



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

## Monthly Board Meeting Minutes April 25, 2022 | 7:00 PM

---

- MISSION - The mission of Liberty Tech is to educate students with a project-based learning environment utilizing STEAM & classical methodologies.
  - VISION - Develop individuals who are knowledgeable, wise, and virtuous and will positively impact the world around them.
- 

In attendance: Lauren Conway, Vimal Patel, Eric Walker, Ashley Busby, Michelle Hamner, LaShonda Storr, Neka Haywood, Melissa King

Not attending: N/A

Record Attendance: Michelle recorded attendance. A quorum was present.

Call Meeting to Order: Lauren called the meeting to order at 7:05 PM.

Approve March Meeting Minutes: Vimal made a motion to approve the March meeting minutes; Eric seconded. The March meeting minutes were approved unanimously.

Approve April Meeting Agenda: Vimal asked that the agenda be amended to: (1) Add to the Governance Committee an item to vote on a policy manual change addressing the vendor management process; and (2) Add a discussion item to the Governance Committee update about the May board meeting format. Lauren asked that we move the review of the purchase of the 3 panels to the Action items section. Vimal made a motion to amend the agenda as stated; Eric seconded. The amended agenda was accepted and approved unanimously.

Public Comment: Michelle reviewed the public comments received; only one comment was received: "Do we have a Pre-K update?" Mrs. King advised that the Pre-K application is still under review. Vimal asked if we know of a timeline for the application review process. Mrs. King confirmed that no timeline has been given.

PTO Update: Celesta McGee provided the PTO update. This Friday, April 29, 6-9 PM is Starlight Spirit Night at Sharpsburg location; info about teacher appreciation week will be going out this week. Next week PTO will request nominations for the PTO board for next school year. Interested parties may email [lcspto@gmail.com](mailto:lcspto@gmail.com) for

nominations. PTO board nominations will be voted at a meeting at the end of May.

#### Superintendent Report:

- Enrollment at the end of February was 402. There were 3 withdrawals: 1 due to a job change/transportation issues; 1 due to a student's severe anxiety and a decision to homeschool; and the 3rd family did not fill out an exit survey. YTD there have been 28 withdrawals. This time last year there had been 27 withdrawals.
- The current waitlist is for the 2022-23 school year and is 82 students.
- There was a Gifted student increase of 7 students due to new testing.
- The daily average attendance is not quite at our goal of 95% (94.75%) – however, this is an increase from January. There is currently a relatively high number of absences due to sickness among students and staff this week.
- Discipline - There were no time outs recorded in February. There were 6 in-school suspensions in February. There were no out-of-school suspensions for February.
- Mrs. King reviewed the SCSC Monitoring Results 2020-2021. The school was monitored in September 2021 (for 2020-2021 school year). SCSC monitors to ensure the school is compliant with charter, state, and federal guidelines. The results were very good, with only 1 finding and 2 adverse practices identified. Finding #1 was in the Student & Employees section - the requirement is that a Title IX coordinator needed to be identified; LTCS did not have this listed in Staff or Student Handbook or on the website. This has been corrected (Jon Schoening is our identified Title IX coordinator). Adverse Practice #1 was in Student & Employees section - the LTCS dress code did not allow for exemption due to religious attire. This has been updated. Adverse Practice #2 was in the School Environment section - the requirement is that 2 informational meetings must be held with all stakeholders with all middle school families, students about the signs of cardiac arrest. Veronica held a parent meeting 3 weeks ago to meet this requirement; however, no one attended, but we documented that it has happened. Staff have now had training about sudden cardiac arrest. Veronica will hold a May 9 training for parents again. The Corrective Action Plan was submitted 1.5 weeks ago by Mrs. King to SCSC.
- Mrs. King reported on some new hires for the 2022-2023 school year. A 4th Grade ELA teacher - Mrs. Webb has been hired. There is currently an opening for a Human Resources Director. A parttime in-person speech pathologist has been hired. Claire Cohen will be remedial education program teacher for 6-8th grades for math.

Academic Committee Report: LaShonda reported that Mrs. Tonis shared a draft copy of the curriculum adoption policy for committee review (ongoing). The committee plans to review the policy at their next meeting and make a recommendation to the full board at the May meeting. iReady data was reviewed for the 3rd diagnostic exams - tremendous growth seen. Mrs. DeMarcus has been tasked with exploring all features of iReady to address student deficits next year. Mrs. King will share iReady results with the full Board.

Governance Committee Report: Vimal reported that all current board members have completed the annual SCSC board governance training. One former board member who resigned after the training sessions began did not complete the training. Vimal will reach out to the SCSC to examine our options in regards to that board member. Mrs. King reminded board members who attended the April training to send expenses for reimbursement to Mrs. King by Friday, May 6.

- Board Member Recruitment - Vimal reported that at Exhibition Night that we had 7-8 board/committee member prospects. We will follow up.
- Officer Nominations - Send Governance an email for board officer nomination for the 2022-23 school year.
- In-person vs virtual board meeting format – There was discussion about adopting a hybrid meeting schedule for once per quarter in-person meetings. The May meeting will remain in-person. The June and July meetings will most likely be via Zoom, with a determination to be made at the May meeting.

- Vendor Management / Purchase Policy Review - SCSC recommended that the school's vendor management/purchase policy be adjusted to specify allowable purchases if the 3-quote minimum cannot be met. The following language was suggested by the Governance Committee to add as a subsection c to the Vendor Management section: "In case the Business Manager is unable to get three quotes for the exact product/service, comparable quotes can be substituted for like product/service to meet the 3-vendor requirement. Business manager will notify authorized approvers and document quotes accordingly." Mrs. King wants the policy to also note a waiver for sole-source provider. Mrs. King suggests that the board reach out to SCSC to see what classifies as an official "quote." Vimal will send an email to SCSC to find out what is needed to count something as a "quote." Michelle suggested that the board also add language to the policy to address the sole source approval process. Governance will revisit this after feedback is received from SCSC.

Development Committee Report: Lauren reported that there were technical difficulties for the last meeting and that they were unable to meet. The Strategic Plan is ready for full board review. Lauren will send out for full board review. Vote on plan during May meeting. The Maverick Fund has raised \$823 YTD. Money raised from the Spirit Nights was allocated to Mrs. Robinson's class's turtle sanctuary remodel. Lauren recommended that the board move all Spirit Night management to PTO moving forward. The Development Committee will follow up with PTO to discuss.

Finance Committee Report: Eric shared the proposed 2022-23 budget. The budget increases 14%. Michelle opened the floor for public comments on the budget: No public comments were given. Eric reported on the current budget and financials.

Adjournment: Vimal made a motion to adjourn the meeting, Eric seconded. Lauren adjourned the meeting at 8:12 PM.

Submitted by Michelle Hamner, Secretary, at 4/25/2022.