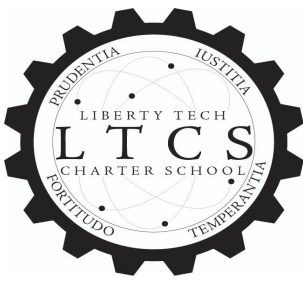
## C. Approve Minutes

**April 26th minutes** – Eric Ochsner motioned that we approve the April 26th minutes be approved as written. Lauren Conway seconded the motion. Vote: Yea:11, Nay: 0 Absent: 0. Motion passed.

### Roll Call

A. Ferguson	Aye
E. Goss	Aye
K. Hamner	Aye
V. Patel	Aye
L. Storr	Aye
J. Floyd	Aye
K. Hardeman	Aye
E. Walker	Aye
H. Ambrosi	Aye
E. Ochsner	Aye
L. Conway	Aye

## D. Approve Agenda



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Eric Ochsner motioned that the May 24<sup>th</sup> agenda be approved. Kenneth Hamner seconded the motion. All were in agreement. Vote: Yea:11, Nay: 0, Absent:0. Motion passed.

## Roll Call

A. Ferguson	Aye
E. Goss	Aye
K. Hamner	Aye
V. Patel	Aye
L. Storr	Aye
J. Floyd	Aye
K. Hardeman	Aye
E. Walker	Aye
K. Starr	Aye
H. Ambrosi	Aye
E. Ochsner	Aye

## E. Public Comment

At 7:04 PM, Eric Ochsner opened the meeting for Public comment. Secretary, Andrea Ferguson acknowledged that one public comment was received via the Board email address prior to the meeting pertaining to a personnel issue. The parent was not in attendance at the meeting. Eric suggested that the item will need to be reviewed by the school before the Board addresses.

Eric Ochsner opened public comment to those present in the meeting. Jonathan Forrester asked a question regarding the current mask policy. Eric Ochsner acknowledge that a mask update will be addressed during the Principals Report.

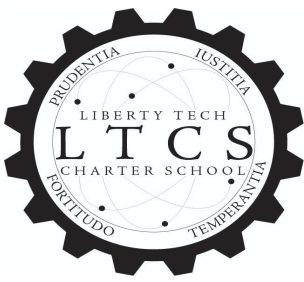
Eric Ochsner made one last open request for Public Comment, no additional public comments were requested.

## II. Discussion Items

### A. PTO Report

Celesta McGee updated that the PTO Board has several open positions for the FY21-22 school year. Those interested can self-nominate. Next year the PTO is hoping to be able to operate with fundraisers and other activities. Please email [lcspto@gmail.com](mailto:lcspto@gmail.com) if interested. On the website there is a sale for 50% off in stock items.

### B. Principals Report



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## Dashboard data:

**Attendance:** SCSC Goal - 95% - LTCS:95.92% for April

Grade levels below the 95% Goal: 6th

Grade-94.61%; 8th Grade-92.47%

## 2021-2022 Waitlist

→ 2021-2022 Waitlist

Grade:	K	1	2	3	4	5	6	7	8	Total WL
Total:	12	17	25	5	18	5	16	4	2	104

→ 2021 Staff Retention: 100% (Updated on the April dashboard) – based on percent of staff who were offered a position and accepted.

- New Staff:
  - Stacey Coffey - 6/7 History
  - Media Specialist - Kristin Miller
  - Jennifer Holland - Teacher's Assistant
  - Abby Poteete - After School Director
- Currently hiring for the following positions:
  - 7/8 History Teacher – Finished interviews and will have a decision soon.

## D. Financial sustainability (April):

### Budget/Actual

State Revenue: \$349,861.00/\$371,234.00

Supplemental Revenue: \$7,504.00/\$71,624.69

Total Revenue: \$357,365.00/\$442,858.69

Expenses: \$387,970.78/\$403,768.34

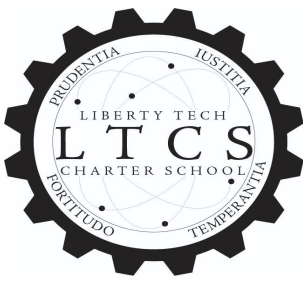
Fund Balance: (\$30,605.78) / \$39,090.35

Cash Balance: \$2,671,027.45

Fundraising/Contributions: \$0 (YTD: \$3,774.10)

### Financial Stability Notes:

The supplemental revenue was high due to grant drawdowns. The expenses were higher than revenue due to the staff bonuses.



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### E. Mask Policy Update

Many parents have reached out regarding masks outside by students with the weather getting warmer. No difficulty breathing with the face masks on. The school has suggested that students wear a face shield for outdoor use. The school provides face shields for those that need them.

Masks outside: Department of Health (DPH) guidance is to continue wearing masks outdoors when social distancing (at least 6 feet) is not possible to reduce the risk of transmission.

- As temperatures are beginning to get warmer, parents may want to consider face shields for outdoor use.
- CDC Updated Guidance for Schools (May 15,2021) - [Click here](#).
- Page 3 - CDC recommends universal and correct use of masks required for schools providing in-person instruction.
- Page 8 - CDC does recommend schools continue to use the COVID-19 prevention strategies outlined in the above document.

Why this recommendation: 1) Students won't be fully vaccinated by the end of this school year. 2)

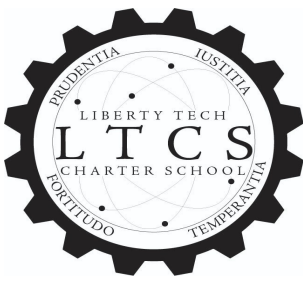
Time needed to make policy adjustments to ensure the safety of unvaccinated staff and students.

- Guidance for the 2021-2022 school year will be released in the upcoming weeks from CDC and/or DPH.
- Questions: Eric Ochsner – clarify understanding of options made available. Mrs. King clarified the following:
  - There are places where students can remove masks.
  - No students have been disciplined for not wearing masks.
  - It has been communicated all year to punish a student due to a mask not being worn.
  - No COVID-19 transmission cases since January (one after return from winter break).
  - Less than 20 cases in the building among staff and students since the beginning of the school year.
  - All recommendations being utilized are based on CDC and DPH guidance.

**F. Parent Survey Update:** an end of year survey was sent to all parents this year.

- Email sent through Infinite Campus on May 13th
- Sent to 537 email address
- Multiple emails in a household (Example: Both parents)
- Parents could respond multiple times (no way to limit to one response without a login needed)
- As of May 21st, 123 responses
- Overall:
  - 81% of the responses felt that the overall experience has been pretty good or better.
  - 19% of the responses felt that the overall experience was not good.

A detailed summary of responses from all questions can be found in the Appendix of these meeting minutes.



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### **G. Action Plan for 2021-22 School Year –**

Return of exhibition nights – project based learning training will be held on June 2<sup>nd</sup>. The school will tie this training in to the exhibition night planning.

The Media center will open with our new Media Specialist

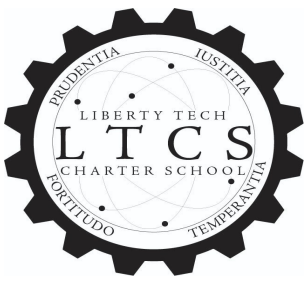
Assessments:

- K-5: i-Ready (3 diagnostics per year)
- 6-8: MAP (3 assessments per year)
- 3-8: EOG Milestones Assessment (Required by the state)
- After Fall Assessments, parent/teacher conferences to explain the data and identify strengths and weaknesses. Andrea Ferguson asked if the parent conferences would be in the building and also on Zoom or other platform to garner more participation. This meeting with parents will be in addition to curriculum nights. Mrs. King will offer this an option for parents.
- Hopeful return of Middle School sports (if not in 2022, FY2022-23)
- Coffee & Conversations with Admin – to be help at least every other month to split between the Principals and the Dean to hear from parents on any improvements or successes. Andrea Ferguson – asked would there be a possibility to combine with PTO meetings that are held in the morning to help with participation? Mrs. King will offer this an option for parents.

Eric Ochsner – asked if there would be a staff survey as well. Mrs. King stated the staff survey would be sent out this week. The June Board meeting the staff survey results will be presented. The survey will be anonymous like the parent survey. Andrea Ferguson requested that the Board be given access to the parent responses to assist in understanding any improvements to be made. Many schools used the parent and staff surveys to help formulate the strategic plan so this information would be helpful to use in updating our schools.

### **H. Paris Trip Request for 2022**

Mrs. Murphy the Visual Arts teacher gave a presentation on the proposed Paris trip for spring break 2022. The trip goal is to visit museums and other historical sites. Transportation, airfare, meals, private tour guide, and insurance is included in the price. The liability protection for everyone is covered by the Explorica tours. Mrs. Murphy covered by \$1M policy as the tour leader. There will be the same vendors and suppliers used in 2019 Paris trip which was successful. Mrs. Murphy explained that the number of students with vouchers from prior year (five), currently anticipating 10-15 attendees for this trip. There are two students with the prior year vouchers that have graduated, so the goal is to have these students to participate with the Liberty Tech group. Eric Walker asked what the minimum ratio of staff to students is? Mrs. Murphy stated there will be a chaperone for every 5 students. In addition to two Liberty Tech teachers there will be parents attending, however at this time the number of parents is not confirmed. Andrea Ferguson – asked about the plan for cancellation should conditions change with COVID-19. Mrs. Murphy stated the company was very flexible with the cancellation policy due to COVID-19.



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Eric Ochsner motioned that the Paris trip be approved by the Board. Vimal Patel seconded the motion. All were in agreement. Vote: Yea: 11, Nay: 0, Absent: 0. Motion passed.

### Roll Call

A. Ferguson	Aye
E. Goss	Aye
K. Hamner	Aye
V. Patel	Aye
L. Storr	Aye
J. Floyd	Aye
K. Hardeman	Aye
E. Walker	Aye
K. Starr	Aye
H. Ambrosi	Aye
E. Ochsner	Aye
Lauren Conway	Aye

- I. **8<sup>th</sup> grade bridging ceremony:** The 8<sup>th</sup> grade bridging ceremony will be held on May 27 at McDonough Road Baptist church. Eric Ochsner will attend to speak on behalf of the Board. Any Board member is welcome to attend the ceremony.

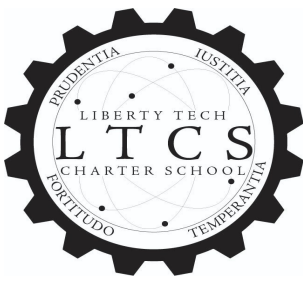
### III. Committee Updates

#### Academic Committee: Eric Ochsner

- **Committee leadership:** the Committee has asked for volunteers, one volunteer received, the decision to be made at the next Board meeting.
- **Assessments:** importance of getting back to parent teacher conferences, curriculum night. The Committee felt like the school had a solid plan to address the communication needs for parents on explaining the assessments better. Also, DRC Beacon and Keenville are two new assessments being offered, however the Committee is still determining if these two new tools will provide any additional info that the current tools (i-Ready, etc) . These two tools will be reviewed at the June Committee meeting.

#### Governance Committee: Vimal Patel

- **Board recruitment:** four Board members scheduled to roll off this summer (Esther – May, Eric- June, Andrea- June, Kenny- July). Three new members scheduled to onboard this summer. The Board would need to capture candidates for the Executive Board roles.
  - Andrea mentioned that the annual Board meeting is normally held in July. The Board would need to hold an annual meeting. Eric asked that if anyone is interested in any of the positions email [Governance@libertytechcharter.org](mailto:Governance@libertytechcharter.org)
- **Annual Training Process:** Vimal will send a weekly training update. The annual training is due by June 30<sup>th</sup>. This will impact the yearly audit, so completion of this training is very



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important. Andrea shared – use Chrome because Edge and Internet explorer is causing an issue in terms of capturing completion.

### Development Committee: Andrea Ferguson

- **Recruiting strategy:** the Committee met the goal of adding more staff members and parents.
- **Staff Appreciation Ideas** –Over fifty responses received. Goal is to make a video by grade level by next week to recognize the teachers. Andrea will create the videos and enlist the help of Ms. Christy if needed to ensure completion this week.
- **Strategic plans:** Jametria is reviewing the strategic plan. June meeting will provide a draft of the changes needed for the new plan. This will include a review of the parent and teacher survey responses. The goal is to involve parents, teachers, and community to shape the new plan.
- **Spirit Nights:** goal is to start reviewing spirit nights at other businesses (e.g. Grazing Now) , also new restaurants opening at Trilith studios
- **Grants:** Dollar General Literacy Grant was submitted on May 20<sup>th</sup>. The grant purpose was to assist with literacy needs in the morning math and reading labs. The grant request was for \$4k. Special thank you to Mrs. King and Ms. Ms. Celeste McGee (Business Manager) for providing some school operational information needed for the application. Feedback on the grant application will be received September 16<sup>th</sup> Ms. Christy and Mrs. Kristal Black (parent) spearheaded the writing of the grant.

### Finance Committee: Esther Goss

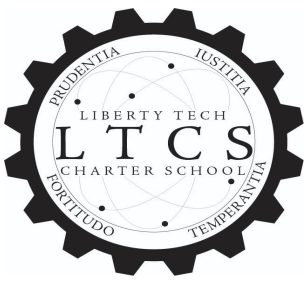
Andrea Ferguson checked the Board email and meeting chat again prior to this discussion. There were no public comments received on either the FY21 budget amendment or proposed FY22 budget 2<sup>nd</sup> review.

- **Amendment to FY21 budget:** Mrs. King gave a recap of why the amendment is needed: due to some grants received \$23k Cares Act; state \$51k staff bonus grant, \$15k nursing grant; some funding needed to be reallocated to utilize these funds prior to the end of the school year. The school will use the funds to replace desks in classrooms, \$500 for educational media services \$49k received from state must be used on media services, instruction (purchase novel sets and broadcasting equipment. Instruction (summer school June 7-11, June 21-June 25. To pay for staffing of summer school need to shift money into the instructional budget.

Eric Ochsner motioned that the FY21 budget amendment be approved by the Board. Ester Goss seconded the motion. All were in agreement. Vote: Yea: 11, Nay: 0, Absent: 0. Motion passed.

- **Roll Call**
- A. Ferguson           Aye





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- E. Goss                      Aye
- K. Hamner                 Aye
- V. Patel                     Aye
- L. Storr                     Aye
- J. Floyd                    Aye
- K. Hardeman             Aye
- E. Walker                 Aye
- K. Starr                    Aye
- H. Ambrosi                Aye
- E. Ochsner                Aye
- Lauren Conway         Aye

- **Second review of proposed FY22 budget:** Mrs. King stated that the school will no longer be using the Connect program. This program will be replaced by the schools own after school program. P.E. staff has been hired. COVID supplies – do not intend to spend same amount of money on these supplies for FY22 as spent in FY21. No public comments or Board questions were requested on this budget. Andrea will submit the announcement to the paper for June 16<sup>th</sup>, 23rd distribution.

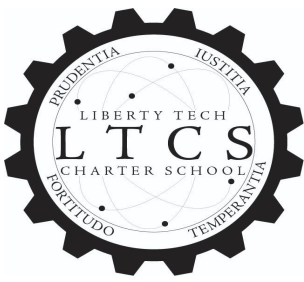
**IV. Executive Session:** Eric Ochsner inquired on the need for Executive session. Heather Ambrosi and Andrea Ferguson . Eric Ochsner wanted to allow the school to respond to a parent email received regarding the mask policy. No Board members opposed the request. The item can be discussed in the June executive session if not resolved by that time. No Executive session was held.

## V. Closing Items

**Mask Usage for last four days for school:** Eric Ochsner asked Mrs. King to clarify the mask policy for the last four days of school. Mrs. King no time limit at mask break stations. DPH guidance has been if students are more than 6feet a part they are not required to wear face covering. This policy was sent out in August to all families.

## VI. Key Action Items

- Mrs. King will provide the Board the link to all of the responses to the parent survey.
- Annual Meeting: Board to set a date for the annual meeting.
  - Eric Walker- asked if the annual meeting addition guidance for transitioning between now and June meeting. One option as a separate training workshop. Option 2: make the annual Board meeting a training meeting in addition to a recap of the Committee reports which were provided for the State of the School meeting.
  - Newspaper announcements for budget – Andrea requested required copy of newsletter articles for each budget announcement from Fayette News. These are required for the state monitoring visit



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### VII. Adjourn Meeting

Eric Ochsner made a motion to adjourn the meeting. Heather seconded the motion. The board VOTED unanimously to approve the motion. Vote: Yea:11, Nay: 0 Absent: 0. Motion passed.

#### Roll Call

A. Ferguson	Aye
E. Goss	Absent
K. Hamner	Aye
V. Patel	Aye
L. Storr	Aye
J. Floyd	Aye
K. Hardeman	Aye
E. Walker	Aye
H. Ambrosi	Aye
E. Ochsner	Aye
L. Conway	Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:30PM

**Online meeting link:** due to the meeting being conducted online each meeting has been recorded. The recording for this meeting can be found at <https://bit.ly.3UON605>

Respectfully Submitted,

Andrea Ferguson  
Secretary