

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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## Board Meeting Minutes

### Monthly Board Meeting

#### **Date and Time**

Monday, November 11, 2019 at 7:00 PM

#### **Location**

Liberty Tech Charter School teacher conference room. In accordance with Georgia's open meetings requirements, notice of this meeting has been posted on the school website.

#### **Directors Present**

Eric Ochsner, Esther Goss, Todd Levin, Andrea Ferguson, Tony Tringale

#### **Directors Absent**

*Kenneth Hamner*

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

*None*

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

*Melissa King (Principal), Tyler Willis (Teacher Representative)*

### **I. Opening Items**

- A.** Record Attendance and Guests
- B.** Call the Meeting to Order

Eric Ochsner called the meeting of the Board of directors of Liberty Tech Charter School to order on Monday, November 11, 2019 @ 7:00PM at Liberty Tech Charter School, 119 Price Rd., Brooks, GA. Eric Ochsner motioned to start the meeting. Todd Levin seconded the motion. Vote: Yea: 5, Nay: 0. Motion passed.

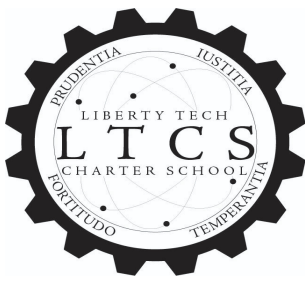
### **C. Public Comment**

*No public comments were requested.*

### **II. Discussion Items**

#### **A. Parent Teacher Organization (PTO update)**

No update



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## B. Principal Update

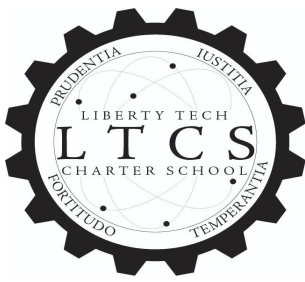
### Dashboard

- **Attendance goal:** attendance 96%; Staff retention chart updated to align with goal measurement of accepted vs. retained.
- **RTI:** this data has been broken down by academic and behavior based
  - The academic pyramid should be small at the top (lower grades) and larger at the bottom (middle school), however, ours has a high percentage of students in the lower grades. The school has assigned specials teachers to perform progress monitoring with groups of students on Wednesdays. They will perform the interventions with the students. Every student in the building is a tier 1 student. When a student begins to have academic or behavioral problems, they are moved to tier 2, interventions are put into place to help the improve. If tier 2 isn't successful, the students are moved to tier 3 or interventions are adjusted, then students/staff meet weekly to monitor. If interventions not successful, then the school can look into testing for an Individualized Education Plan.
- 
- **CCRPI Update:**

## CCRPI Update: Elementary School Data



Content Mastery	Progress	Closing Gaps	Readiness
LT Score: 79.7 (+10.7 from 2018)	LT Score: 87.1 (+3.9 from 2018)	LT Score: 62.5 (+54.2 from 2018)	LT Score: 84.2 (+17.7 from 2018)
State Score: 67.6	State Score: 84.4	State Score: 73.8	State Score: 80.9
English Lang. Arts: 82.49 (+12.8) Math: 79.58 (+5.15) Science: 68.49 (+2.63) Social Studies: 82.61 (+28.95)	English Lang. Arts: 87.36 (+14.98) Math: 86.78 (-7.30)	Areas for improvement: Math & Science for white students. English Lang. Arts & Math for Economically Disadvantaged	Literacy: 61.48 (+0.06) Student Attendance: 91.06 (1.70) Beyond the Core: 100.00 (+51.37)



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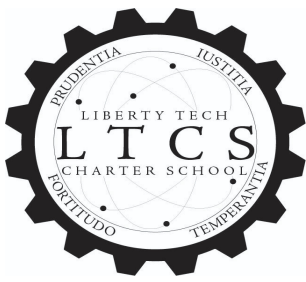
## CCRPI Update: Middle School Data



Content Mastery	Progress	Closing Gaps	Readiness
LT Score: 71.5 (+1.4 from 2018)	LT Score: 84.1 (+12.8 from 2018)	LT Score: 64.3 (+14.3)	LT Score: 87.1 (-0.1)
State Score: 66.3	State Score: 80.3	State Score: 50.0	State Score: 82.8
English Lang. Arts: 80.17 (+5.51) Math: 64.88 (+1.50) Science: 72.24 (-4.44) Social Studies: 64.45 (-5.56)	English Lang. Arts: 90.16 (+6.44) Math: 78.03 (+19.17)	Areas for improvement: Science & Social Studies for all students. Math for Economically Disadvantaged & Students with Disability	Literacy: 68.80 (-1.83) Student Attendance: 93.66 (+2.60) Beyond the Core: 98.78 (-1.22)

In the state of GA, there was a huge rise in milestone scores; graduation rates improving for high school. Due to this progress, the State expected higher CCRPI scores for more schools. However, many CCRPI scores dropped, especially at the middle school level. Liberty Tech didn't follow that trend, we improved and now we are considered a C school (79.8 score). Last year we were a D school based on scores. Also, the State Charter School recognized us for having one of the highest scores for state charter schools.

- **Four components considered for scoring:** content mastery (30pts), progress (35pts), closing the gap (10pts), readiness (20pts). *Note: pts = points*
  - **Content Mastery:** addresses whether students are achieving at the level necessary to be prepared for the next grade.
    - English/Language Arts, Math: 3<sup>rd</sup>-8<sup>th</sup> grades; Social Studies, Science: 5<sup>th</sup>-8<sup>th</sup> grades are the subjects considered in the scoring for this area
  - **Progress:** measures the growth students demonstrate in English/Language Arts and Math demonstrated relative to academically similar students.
    - Drop in elementary math of 7.3pts
  - **Closing Gaps:** measures how well student groups in the district met improvement targets.
    - This area is where many schools score poorly. Liberty Tech's score was 62.5pts, which was an increase of 54.2 pts from 2018
    - This is an area that we need to improve for Elementary school in comparison to the state score 73.8pts vs Liberty Tech 62.5pts.
    - Data is broken down into subgroups
      - Areas for improvement Caucasian students: Math & Science
      - Areas for improvement Economically disadvantaged students: English Language Arts & Math



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- **Readiness:** measures whether students are participating in activities preparing them for the next level. Indicators are literacy, student attendance, and beyond the core (Fine Arts & World Language)
- **Overall** score of 84.2pts (increase of 17.7pts from 2018)
- **Improvement Plans:** to address this need, the Admin team will place every staff member on a school team. One of the teams will be a literacy team comprised of teachers passionate about reading, Lexile scores, etc. Another team will be a data team who will focus on reviewing test scores such as CCRPI and present improvement suggestions to staff. Changes in 2019 – Upper school math and reading labs were added. As the MAP data comes in will meet with the teachers that run those labs to make adjustments to help the students meet their goals.

### High School Options Fair

- Miss McKelvey our school counselor is planning this event on Tuesday, December 3 at 5pm as part of the Winter Extravaganza. Mainly geared towards 8<sup>th</sup> graders, but open to any student in grades 6-8. Confirmations from Landmark Christian, The Forest School, Our Lady of Mercy Catholic School

### New or Changes in Personnel:

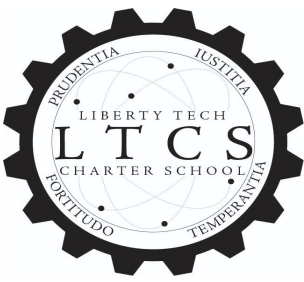
- Spanish Teacher – Mrs. Dawn Golubeff, experienced in K-5 grade Spanish and 2 years of experience teaching Spanish 1 at the high school level. Her mentor will be Leslie Robinson (STEAM teacher); check-in with the Dean.
- **Currently Need:**
  - Part-Time Technology Support Technician
    - Mrs. King will be interviewing a candidate this week as a part-time resource.
    - One option to fulfill the Technology Support position is to look into outsourcing.
  - Lunch Specialist
- **Staff Training**
  - Celeste McGee and Jennifer Mullinix are both attending the Carl Vinson Institute training for financial planning. Neva will attend Infinite Campus training workshop. Incorrect coding in Infinite Campus can impact points. Six different days of training and then every two years their certification will need to be updated.
  - Mrs. King to attend training at Griffin RESA on various school operational functions.
  - Neva Velasquez to attend Infinite Campus training in November.

### Student departures

Eric expressed some concerns regarding student departures this fall.

Todd requested that Mrs. King summarize the reasons why people are leaving, so that we can be aware of trends. Percentage break-down by family not by child. This information is obtained from the withdrawal form or parent meetings with Mrs. King so that the school can review trends.

Segmenting and tracking program involvement. One topic discussed was testing kindergarten students early during the summer to adjust the funding requirements. Esther to reach out to SCSC



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trainers to find out more info. Andrea Ferguson to reach out other schools to determine how they run the kindergarten early training program (e.g. Cobb County).

### D. Committee Updates

#### Academic Committee: Eric Ochsner

Plan for High School credit classes

- Mrs. Brooks and Mrs. King will send out a letter to the parents on the changes that need to take effect in that class. Eric will attend the December parent meeting. Mrs. King will check with the state to look into an option to set-up another math class. A change for science would mean a lot of changes in schedule.
- Key points: students cannot retake EOC as a 9<sup>th</sup> grader. If the student retakes the class, they would receive a 0 average in the class.

Teacher observations

- Mrs. King sent out the Dean schedules for teacher observations. Kenneth Hamner emailed Mrs. King that he would be available in December or January. Mrs. King and Eric Oschner to meet for her mid-year in January. Andrea Ferguson to create a doodle poll for January to determine Board availability to support teacher observations. These would be walk thru observations not scheduled with the teachers.

#### Development Committee: Andrea Ferguson

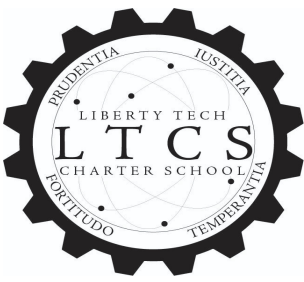
##### Chick-fil-A Spirit Night

The second Spirit Night of the year was held on Tuesday, October 28th at Chick-fil-A Town Center. Our second grade teachers hosted the night, so all proceeds went to that grade level. In addition, Ms. Sherrod's class won the contest for the most students in attendance winning Chick-fil-A gift cards is also still in place.

##### Annual Fund

The Annual Fund will kick-off Tuesday, November 12th. The request for participation is \$5/family this year. The participation campaign and golf tournament are both a part of the overall Annual Fund campaign. Last year we had an 86% participation rate. The participation rate information can be used on our grant applications.

- Class with 100% participation within the first 100hrs: a surprise from Mrs. King!
  - *a superhero photo opportunity, dance, or other cool idea!*
  - *first 100 hrs is 11/25*
- Winning teacher: \$100 supply credit
  - Teacher whose class reaches 100% first (after the first 100hrs )
- Winning class (one each for lower and upper school): free dress day
  - Class that reaches 100% first (after the first 100hrs)
- Class that raises the most funds:
  - Teacher will receive a \$50 supply credit , class will receive a free dress day
- Classroom with 100% participation in the first 100 hours wins free dress.



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### **Finance Committee: Esther Goss**

September numbers look consistent with past trends. Reviewed September payroll and checks that were processed. Able to obtain information easier. Based on the (State Charter School Commission (SCSC) Board training in November, we want to tighten up documentation in the accounting department, look into segregation of duties, review credit card policies, signature requirements. Look at tightening up at what needs to be reviewed as far as expenditures as a Committee. Todd Levin will join the Finance Committee. Boards fiduciary responsibility to manage the funds. Idea of getting 3<sup>rd</sup> party finance or accounting degree. Esther to meet with the front office staff first to determine what is needed for a CPA to perform monthly reporting, etc.

### **Governance Committee: Kenneth Hamner (via email)**

Pre-K

- The new application for 2019-2020 still has not been posted yet (can be found [here](#) when it does get shared)
- Within 10 miles of the school, there are still 12 lottery-funded Pre-K programs (a full list of these programs can be found [here](#)). Last month I said there were a total of 8 spots open (2 at Senoia Kids Academy, 2 at Kids 'R Kids, and 4 at Childcare Network). As of today that number has dropped to a total of 5 (1 at River's Edge Elementary, 4 still at Childcare Network). These numbers play to our favor.

### **Mandatory SCSC Governance Training**

- Andrea Ferguson, Todd Levin, Esther Goss, Kenneth Hamner were able to attend last week's training at Callaway Gardens. Most of the material was repeated from last year, but it was still a good refresher.
- Tony Tringale, Eric Oschner - The next (and last) opportunity to attend this required training will be in Athens on February 4th & 5th. You need to register by January 2nd. You can register through [this link](#).

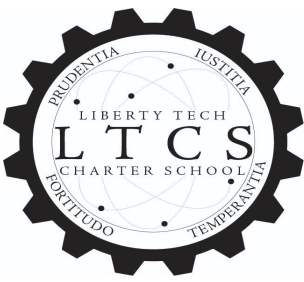
### **Committee Meetings**

- Arguably the most significant announcement made at the November SCSC Governance Training is that statewide districts can do committee meetings via conference calls again (non-statewide districts have to keep meeting in-person).
- Good news -- We're a statewide district, so we can go back to doing conference calls again.
- All Committees can now add conference calls as an option for meetings. Please update meeting schedules and send to Andrea Ferguson for updating on the website.

### **Charter renewal process**

- We will begin the renewal process next fall. Andrea Ferguson spoke with Kathy Manthey at the SCSC Conference last week and she will be sending the areas of focus for the renewal process. The renewal will be done via the online portal that is used for the SCSC monitoring. The biggest part of the renewal process is the Comprehensive Performance Framework (CPF).

### **Mandated reporter renewals & background checks**



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○Majority of the Board has completed the training. For those who haven't, please complete by the end of November. Andrea Ferguson to send reminders to those who are incomplete

### Special Governance Meeting

- Respond to the Doodle poll that Kenny Hamner sent out last week to determine the new meeting date for the Vision and Mission statement meeting.
- In this meeting we're tentatively set to discuss the following:
  - Mission & vision statement
  - Updated committee summaries
  - Developing on-boarding materials
  - Board recruitment

### Items for Approval:

October minutes - Eric Ochsner motioned that we approve the October minutes. Todd Levin seconded the motion. Vote: Yea: 5, Nay: 0. Motion passed.

**Meeting for vision and mission statement:** Andrea Ferguson send the vision and mission statement document that Kenneth Hamner summarized from the 2018 meeting so we can minimize down to final version. Kenneth Hamner sent another Doodle poll to determine the availability of everyone.

**Executive session:** Eric Ochsner motioned to move to the Executive session. Tony Tringale seconded the motion. Vote: Yea: 5, Nay: 0. Motion passed. Executive session began 8:23PM.

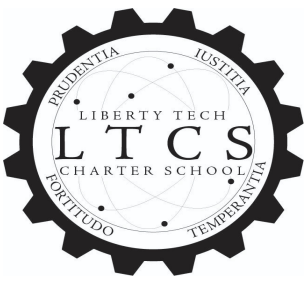
Eric Ochsner motioned to return to open session 8:46 PM. Esther Goss seconded the motion. Vote: Yea: 5, Nay: 0. Motion passed.

### III. Executive session outcome

- A school administrative decision to terminate one lower school teacher was shared by Mrs. King.

### IV. Key Action Items

- Mrs. King to provide a copy of the school improvement plan
- Mrs. King to provide a summary of the reasons why people are leaving, so that we can be aware of trends. Percentage break-down by family not by child.
- Mrs. King will check with the state to look into an option to set-up another math class.
- Esther Goss to reach out to SCSC trainers to find out more info segmenting and program funding.
- Andrea Ferguson to send the Mission Vision document that was consolidated by Kenneth Hamner to the group for review prior to the Vision and Mission Special meeting.



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- Andrea Ferguson to follow-up with Kathy Manthey from the State Charter School Commission regarding the draft document for the charter renewal process.

### **V. Closing Items**

#### **VI. Adjourn Meeting**

Eric Ochsner made a motion to adjourn the meeting. Esther 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 8:46PM.

Respectfully Submitted,

Andrea Ferguson  
Board Secretary