



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

Monthly Board Meeting
January 23, 2023 | 7:00 PM

In Attendance:

Lauren Conway, Chair; Eric Walker, CFO/Treasurer; Vimal Patel, Vice Chair; Neka Haywood, Member; Ashley Busby, Member; Jeremy Tuck, Member; Melissa King, Principal

Not in Attendance: Michelle Hamner, Secretary

Record Attendance:

Ashley Busby recorded attendance. A quorum was present.

Call the Meeting to Order:

Chair Lauren Conway called the meeting to order at 7:00 PM.

Approve November Meeting Minutes:

Lauren C. reviewed the minutes from November and asked for any comments. Jeremy made a motion to approve the January meeting minutes; Erik seconded. The November minutes were approved unanimously.

Approve January Meeting Agenda:

Lauren C. reviewed the January meeting agenda. Vimal asked to remove vote for Conflict of Interest under governance. Erik asked for Facilities Grant to be added under Finance update, but Principal King confirmed it will be discussed during her update. Vimal made a motion to approve updated agenda, Erik seconded the motion. The amended agenda was approved unanimously.

Public Comment:

Ashley reported that no public comments were received.

PTO Update:

PTO representative Akila Tuck provided the update. In December we had a winter market with 20 vendors with great feedback. Chicken biscuit sale also went well last week. This Friday PTO is hosting a "snow day" event.

Superintendent Report:

Mrs. King delivered the Superintendent's Report.

- January Dashboard - As of January 31, enrollment is 418 for K-8. The Pre-K enrollment is 22. YTD we have had 15 withdrawals. K-8 wait list for '22-'23 is 17. Daily attendance is lower than the goal – 94.03% vs. SCSC goal of 95%; we are trending in the right direction with a big increase from November. Disciplinary actions - 5.1 in-school suspension days/ 1.5 students out-of-school suspension days.
- Lottery submission packets accepted January 16 through February 10. Lottery will be held on Friday, February 17 at 5:00. A board member must be present. Fifty-six lottery applications have been submitted so far, presenting 45 families. Compared to last year, we had 29 applications in the first week and 54 in the second week so well above last year's submission numbers and tracking back to pre-pandemic interest.
- Federal Facilities Grant was provided to state and local charter schools as part of ESSER Covid relief fund; \$47,714 was awarded to LTCS and must be used between October 1, 2022 – September 30, 2024. School recommendation is to use these funds to pay rent August '23 – March '24.
- VOTE: Vimal motioned to approve the grant to use towards rent. Erik seconded. The motion was approved unanimously.

2022-2023 C Monitoring Results

- Principal King reviewed monitoring results.
 - Education Program – no findings
 - Financial Oversight
 - Finding - “when federal funds are used, proper property records must be maintained”. We are updating Access Tiger, our inventory management system, to reflect what percentage of grant was used to purchase classroom items.
 - Governance & Transparency – no findings
 - Students & Employees
 - Finding – Our Student Conflict of Interest must be updated to include specific wording as required by O.C.G.A 20-2-751.4. Leadership is updating.
 - Finding – Our FMLA notice must contain ALL the information noted in Dept. of Labor FMLA poster. HR Coordinator is reviewing and updating.
 - School environment –
 - Findings under Health and safety. Our mandated reporter policy must comply with O.C.G.A. 19-7-5. Our policy for the mandatory process for reporting instances of alleged inappropriate behavior by a teacher or other school personnel must be updated in our student handbook per O.C.G.A 20-2-751.7
 - Additional and Continuing Obligations – No finding

- Corrective action plan will be submitted by February 15th by Principal King to receive partial points.
- Academic Committee Report - Neka Haywood
 - DIBELS assessment was administered first week of December. Each grade level met to do a deep dive into data to identify trends, growth and what levels of support are needed. Data has shown tremendous growth and indicates more validity at K-2 grade levels.
 - Exhibition night scheduled for March 10 with a theme of “Mavericks Impacting the World” within the community.
 - Black History Month – activities being planned and spearheaded by Cultural Awareness committee
 - Middle school houses are rolling out book club initiative to encourage reading around different types of literature.
 - Student recognition – 1 student is nominated by homeroom teacher each month to model the expected behaviors of Consistency, Clear Expectations, Common Language and the Cardinal Virtues.
- Governance – Vimal
 - Recruiting – 1 candidate in pipeline, Javier Revelo. Notify governance know if you're aware of other candidates interested.
 - SCSC in-person training schedule is Feb 7-8 or April 12-13 and required for all our board members. Email governance confirmation of which one you're attending.
 - General policy update – we're continuing to prioritize any policies that need to be updated.
 - Vimal and Jeremy confirmed Jeremy will be apart of the governance committee and Principal King will add him to that email distribution.
- Financial Review – Erik
 - Celesta shared that the employer contribution to state health plan is increasing to \$17,000 monthly, and eventually \$25,000 when applied to all staff. We may get additional QBE funding to cover it, but it's not confirmed. We may need to do a budget update down the road.
 - Discussed finance committee working with governance committee to hire external consultant to go through policy manual each year after legislation meets to ensure all policies are up to date to avoid findings.
 - Nov. revenue was 39% of budget and spent 40%. Slight deficit, but Dec. revenue was 48% of budget and spent 48% (Surplus of \$98,796).
 - We continue to be “meets” category for all Financial Measurements

Adjournment:

Vimal made a motion to adjourn the meeting. Erik seconded. The motion to adjourn the meeting was approved unanimously. Lauren C. adjourned the meeting at 7:37 PM.