

## Southwest Georgia STEM Charter Board of Directors Meeting

January 21, 2021 at 5:30 P.M. - Media Center at SGSC

### AMENDED AGENDA

**Meeting also offered through Teleconference Option due to COVID-19:  
Dial-in Number 978-990-5080: Access Code: 6521665  
advertised on the School Website as well.**

**Call to Order @ 5:30 pm** by Chairman, Tony Lee

**Recognition of All Members in Attendance/Note Those Not Present:**

**Members in Attendance:** Tony Lee - Chair, Chris Weathersby - Vice-Chair, Lisa Jones, Grant Ward, Russell Nuti, (all in person) and Patricia Goodman via called in. All members were present.

**Others:** Ginger Almon - School Leader, Lori Wilson - CFO, Kadie Phillips - Federal Programs Director and call in by Mrs. Linda Dunn - SGSC Leadership Advisor for Ginger Almon and call in from Elisa Falco - GCSA

**Approval of December Minutes** - Tony Lee stated that he wanted to change the minutes for the action item of the electric company. He said that he stated as long as all the materials and parts are here for the aquaponics that it would be under 5,000. If materials are purchased if maybe more and this is unknown at this time. **Motion to approve by Lisa Jones, 2nd by Russell Nuti - No other discussion needed - all in favor- all members.**

**Approval of Amended Agenda - Motion to approve by Lisa Jones, 2nd by Russell Nuti - No other discussion needed - all in favor- all members.**

**Public Comment - None**

### School Leader's Report - Information Items

**FY21 Monitoring Letter** - received letter from the Commission. We have findings and adverse practices to address. We have until April 15th to make these changes and enter them on the CAP (Corrective Action Plan) template provided by the commission. We have 2 adverse practices and 4 findings in the 20 categories that we were monitored in for the past year. Ginger stated that she has already spoken with Hayden Hooks, school lawyer, and she has already sent an email with questions about the monitoring letter to the charter commission representatives. Almost all of the findings have already been addressed and these changes have been presented to the commission to verify that these changes that have already been addressed are satisfactory and address all of the commission's findings. Once these are answered, if changes need to be made they will be posted for the public to view and question if desired and we hope to have all the findings and adverse practices addressed and submitted by March 2021, which will be before the April 15 deadline.

- Adverse Practices -
  - Develop policies and procedures to serve students experiencing homelessness in accordance with Federal Law.
  - Financial policies and procedures cash receipts policy does not address the evaluation of cash collection procedures as suggested by the LUA manual.
- Findings
  - School must update inventory management system to include the condition of the property on the inventory sheet
  - The public comment of the governing board needs to be addressed. It violates the 1st amendment of the US Constitution. The governing board may not impose content based restrictions on speech
  - The handbook does not address the mandated process governing students' reports of alleged inappropriate behavior by a teacher, administrator or other school employee towards a student.
  - FERPA issues and they need to be a revised version posted

**20-21 Charter Contract Amendment** - Information Item

- Discuss the addition of grade levels for the 21-22 school year - We are still planning on addressing the charter commission board and are asking that we be able to be added to the agenda for the March meeting to appeal to them about adding the 10th grade only for the students that we currently have attending our school.

#### **20-21 Second Semester of School Update - Information Item**

- Plan for offering Full Distance Learning - procedures and follow-up - As of right now we still have 20 students that are on virtual learning. There are a few of these students that we are going to be speaking with about getting documentation to why they are still distance learning to verify that they are indeed in need of remaining in the program.
- Letter to parents - These parents have been sent letters that we need to talk with them about the students and figure out what the reasons for not returning to school are and get the documentation to back up the decision

**Title 1 Budgeted Items** - With the shut down last year we have title 1 funds that went into a carryover. With these funds here are some things that we will be purchasing for the school

- Souday Reading - this is a supplement to our current reading program to help our struggling readers
- Library Books - We have gotten with the teachers to get new books for the library.
- STEM Resource Room - With each teacher working on their STEM endorsement, many of them are introducing more stem items in their rooms. Many of them were using their own money for materials. We have purchased a large amount of the most commonly used materials for the teachers to be able to use. These will be located in the robotics/STEM room.

#### **School Advertisement -**

- Ginger met with Tracey Goode from LeVee to work on making a commercial to advertise the school. From talking out with the public it seems like there are some misconceptions about our school and several have no idea that we even exist.

#### **Open Enrollment - Information Item**

- Letters of Intent to Return for Students - letters of intent to return to school next year have been given out to the parents. We will update with numbers at the next board meeting. These letters are due back by 01/29/2021.
- Open Enrollment Dates for 21-22 School Year - 01/25/2021 - 2/12/2021.
- Lottery Information - we have guidelines for the lottery already in place. We will not know if we need this until we get back numbers.
- Pre-Kindergarten Early Enrollment for 21-22 School Year - These dates are Feb. 22nd - Feb 26th.

## **Academic - Information Items**

**20-21 Upcoming Testing** - Next week we will start the middle of the year testing. Below are the tests that we will be using.

- STAR Middle of the Year Testing ( test math and reading)
- USATestPrep to test Social Studies and Science.
- BEACON Testing

**STEM Endorsement Update** - All of our teachers are enrolled in the STEM endorsement program through Chatt-Flint RESA.

- First Semester Complete and on Monday the 25th we will all start the 2nd semester. We are so proud of our teachers for their hard work.

**GATAPP Update** - This is the program that we have partnered with Chatt-Flint RESA to provide

- Three teachers are currently enrolled in the program that takes 1 ½-2 years to complete.
- Title II-A - these are the funds that we are using to pay for the program.

## **Finance - Action Items and Information Items**

- **Approval of December Financial Report** - Motion to approve by Chris Weathersby, 2nd motion made by Grant Ward, Chairman Tony Lee asked if there was any other discussion and there was none. All in Favor : all board members voted yes, there were 0 no's.
- **Approval of the December School Food Report** - Motion to approve by Lisa Jones, 2nd motion made by Russell Nuti, Chairman Tony Lee asked if there was any other discussion and there was none. All in Favor : all board members voted yes, there were 0 no's.
- **Update on Mauldin and Jenkins Audit** - Mr. Carroll states that we are in the final stages of the process. We should hear tomorrow or the first of next week that it has been completed. There

are two findings that M&J has notified us of: 1.) Appropriations to the regular budget to the amended budget 2.) Not securing three bids for items it is required for.

- **Update on PPP Loan** - PPP Loan and interest was forgiven on Dec. 22, 2020
- **Discussion of CARES Act 2** - We found out that we will be receiving 688,843 in additional Cares 2 money. This money will be spent over FY 21 - 23.
- **Electronic Payment Options** - Based on all of the information that was talked about and decided on during the finance meeting we will be going to Paypal (school) as the electronic payment option for items that will be in our school store and other items at the school.
- **CPF Point Calculation at this time** - The only change to the CPF Point Calculation at this time is in the debt to asset ratio. This changed in a positive direction from 90 to 95 due to the PPP loan forgiveness. Tony Lee asked what our unrestricted days cash is and Lori Wilson stated that it is 117 days.
  - Based on this Financial Performance report There are specific points in each section that you are available to receive.
    - Current Ratio - 15
    - Unrestricted Days Cash - 15
    - Enrollment Variance - 10
    - Default - 10
    - Debt to Asset Ratio - 15
    - Debt to Income Ratio - 15
    - Efficiency Margin - 15

## **Governance - Action Items and Information Items**

- ~~Approval of Title IX Policy - Action Item - Removed - Amended Agenda Item~~
- **Approval to accept Michelle Graham's resignation from the Board** -Chairman Tony Lee read the resignation letter to the board. Stated that he thinks that we should accept and put the voting to the floor. Motion to approve by Russell, 2nd motion made by Chris Weathersby, Chairman Tony Lee asked if there was any other discussion and there was none. All in Favor : all board members voted yes, there were 0 no's.
- **Approval to accept Patricia Goodman as the new Secretary/Treasurer of Board** -Motion to approve by Chris Weathersby, 2nd motion made by Lisa Jones, Chairman Tony Lee asked if there was any other discussion and there was none. All in Favor : all board members voted yes, there were 0 no's.
- **Approval to Amend ByLaws: Action Item**
  - **Governing Board - Section 1 - Related to the Teacher Liaison** - it was a unanimous decision by the teachers to please have this position. Now they are going to vote on the person to represent them at the board meeting.
  - **Governing Board - Section 4 - Related to purchasing amounts and bids** - this was discussed at the governance meeting and the decision was made to increase the amounts for the school leader to be able to make decisions on items that are under 10,000 and that board approval is needed. We also need to change the amount to 25,000 for all items that need to have 3 bids before approval of purchase by the board.
  - **Governing Board - Section 6 - Attendance of Governing Board** - We would like to make the changes of this article to change from having to attend 75 % of the meeting in person to allowing the calling into a meeting be considered as attending the meeting. The basis of this change is due to COVID and to needing to social-distance as much as possible. Motion to approve by Chris Weathersby, 2nd motion made by Rusell Nuti, Chairman Tony Lee asked if there was any other discussion and there was none. All in Favor : all board members voted yes, there were 0 no's.
  - **Operational CPF Prediction Summary** - There have not been any changes in this area for this month. We are still at a 95 in this area -5 due to the late audit.
- **Discuss upcoming Board Member training opportunities** - There are two dates that are left and please remember to sign up if you have not signed up yet.
  - February 2<sup>nd</sup> from 8:30am- 12:30pm
  - April 13<sup>th</sup> from 8:30am- 12:30pm
- **Discuss the school leader's performance related to LKES** - Information Item
  - Standard 2 - School Climate - The leader promotes the success of all students by developing, advocating, and sustaining an academically rigorous, positive, and safe

school climate for all stakeholders. School Leader Almon stated that this was also something that was talked about today in the leadership meeting. Tabitha Sapp, our 4th grade teacher gave a presentation on this and we are working on ideas that incorporate all stakeholders of the school.

- **Amended Agenda Item - Tiered Substitute Pay** - We have a 2 tier pay scale at the moment and we need to increase this to a 3 tier pay scale. We would like to add the additional \$75 amount to the existing \$50 and \$100 pay rates. The scale would be as follows: \$50 - High School or equivalent; \$75 - Para Degree or Associate's Degree, \$100 - Certified Teacher/4 year degree. Motion to approve by Chris Weathersby, 2nd motion made by Russell Nuti, Chairman Tony Lee asked if there was any other discussion and there was none. All in Favor : all board members voted yes, there were 0 no's.

**Adjourn Meeting** - Motion to Adjourn made by Chris Weathersby, 2nd motion made by Lisa Jones, Chairman Tony Lee asked if there was any other discussion and there was none. All in Favor : all board members voted yes, there were 0 no's.