

Southwest Georgia STEM Charter Board of Directors Meeting Minutes

June 17, 2020 at 5:30 P.M.

Media Center at SGSC

Meeting also offered through Teleconference Option due to COVID-19:

Dial-in Number 978-990-5080: Access Code: 6521665

In attendance were: Tony Lee - Board Chairman, Chris Weathersby - Vice-Chairman, Angela Graham - Sec/Treasurer, Lisa Jones- Board Member, Ginger Almon - School Leader, Bill Cooling - CFO, Kadie Phillips - Federal Programs, Tim Thompson - Ex-Officio Board Member, Russell Nuti - Board Member (by phone call) and guest: Jeff Homan, from GCSA and Patricia Goodman, community member.

- Call to Order - By Tony Lee at 5:33 p.m.
- Approval of May Minutes of regular and called board meetings -
 - Motion to approve by Chris Weathersby and seconded by Angela Graham - All Vote Yes
- Public Comment - none

School Leader's Report - Information Items and Action Item

- Return to School for the 20-21 school year -
Tentative Plans:
 - ❖ Thermometers on the bus for the monitors to check students before they get on the bus, at the drop off points for the teachers to check before children are dropped off, teachers and staff will be checked before they are able to enter the building,
 - ❖ Hand sanitizing stations in rooms and all common areas - we will be meeting with Cintas to talk about getting these things in place
 - ❖ Lunch room staff will be required to wear masks and gloves at all times. Throw away containers and utensils are already used in the lunchroom so there will be no adjustments that will need to be made with these items. Lunch in classrooms for the upper grades and the smaller kids will rotate times and a schedule has already been done by the lunch staff.
 - ❖ Masks will be provided for the staff but at this time the mask will be optional, the mask will not be provided to the students. Student masks are optional as well. etc.
 - ❖ Teachers will be rotating classrooms instead of the children, this will lessen the interaction of children and large groups of children grouping together. The classrooms will be set up with social distancing.

- ❖ With the Digital Learning Grant we purchased 240 chromebooks and all grades but K-2 has had Google Classroom training.
- ❖ We are already working with Chatt-Flint RESA to get the K-2 trained on Google Classroom along with all new staff. During teacher planning, we will have a re-cap and new additions training for all staff with Chatt-Flint RESA. We, as a school, will be using the Google Classroom as our platform for instruction so all classes are on the same platform.
- ❖ Approval of Agreement with Chattahoochee Flint RESA to provide professional development related to Digital Learning Grant in the amount of \$11,749.60
 - Motion to approve by Chris Weathersby and 2nd by Angela Graham, all voted yes
- **Chris Weathersby asked:** - Will this money come from the CARES Act Budget? Ginger Almon responded stating that yes the money for the PPE did come from the CARES Act Budget and the Digital Learning Grant purchased the chromebooks and provided the training. We were not able to purchase the internet access due to our school covering 10 counties and we are not able to afford to provide for all ten counties; however we know we will have to for Special Education students. We are also looking to purchase some mobile hotspots for checkout in the media center for those who need access.
- Summer Work Hours Extended -
 - The summer staff is currently working Monday, Wednesday (full day) and Thursday (half-day). Starting on June 29th, the schedule will be Monday thru Wednesday (full days), Thursday (half day) and off on Friday.
- Survey Results about Returning to School:
 - Teachers return on July 30th and students return on August 5th.
 - A majority of our parents choose to send their children back to school to a traditional setting.
 - **Lisa** - Can you provide us with a breakdown of each question? The Survey that has been pushed out is showing a 60/40 with 60% being ok with the children returning if the above stated things are in place and 40% are opting for full distance learning.
- Enrollment updates -
 - We are continuing to get applications - especially in the younger grades. Right now numbers are - Pre-K - 9th @ 354 students.
 - **Michelle** - Are there any grade levels that are full and not accepting anymore students? Yes there are. They are 2nd and 5th grades. 5th grade is the only classroom right now that only has one class in it. It was a class of twenty last year and there is not enough funding to get two classes for this grade. With the budget cuts there is no way we can afford funding this other teacher.

Academic - Action and Information Items

- Approval for new start and end times for the 20-21 school year:

- Changing the start and release time will have us in compliance with the seat time. Also giving us more instructional time to work on areas of need. 8:00 start time and 3:15 release time - last year we had an 8:15 tardy and 2:45 release time
- **Chris** - Where will you add these extra minutes into the schedule? Ginger answered by stating that the first 15 minutes will be dedicated to journal writing and writing is an area that we need to improve on greatly. The last 30 minutes will be designated to WIN time which will focus on "What I Need Time". This will be a time designated to work on the remediation areas that extra help is needed.
 - Motion to approve new time by Lisa Jones second by Chris Weathersby, all voted yes.
- Discuss CSI Updates -
 - Budget has been approved and we have already begun ordering the items from the budget. The training is also being scheduled. We are working with Bari and Steve from RESA on all items in the budget. - We will be getting 150,000 more in July to spend for the 20-21 school year
 - **Tony** - we discussed using some of those funds to arrange a Cohort for the teachers to become STEM Endorsed...Is that part of the budget y'all will create? Ginger - Yes we will. We are already working on this and we will be the 1st Cohort that RESA does as they now have the approved STEM endorsement program. With this we will be able to get all of our staff done at one time. We will be starting this during the pre-planning of the teachers also. This will be a hybrid type training and they will be coming to us. This will be better for the budget as there will not be near as much travel to put into the budget.
- Discuss plans to improve Comprehensive Performance Framework score related to Academics
 - We will be picking up points in this area, but we are not able to pick up all the points due to being placed on the CSI list.

Finance -

- Approval of May's Financial Report -
 - Motion to approve by Chris Weathersby and 2nd by Angela Graham, all voted yes
- Approval of Spending Resolution -
 - Bill stated that we are doing a month to month budget at this point and the spending resolution is being presented. This is due to the budget numbers not being available at this time from the Department of Education. Once they have been released a budget will be presented and approved.
 - Motion to approve by Chris Weathersby and 2nd by Angela Graham, all voted yes
- Approval of entering into a MOA with Doug Erwin:
 - Mr. Erwin was recommended by Terrance to the school to help with the training of Bill Cooling and also to help with the year end audit. He is an approved

person from the list with the Charter Commission. His rates seem to be half of what Mauldin and Jenkins charged last year. He stated that it would be around 2500. This is not an actual contract at this moment, it is an agreement that we could accept a proposal from him to consider. He also stated that after meeting with Bill, which was a free consulting appointment, he feels like he will be able to help. He does think that it will be more of an hourly thing versus a daily thing that is needed. He also thinks that he will be able to do the majority if not all of the work virtually. This will also be in his MOA, but he states that his hourly rate is 150.00.

- Motion brought to approve entering into a MOA by Angela Graham, 2nd by Chris Weathersby, all voted yes.
- Approval of not paying Mr. Moore for storage fees related to the school bus:
 - Tony Lee stated that he had talked with the other three individuals that were involved with the moving of the bus in 2018. Mr. Hank Harry, Mr. Scott Torbert, and Mr. Paul Langford all stated that Mr. Moore requested the bus be at this home for him to use the bus for parts. At the time of the move, he was in charge of conducting the maintenance on the buses. Mr. Langford also stated that he had another place to put the bus, but it was requested that the bus remain at the Moore establishment. Mr. Lee states that he has also talked to a junkyard and they told Mr. Lee that if Mr. Moore is not a licensed storage facility and he is not able to charge a storage fee. Mr. Lee is asking for a motion to approve not paying Justin Moore the storage fees of more than one year that he is now requesting.
 - Motion to approve the non-payment of MR. Moore by Chris Weathersby and the 2nd was by Lisa Jones, all voted yes. Mr. Lee stated that he would call Mr. Moore and talk with him about it in the morning.
- Approval of paying Johnson Control the outstanding amount owed and upgrade camera and panel:
 - Bill informed the board that Johnson Controls has removed the year of service charges and that the bill is now just the remainder of the installation from last summer. Mathew with Johnson Controls has also informed Bill, Tony and Ginger that there needs to be a new panel box and new cameras installed for the program to work properly. The reason for this is the continued additions that the previous superintendent made. He has given a price quote of 3150 for these items. Bill informed the board that there was a balance of 3850 in the safety grant where the funds were initially used to pay for the updates. The board decided that the bill for the remainder of the installation project does need to be paid in the amount of \$17,646.49. They also decided that they are going to seek proposals for the additional items needed to make sure that we are getting the best price, along with the yearly fees that Johnson Controls has quoted.
 - Motion to approve the paying of the bill by Chris Weathersby, 2nd Lisa Jones and all voted yes.

- Discuss plans to improve the Comprehensive Performance Framework score related to Finances -
 - We are predicted for 30 points for the upcoming CPF. We are working on getting things in place to improve in the areas to show a potential 75 point score.
 - Enrollment Variance still sits still until October FTE
 - In the process of completing the PPP Loan paperwork to get the loan forgiven. Ginger and Lisa asked when this would be completed and he stated that it would be completed by Monday for submission.

Governance - Action Item and Information Items

- Discuss the school leader's performance related to LKES
 - **Tony** - Ginger and I met and discussed LKES Performance Standard 8. She was able to provide evidence of how she is involving the staff and parents in the decision making process at the school. One form of evidence was the recent survey that was distributed to parents about the school reopening, as well as her leadership team meeting minutes.
- Response in the portal to SCSC about improvement plans - Ginger stated that this was due on June 30th and that she was almost completed with this. She states that she is planning on having it completed and submitted by the first of next week.
 - **Lisa** - When is this due again? Ginger stated that this is a report that is completed yearly in response to poor performance on CPF.
- Discuss preparing agendas for all committee meetings and Board Meetings: Tony said that he wants to have all the committee and board meeting agendas completed and posted 2 weeks prior to the meeting. He thinks that this might increase the visitors to attend the meetings. This will also allow all members to be prepared for meetings. The committee heads are responsible for these: Academic - Ginger; Finance - Bill; Governance - Chris; Board - Tony
- Approval of dissolving the Transportation Director position -
 - Due to Budget issues, Tony is presenting to the board that the transportation director position be dissolved and that there be a lead bus driver position created. We do not have the staff or the budget for this position. The lead will have a small supplement for the role.
 - Motion to approve the dissolving of the Transportation Director position and the creation of the Lead Bus Driver made by Chris Weathersby, 2nd by Angela Graham and all voted yes.
- Approval of Staff Recommendations for Hire -
 - Karen Timmerman - Media/Visual Arts
 - Wayne Harrison - Maintenance
 - Heather DiLeanardo - EIP Math Teacher
 - Sven Colbert - Assistant Principal
 - Julia Scoggins - Instructional Coach

- Motion to approve all staff recommendations - Chris Weathersby, 2nd Angela Graham, all vote yes
- Discuss the need to hire two more staff members - we need a Special Education teacher at the middle/high level and a school nurse
 - **Michelle** - what are the requirements for being a school nurse? They can be a LPN or an RN. A RN can sign off on a trained CNA that they have employed for them. Lisa Jones and Kadie Phillips stated that they would talk to a few people and have them come to the school to apply if they are interested.
- Discuss the Strategic Planning meeting with Jeff Homan -
 - Decision was made to have 2 half day training and the first training will be on July 1st from 9-12:00 at the Southwest Georgia S.T.E.M.Charter School.
- Discuss closing the second Pre-K classroom:
 - We were advised by Mrs. Jan Duke to register children as if we were having 2 classes as we were unaware of how funding would be affected. At this time we only have 27 students that have completed applications. These applications have been stamped and time dated for when they were completed. For a fully funded class there has to be 22 in the class. There will likely be a decision that we are only going to have one Pre-K class and we will be moving the other Pre-K teacher and paraprofessional to the opening that we have in kindergarten - we will keep both classrooms until July 1 and make a decision then.
 - **Chris** - How many students will this leave without a Pre-K spot? There would be 5 that we have to contact to let them know and we will be doing that this week.
- Discuss plans to improve the Comprehensive Performance Framework score related to Operations
 - **Tony** - at our governance committee meeting, we reviewed the next four standards in Operations - we are working to improve by:
 - Updating our policies and procedures with GAAP (Generally Accepted Accounting Principles)
 - We have worked with all staff that deals with federal funding to ensure that they are trained with how to properly handle spending federal money
 - We are updating our Financial Handbook to include all policies and procedures that follow the LUA Manual
 - We are adopting a Spending Resolution and will follow proper procedures once we are able to move forward with our budget

Board Chairman Tony Lee asked if there were any questions from the board or guest at this time. Patricia Goodman did have questions. She wanted to know if the distance learning students affected the FTE and Mrs. Almon stated that these children are counted in the FTE in the same capacity that the students that are attending traditional school. Patricia Goodman stated that she was interested in joining the school board. She was told to send her resume/informational piece to Kadie Phillips and she would

get it to all board members for review and that this would be added to the agenda next month.

Adjourn Meeting

Motion to adjourn was made by Michelle Graham and seconded by Lisa Jones, all voted yes

Time adjourned - 6:47p.m.