

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: 06/25/20

Approved:

Governing Board Meeting Minutes

Annual Meeting

Date and Time

Monday, June 22 at 7:00 PM

Location

Conference call line: **Call-in information: Dial-in number (US):** (425) 436-6309 **Access code:** 289390#. In accordance with Georgia's open meetings requirement, a notice of this meeting has been posted on the school website. The reason for this meeting being a teleconference was due to the COVID19 social distancing requirements.

Directors Present

Todd Levin (remote), Esther Goss(remote), Kenneth Hamner(remote),, Tony Tringale(remote),, Eric Ochsner (*late*) (remote),, Andrea Ferguson (remote),

Directors Absent

None

Ex-Officio Members Present

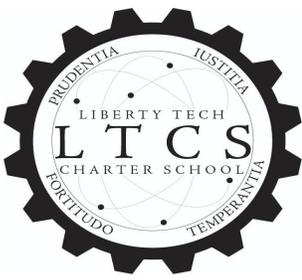
None

Non-Voting Members Present

All members present remotely. Melissa King (Principal), Tyler Willis (teacher), Celesta McGee (PTO/School Operations Manager)

Others Present

All members present remotely. Joyce Christy (Teacher), Jovan Purifoy (parent), V. Johnson (parent), Shondra Rosier (teacher), LaShonda Storr (community member/potential Board member), Susan Crowe (teacher), Tina O'Conner (parent), Rhonda Haynes (parent), Kristi VanGunst (teacher), Diama Caldwell (teacher), Heather Ambrosi, Jodi Smith (teacher), Falana Lathan (parent), Maunda Lott (parent), Heather Peacock (teacher), Jametria Floyd, Alison Horanieh, Kristi Hardeman, Lindy Stevens, Stephanie Griffin (teacher), Janet Mitchell, Christina Mitch, Cleon Rajcoomar, Dana Morris,



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Amanda Hughes, Trinet Langford, Jennifer Mullinix (Business Manager), others were identified by phone number only on the online recording.

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Todd Levin called the annual meeting of the Board of directors of Liberty Tech Charter School to order on Monday, June 22, 2020 at 7:02 PM

Dial-in number (US): (425) 436-6309 **Access code:** 289390#. via conference call noted above. Tony Tringale seconded the motion. Vote: Yea: 5, Nay: 0, Absent: 1. Motion passed.

The annual meeting was changed from May to June due to additional planning needed due to the COVID-19 health emergency.

C. Public Comment

Todd Levin opened the opportunity for public comments via chat window or emailed comments. No public comments were received.

II. Discussion Items

A. PTO Report

No PTO Report.

B. Principals Report

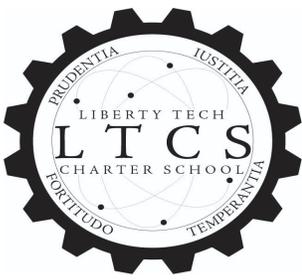
See detailed Principals Report in the June pre-read shared drive.

May Dashboard data: Year to date enrollment is 417, 31 withdrawals, 133 students on waitlist. Daily attendance rate for March was 93.75%. SCSC goal 95%. Staff retention dropped to 44/46 due to 1st grade teacher relocating for the upcoming year.

Maverick Changes:

- Kathleen Green – 1st grade (not returning)
- Christy Porteous – 1st grade (new staff)

May Financial Stability Report:



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- May Budget/Actual State Revenue \$359,436.00/\$364,557.00
- Supplemental Revenue \$0/\$47,254.78
- Total Revenue \$359,436.00/\$365,534.78
- Expenses \$347,775.13/\$323,160.26
- Fund Balance \$11,660.87/\$88,651.52
- Cash Balance \$2,455,258.90
- Fundraising: \$9,526.42 (May \$98.74)

Supplemental revenue is currently \$47,254.78 due to drawing down grant money. The grant money has already been spent.

Eric Ochsner joined during this portion of the meeting.

School Calendar

Mrs. King formed a reopening committee of fourteen (14) employees.

SCSC will allow flexibility to change the number of school days from 187 to 180 without the Board seeking a charter amendment for a temporary time (next year) due to the public health emergency. This will allow Liberty Tech to extend the 2020-21 start date from July 20th to August 3rd. In addition, three teacher work days were removed to add three instructional days back into the calendar. The time during July 14-31 will be used for pre-planning purposes, training, and preparation for COVID protocols, virtual training. An updated school calendar has been prepared to be emailed out to parents. The school is seeking Board approval for the new date this evening.

Procurement of items to begin new school year

The following items were procured in May and June to prepare for the new school year 50 additional Chromebooks, STEAM lab computers, Reflex Math program (grades 2-6), and renewal of the Connect P.E. contract.

Mrs. King plans to have an update in the next few weeks regarding the school reopening plan.

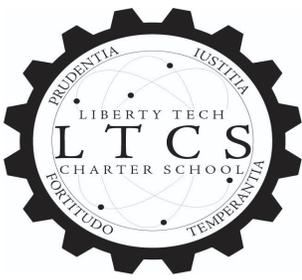
C. Committee Updates

Academic Committee: Tony Tringale

- Committee met on 6/16. Reviewed annual goals and updated verbiage to capture measurement and monitoring for remote and in-class learning.
- Tony will be setting up a monthly meeting with Mrs. King for July.

Development Committee: Andrea Ferguson

- **Goals:** Committee reviewed new goals. The detailed goals can be found under the Committee page on the school website.



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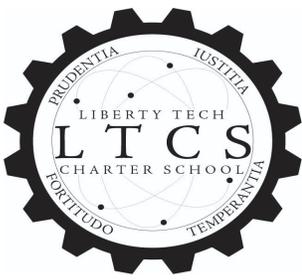
- Develop an annual fundraising plan that will generate the funds needed to meet the public and grant fundraising goals.
- Partner with school leadership to ensure awareness of the school's specific fundraising needs.
- Establish a 100% board-giving policy.
- Raise awareness for the school in the community.
- The goal is to post all Board Committee goals underneath their respective section on the website.
- Plan to focus more on community development and grants for the upcoming year.

Finance Committee: Esther Goss

- Monthly Finance meeting held on 6/17. The biggest focus is preparing the FY 2020-21 budget. The PPP loan funding will be used for Payroll. The funding has been extended to cover a 24 week period. The Operations Manager and CFO will work together to apply for the loan forgiveness.
- The facilities grants funds were reallocated to different uses. Facility upgrades have been planned and underway. Goal is to be conscientious with budget going forward due to uncertainty at this time.
- Synovus credit card has been received.
- The annual audit is underway. There may be a need for updated technology equipment.
- The next Committee meeting will be held virtually 7/22 @11:30am.
- **Spending resolution:** Eric Ochsner wanted to understand more about how we plan to control the spend during the time of the spending resolution. Mrs. King explained how the school is currently managing the budget and spend for the upcoming year. Overall, the goal of the spending resolution is to maintain financial control to manage spend no more than 1/12th of the expected 2020-21 budget. The budgeted rollover and reserves can also be used to help cover expenses until the finalized state budget has been sent to the school. Celesta noted that many renewals are due in July (e.g. Infinite campus, IXL). The spending resolution was placed in the Board pre-read folder on 6/7 for review. An updated version was sent on 6/22 by Mrs. King for Board review. The objective for the July spending resolution was to be reviewed and approved meeting today to allow the school to operate in during July.

Governance Committee: Kenneth Hamner

- Last meeting held 5/28.
- Selected four goals for 2020-2021
 - Successfully renewing the charter
 - Increasing Board make-up to 12 members
 - Developing orientation materials for new Board members
 - Updating the bylaws as required
- Pre-K update: no update from the state on approving our application. The next update is expected to be in early July.
- Bylaws – updates made to address changes on annual elections and formatting. To be reviewed at today's meeting
- Adopt a new mission and vision statement. To be reviewed at today's meeting.



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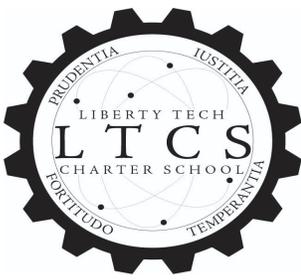
- Officer elections – all positions have volunteers for the upcoming year.

To be reviewed at today's meeting.

- Update recruitment requirements – change meeting requirements for new Board members to one Board and two Committee meetings, background check, and volunteer training. Board Committee Chairs and Officers – one year commitment
- Board recruitment – three potential candidates Jametria Floyd, Vimal Patel, LaShonda Storr
- Mandated reporter review – all Board members complete yearly volunteer training requirements by the July meeting.
- Charter renewal – the charter renewal will be this fall. Documentation can begin now.
-

D. Items for Approval:

- **2020-2021 School Calendar** – Eric Ochsner motioned that we approve the revised 2020-2021 school calendar as outlined by Mrs. King. Todd Levin seconded the motion. Vote: Yea: 6, Nay: 0. Motion passed.
- **2020-2021 start date** - Eric Ochsner motioned that we adjust the 2020-2021 start date from July 20th to August 3rd. Todd Levin seconded the motion. Vote: Yea: 6, Nay: 0. Motion.
- **Spending resolution** – Eric Ochsner motioned that we approve the spending resolution verbiage presented by Mrs. King on 6/19. Todd Levin seconded the motion. Vote: Yea: 6, Nay: 0. Motion.
- **Approval of the May 18 Meeting Minutes**- Eric Ochsner motioned that we approve the May 18th minutes as distributed by Andrea Ferguson. Tony Tringale seconded the motion. Vote: Yea: 6, Nay: 0. Motion passed.
- **New Board Member onboard (Ms. Floyd)** – review decision at Executive session
 - **Board Elections & Committee Chair changes**
 - **Board nominees**
 - Chair – Todd Levin
 - Vice- Chair – Kenneth Hamner
 - Secretary – Andrea Ferguson
 - CFO/Treasurer – Esther Goss
 - **Committee Chair nominees**
 - Governance – Kenneth Hamner
 - Academic – Tony Tringale
 - Finance – Esther Goss
 - Development – Andrea Ferguson
 - Eric Ochsner motioned that we approve the Board officer positions as the above based on each member volunteering for the role. Todd Levin seconded the motion. Vote: Yea: 6, Nay: 0. Motion passed.
 - **Mission and Vision statement**
 - **MISSION** - *The mission of Liberty Tech is to educate students with a project-based learning environment utilizing STEAM & classical methodologies.*



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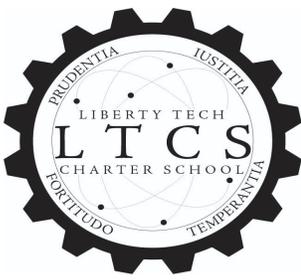
- VISION - *Develop individuals who are knowledgeable, wise, and virtuous and will positively impact the world around them.*
- Eric Ochsner motioned that we approve the revised mission and vision statement as proposed by the Governance Committee. Esther Goss seconded the motion. Vote: Yea: 6, Nay: 0. Motion passed.
- **Bylaw Updates**
 - Section 3.3 (remove the duplicate word Principal)
 - *3.3 Election. The LTCS Principal **Principal** will automatically serve as a Trustee.*
 - Section 3.8: add new section for **New Board member applications** process
 - Section 3.9: add new section for **Departing Board Member Transition**
 - Section 5.2 (add that officers are one year terms. People can still serve multiple terms in the position id that is what is determined by the group.)
 - *5.2 Election and Term of Officers. The Officers shall be elected by the Board at the **Annual Board Meeting for one year terms**, except that officers elected to fill vacancies shall be elected as vacancies occur.*
 - Eric Ochsner motioned that we approve the bylaws statement as proposed by the Governance Committee. Esther Goss seconded the motion. Vote: Yea: 6, Nay: 0. Motion passed.
- **Policy updates**
 - **Cash and Income Management**
 - **Public Participation in Board Meetings**
- Eric Ochsner motioned that we amend the policy updates for cash and income management and public participation in Board meetings policies as reviewed and discussed in the Board meeting. Todd Levin seconded the motion. Vote: Yea: 6, Nay: 0. Motion passed.

E. Executive Session:

Eric Ochsner made a motion to move into Executive Session to discuss personnel related matters. Todd Levin seconded the motion. The board VOTED unanimously to approve the motion. The board moved into Executive Session at 8:39 pm to discuss personnel related matters. Board members called in on a private teleconferencing number. The board returned from Executive Session at 9:06 pm and called back into the regular meeting teleconferencing number at 9:07 pm

Executive session outcome

- a. The outcome of the Executive session was to approve the onboarding of Jametria Floyd as a new Board member.
 - i. Eric Ochsner motioned that we approve the appointment of Jametria Floyd as a new Board member. Tony Tringale seconded the motion. Vote: Yea: 6, Nay: 0. Motion passed.



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b. The second outcome of the Executive session was to dismiss employment of a staff member.

i. Eric Ochsner motioned that we dismiss employment of a staff member based on the information discussed in Executive session. Todd Levin seconded the motion.

Vote: Yea: 6, Nay: 0. Motion passed.

III. Key Action Items

- Mrs. King will send an update to the Board in the next few days to show what the actual amount of 1/12th of the July budget would be.

IV. Closing Items

- Next meeting will be held on July 27th.

A. Adjourn Meeting

Todd Levin made a motion to adjourn the meeting.

The board VOTED unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:14PM.

B. **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://fccdl.in/TSgpsamHQE>

C Post meeting Approvals

- On June 8th, Mrs. King approached the Board for approval on the Connect P.E. final contract. Vote: Yea: 5 (Tony Tringale, Eric Ochsner, Todd Levin, Kenneth Hamner, Andrea Ferguson), Nay: 0, Absent: 1 (Esther Goss). Approved based on 83% of the Board voting via email
- On June 25th, Mrs. King emailed the Board for approval on the landscaping company for the 2020-21 school year. Vote approved on June 30th: Yea: 5 (Esther Goss, Kenneth Hamner, Todd Levin, Jametria Floyd, Andrea Ferguson), Nay: 0, Absent (Eric Ochsner, Tony Tringale). Approved based on 75% of the Board voting via email.

Respectfully Submitted,

Andrea Ferguson
Secretary