

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: 09/28/20

Approved:

Board Meeting Minutes

Date and Time

Monday, September 28 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, Andrea Ferguson

Directors Absent

Jametria Floyd

Ex-Officio Members Present

None

Non-Voting Members Present

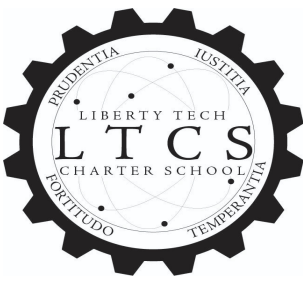
Others Present

All guests were present remotely.

Teachers & Staff: Joyce Christy, Tyler Willis, Leslie Robinson, Celesta McGee, Susan Crowe, **and** others were identified by phone number only on the online recording.

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, September 28, at 7:00 PM

Zoom conference call noted above. Tony Ringale seconded the motion. Vote: Yea:7, Nay: 0, Absent:1. Motion passed.

Roll Call

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

C. Approve Agenda

Todd Levin motioned to approve the agenda. Esther Goss seconded the motion. Vote: Yea: 7, Nay: 0, Absent: 1. Motion passed.

Roll Call

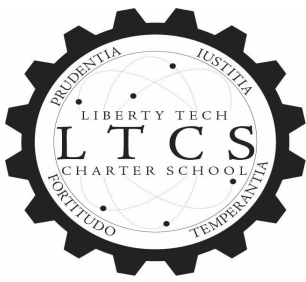
T. Levin	Aye
A. Ferguson	Aye
E. Goss	Aye
T. Tringale	Aye
K. Hamner	Aye
V. Patel	Aye
L. Storr	Aye
J. Floyd	Absent

D. Approve Minutes

September 24th minutes - Todd motioned that we approve the September 24th minutes be approved as written. Vote: Yea: 7, Nay: 0 Absent: 1. Motion passed.

Roll Call

T. Levin	Aye
A. Ferguson	Aye
E. Goss	Aye
T. Tringale	Aye
K. Hamner	Aye
V. Patel	Aye



J. Floyd

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L. Storr

Aye

Absent

D. Public Comment

At 7:03 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 neither 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

None. Andrea reported that in the school newsletter there was a notice from PTO that 2020 yearbooks were on sale and 2020-2021 PTO dues were available to be paid via a link on the PTO website.

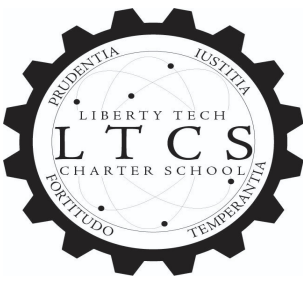
B. Principals Report

Action item:

Dashboard data: Year to date enrollment is 417, 4 withdrawals, 90 students on waitlist. Daily attendance rate for August was 97%. State Charter goal is 95% or higher. Ten counties represented with the current enrollment. Tier 2 and 3 numbers may change in September with Mrs. DeMarcus new role as MTSS Coordinator. She is reviewing all student files and any changes in tiers will be reported next month. Expenses still down due to the school building not being open for the month of August. More details will be provided in the Finance Committee report.

Financial sustainability (August):

- Expenses were down for the month due to the school not being shutdown.
 - State Revenue: \$ \$386,945.05/\$386,945.05 (due to decrease in percentage withheld from state charter administration fee \$30,000. Instead of reimbursement they reduced to 1.5% vs 3% so no expectation on the reimbursement in 2021.
 - Supplemental Revenue: \$0/\$5,713.76
 - Total Revenue: \$ \$386,945.05/\$392,658.81; Expenses: \$373,788.78 /\$366,477.46
 - Fund Balance: \$13,156.27/ \$26,186.35; Cash Balance: \$2,579,103.89
 - Fundraising: \$ \$811.07 (YTD: \$836.07)



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Phase I Reopening update

- Phase 1 - August 3 - September 14, 2020 - LTCS opened virtually for all students.
- Phase 2 - September 14 - October 16, 2020 - LTCS opened the doors at limited capacity to the families who chose Brick & Mortar based on the 2020-2021 School Year Registration Survey or requested to change their child to Brick and Mortar prior to September 14th.
- Phase 3 - October 16 - December 18, 2020 - For Brick & Mortar, there will no longer be limited capacity. LTCS will extend the virtual learning option. If any parents would like for their child to return to Brick & Mortar on October 19th, the parents need to email melissa.king@libertytechcharter.org. December 21, 2020 - January 6, 2021
- Phase 4 - January 7, 2021 - The goal will be for all students return to in-person learning. However, we will continue to monitor the situation closely. More information will be released in early December.

Phase II Reopening update

- Since our doors opened on September 14, 2020, 228 students are currently attending school in person at LTCS.
- Due to being a one-school district, LTCS is not able to do a weekly report with the number of cases in students or staff members due to the risk of violating HIPPA (Health Insurance Portability and Accountability Act) and FERPA (Family Educational Rights and Privacy Act) laws.
- LTCS has all recommended protocols in place according to Georgia's Path to Recovery for K-12 Schools. This guidance for schools was created by the Georgia Department of Education in partnership with the Georgia Department of Public Health.
- If a student is out sick for several days, the student can join class virtually if he/she is feeling well enough to do so. Please contact your child's teacher(s) to let him/her know.

Phase III Reopening Surveys)

Staff Survey was sent out on Friday, September 18th

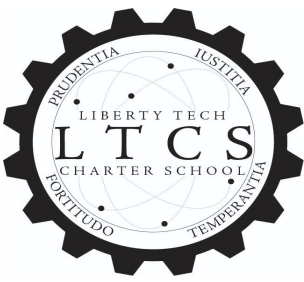
○ Results:

- 43 Total Responses (53 Total Staff)
- 74.4% - Yes, the virtual learning option should be extended.

● Parent Survey was sent out early last week.

○ Results: As of Sept. 23rd

- 187 Virtual Students
- Responses for 112 students
- 84% - Yes, the virtual learning option should be extended.
- 16% - No, the virtual learning option should not be extended.
- 64 students - No - Their child(ren) will not return on October 19th.
- 15 students - Yes - Their child(ren) will return on October 19th.
- 31 students - Maybe - Their child(ren) might return on October



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Phase III Reopening Update

Beginning October 19, 2020, virtual learning is no longer mandated. Choosing to continue virtually is optional through December 18, 2020.

- If a parent chooses the virtual option, the student(s) will remain learning virtually through December 18, 2020.
- All safety protocols that are currently in place will remain in place.
- Additional Safety Protocols that will be put in place:
 - Additional student dividers/sneeze guards will be placed in classrooms as the number of students increases.
 - Social distancing will occur when possible.

CAMPUS LEARNING SUITE

With the purchase of Infinite Campus Learning Suite, teachers will have the tools to work efficiently and seamlessly with their Google classroom regardless of brick and mortar or online instruction.

Some of these tools include:

- Entering of students' grades directly from Google Classroom to Infinite Campus (*this will be a significant time saver).
- Creation of quick assessments to check for student comprehension as well as utilize the Score Analysis tool to quickly identify students in need of additional help.
- Utilization of the Scoring Rubrics tool to give students detailed feedback.
- Creation of individualized student assignments and progress monitor to maximize our use of differentiation in the classroom.
 - Campus Learning Suite Pricing Year One (includes training): \$1336.00
 - Annual Renewal after first year: \$836.00

CAMPUS MESSENGER WITH VOICE Campus Messenger with Voice simplifies communications to parents, students, and staff. Most critically, this tool allows for instant notifications through text or voice messages. Key functionality includes:

- Communications through email, phone, and text messaging.
- Remote dial-in to access for emergency district notices to staff, parents or both.
- Survey Messenger tool to gather feedback from staff, students, and parents.
 - Campus Messenger with Voice Pricing Year One (includes training): \$2670.70
 - Annual Renewal after first year: \$1170.70

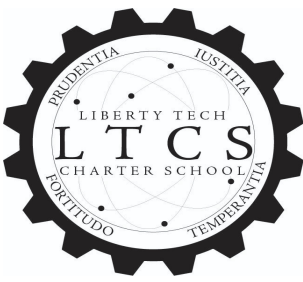
CAMPUS ONLINE REGISTRATION

Campus Online Registration is designed to streamline student registration, allowing families to directly

input registration information into Infinite Campus. Benefits include:

- Elimination of paper-intensive registration as well as reduce data entry workload on Registrar.
- Updating of demographic, allergy, emergency contact information directly by families at any time.
- Addition of links (Family Handbook, Chromebook Agreement, etc) within the application.
- Ability to review and confirm critical health information prior to enrollment while maintaining student health confidentiality.
- Utilization of Campus Multi-language Editor for non-English speaking households.

Campus Online Registration Pricing



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- Year One (includes training): \$1,500.00
- Annual Renewal after first year: \$500.00

TOTAL INFINITE CAMPUS UPGRADE COST, YEAR ONE: \$5506.70

ANNUAL RENEWAL AFTER FIRST YEAR: \$2506.70

Both campus learning suite, campus messenger, and campus online would be billed as annual subscriptions.

In addition, Mrs. King requested a review of Good Life Communications invoice approval for additional interactive panels. The new EIP teacher needs an interactive panel added for that class, plus a back-up panel in case we have a panel that needs repair. This is an expense that is a depreciating asset per Esther Goss (CFO).

The expenses for Campus Learning Suite, Campus Messenger with Voice would be allocated from the \$50k grant. The interactive panels would come from the Admin line in the budget.

Todd Levin would like the technology team to perform an annual review of the Infinite campus subscriptions to ensure that we have insight into the best tools yearly. Esther Goss reviewed budget and there is a line item for computers and software

Todd Levin motioned to approve the purchase of Campus Messenger learning suite and Campus Messenger with voice bundle. Andrea Ferguson seconded the motion. Vote: Yea: 7, Nay: 0, Absent: 1. Motion passed.

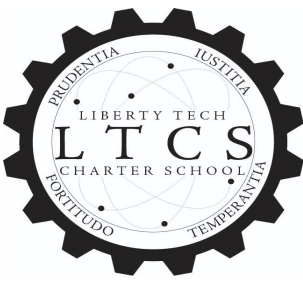
Roll Call

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

Todd Levin motioned to approve the purchase of two additional interactive panels for the classrooms. Tony Tringale seconded the motion. Vote: Yea: 7, Nay: 0, Absent: 1. Motion passed.

Roll Call

T. Levin	Aye
A. Ferguson	Aye
E. Goss	Aye
T. Tringale	Aye
K. Hamner	Aye



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L. Storr

J. Floyd

V. Patel

Aye

Absent

Aye

D. Committee Updates

Academic Committee: Tony Tringale

- iReady will be a good tool for the teachers to understand and monitor individual growth this school year.
- Discussed possibly surveying students and the teachers about the academic progress and challenges due to the virtual learning climate. Mrs. King has already sent some surveys out to the teachers and staff. The Infinite campus upgrade is in response to the teacher and staff survey feedback .
- Next meeting reviewed to 10/21 due to the state charter virtual monitoring visit.

Governance Committee: Kenny Hamner

Virtual Board & Committee Recruitment Event

- November 16th
- All welcome to attend over Zoom
 - <https://zoom.us/j/9859672046?pwd=RXBFrKZzc2F5T09MTkU1TnVmMVZ4QT09>
 - Meeting ID: 985 967 2046
 - Passcode: taT12L
- Want to learn more? Email governance@libertytechcharter.org

Charter Renewal

- Happening this fall with the SCSC

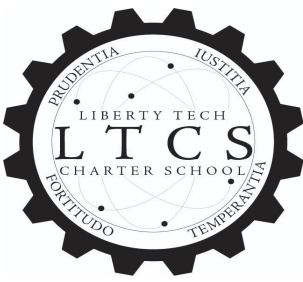
Board Member Tasks

Email coming this week that will need board actions/responses:

- Reorganizing board documents
- Creating roles & responsibilities for board & school leader positions
- SCSC required training
- Adding committee agendas & minutes to the site
- Documenting our processes & institutional knowledge
- Updating email signature lines
- Learning our elevator pitch

Next Governance Meeting

- Thursday, October 22nd @ 7pm
- Available to join through Zoom (zoom link on the school website)



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- **Policy Manual:** Mrs. King submitted an update for the Infectious disease policy from the school health department. Todd Levin motioned that we approve the changes to the policy manual to update the Infectious Disease policy as written. Kenneth Hamner seconded the motion. . Vote: Yea: 7, Nay: 0. Absent: 1 Motion passed.

- **Roll Call**

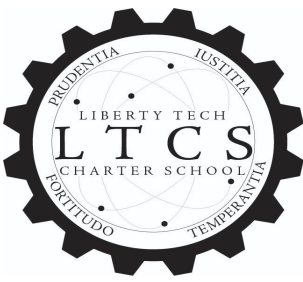
- T. Levin Aye
- A. Ferguson Aye
- E. Goss Aye
- T. Tringale Aye
- K. Hamner Aye
- V. Patel Aye
- L. Storr Aye
- J. Floyd Absent

Development Committee: Andrea Ferguson

- Mobile app: Tyler Willis, Technology teacher and members of the Committee researched various mobile apps to enhance communications to families.
- The budget for the app was approved in the 2020-2021 budget (under \$300/year)
- The app has been tested with teachers and staff. Mrs. King has reviewed and approved the use of this as a tool for families. Key features email a teacher, link to website, Infinite campus logon.
- **Chick-fil-A:** October 13 Spirit Night with Chick-fil-A.
- **Staff Appreciation:** The Committee requested the Board help fund a Kona Ice event on. The Board wanted to continue showing appreciation to the teachers and staff for all their hard work this year.
- **Grant research:** four grants identified. Honda, Sony, Awesome, and Toshiba key companies reviewing. A grant strategy and survey are being drafted so that we can work with the teachers to understand their needs and help guide focus on the grants.

Finance Committee: Esther Goss

- Expenses for interactive panels and Infinite campus already reviewed. There are a few line items that are under budget due to the virtual learning such as contract services, paper. Also, things those are new to the budget such as plexiglass dividers.
- The \$50K software grant received that will be used to purchase the interactive panels. Esther to follow up with Jennifer Mullinix , Business Manager on the submission of the paperwork to receive the funding for the direct deposit for the grant.
- Finance Committee will conduct a complete budget review in December to reforecast for the second half of the year.
- Andrea Ferguson asked about the 2020-21 state charter facilities grant will be distributed in October. Mrs. King indicated that we are part of the eligible schools and the amount of approximately \$39k is expected.
- Overall, schools financials are tracking as expected.



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III. Key Action Items

- **School Technology team:** perform an annual review of the Infinite campus subscriptions to ensure that we have insight into the best tools yearly.
- Esther Goss to follow-up with Jennifer Mullinix, Business Manager on the paperwork to submit for the \$50k software grant.

IV. Closing Items

- Next meeting will be held on October 26th at 7pm.

A. Executive session outcome

- a. No Executive session held.

B. Adjourn Meeting

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

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 8:05PM.

Online meeting link: due to the meeting being conducted online each meeting has been recorded. The recording for this meeting can be found at [Zoom Minutes092820](#)

Respectfully Submitted,

Andrea Ferguson
Secretary