



Liberty Tech Charter School  
119 Price Rd., Brooks, GA 30205

Monthly Board Meeting Minutes  
November 15, 2021 | 7:00 PM

**Attending:** Lauren Conway, Board Chair | Vimal Patel, Vice-Chair | Michelle Hamner, Secretary | LaShonda Storr, Member | Heather Ambrosi, Member | Ashley Busby, Member | Neka Haywood, Member (upon being voted onto the board) | Melissa King, Superintendent/Principal

**Not Attending:** Eric Walker, Treasurer

Chair Lauren Conway called the meeting to order at 7:01 PM. A quorum was present.

**Approve October Meeting Minutes:** Michelle made a motion to approve the October board meeting minutes. Vimal seconded. The October minutes were approved unanimously.

**Approve November Meeting Agenda:** Mrs. King requested to add an agenda item for review of playground improvement estimates. Michelle made a motion to accept the agenda as amended. Heather seconded. The amended agenda was unanimously approved.

**Public Comment (General Public Comment):** One public comment request was received. Jonathan Camm: He is a parent at the school. He asked the board about the communications timeline for the Second Step program. The first communication he has is from October 1, 2021, announcing that the Second Step program would begin. He would like to know if there was any earlier communication to parents prior to October 1, 2021.

**PTO Update:** Mrs. King updated the board about last week's Veteran's Day Parade & Breakfast -- 100 veterans at the breakfast. Fayette News ran a story about the parade. The Fall Festival had a good turnout. Money for pie-in-the-face teachers went to teachers' classroom budgets.

**Superintendent Report:**

- October Dashboard - Lowest attendance is 6th & 1st grades.
- October Financial Report - The item for the State grant of \$44,639.65 is not actually a grant; this is a refund from the State Charter School Commission and will go into reserves. For the item marked Enterprise Operations - this was the afterschool program; the school is now looking at after school clubs beginning in January and will use funds in this line item for these clubs. A staff survey for club input was sent this week, then a parent survey will be sent.
- October Financial Measurement - No change from previous month.

- Facilities Grant Proposed Budget - Mrs. King asked the board to approve the awarded grant to be used to pay the school rent for September 2021-June 2022. Fayette County Board of Education has said we can install water bottle filling stations. The money used to pay for filling stations would come from the money we would have used to pay rent. Vimal asked if there are other concerns for the building that we should use funds for. Mrs. King clarified that if issues occur, we can use the money in the budget for rent because it is the same fund. Fayette County Board of Education is beginning to start discussions with the school about fixing the roof. Vimal made a motion to approve the use of the facilities grant to pay rent. Michelle seconds. The motion was approved unanimously.
- Proposed 2022-2023 School Calendar - Mrs. King reviewed the proposed 2022-23 calendar. School would start August 1, 2022. There would be 3 teacher work days. In October, there would be a longer fall break. There would be 3 trimesters. Vimal made a motion to approve the calendar. Ashley seconded. The calendar is approved unanimously.
- Playground Improvement Landscape Estimates - Three estimates were obtained to address standing water issues on the playground. Mrs. King asked the board to approve the estimate from Hearn Landscape Management Inc. for \$12,160 to fix drainage issues on the playground and to add mulch. The Fayette Board of Education has approved the work for french drains and mulch. The work would be done during the winter school break. Mrs. King will request a written contract to include any warranty information that Hearn Landscape may provide for the work. Ashley requested information about where the water will be drained to. Heather made a motion to move forward with a contract with Hearn Landscape Management, Inc., to complete the playground work. Michelle seconded. The motion was approved unanimously.

#### **Academic Committee Report:**

- Eric Walker has completed the LKES training and assessment.
- Student Withdrawals - As of October 31, 2021 YTD, there have been 16 student withdrawals. That compares to 12 withdrawals for the same period in 2020. YTD comparisons for other years: 2019 - 14 withdrawals as of Oct 31 2019 / 2018 - 23 withdrawals as of Oct 31 2018. In October there were 3 withdrawals - 1 family moved too far to travel; 2 families withdrew due to the social emotional learning curriculum and 1 family mentioned administration concerns.
- Second Step Social Emotional Learning Program - Earlier this month the administration and counseling staff held parent information sessions for the Second Step Emotional Social Learning curriculum. Parents were able to come into the school to review the lessons and associated materials. Moving forward, families will have the option to come in for more review, opt-out of the entire program, or opt-out of individual units.
- The Academic Committee recommends that the board form a subcommittee to work with the administration to develop a policy for future curriculum review & adoption. The subcommittee will report through the Governance Committee.

#### **Governance Committee Report**

- Board recruitment - Heather Ambrosi will end her board term on November 30, 2021. Finance and legal skill sets needed.
- New board member - Governance recommends Neka Haywood to join the board. Vimal made a motion to approve Neka Haywood to the board. Michelle seconded. The motion was approved by a majority vote, with Heather Ambrosi not submitting a vote.
- Sub-committee updates: COVID Policy Recommendations - no vote this month - waiting to hear from DPH and other follow-up items.

- SCSC Annual Training - Reminder that board members will need to attend in-person and virtual training this year. Vimal will send more information by email about upcoming sessions.

**Development Committee Report:**

- Maverick Fund - Annual Giving - The school will run a fundraising campaign for end-of-year giving beginning the week of November 15.
- Fun Run - Late Spring - The Development Committee is in the planning stages for a student fun run/fundraiser in the spring.
- Chick-Fil-A Spirit Nights have concluded for this year. Upcoming dates at the South Fayette Town Center Chick-fil-A location:
  - Tuesday, February 8th - 5:00pm - 7:00pm
  - Tuesday, March 8th - 5:00pm - 7:00pm
  - Tuesday, April 19th - 5:00pm - 7:00pm

**Finance Committee Report** - No report.

**Executive Session** - Mrs. King requested an Executive Session to discuss a personnel issue. Vimal made a motion to enter the Executive Session, Michelle seconded. The motion was approved unanimously, and the board entered Executive Session at 8:03 PM. The board exited the Executive Session at 8:12 PM.

**Action Item Review** - No items.

The meeting was adjourned at 8:14 PM.

Minutes prepared and submitted by Michelle Hamner on November 16, 2021.